

WARRANTY INSPECTION PROCEDURES

PRE-JOB INSPECTIONS

Remember: Foam needs to be sprayed to a secure, clean, and dry substrate. Whenever looking at something on the roof, ask yourself: “Is this secure, clean, and dry enough to receive foam?” If there’s the least bit of question in your mind, note it and take a picture.

1. Note in your notebook the following items:
 - a. Date
 - b. Contractor’s company name
 - c. Project name
 - d. Roof section name (if different from Project Name)
 - e. Weather conditions and if it has rained recently, when
2. Draw a sketch of the roof. As you observe various items on the roof, note the location on this sketch.
3. Find out where the roof is currently leaking and note these areas on your sketch.
4. Find out (either by asking or reviewing the Request for Warranty Form) what the contractor will be spraying foam to. That is, will they be spraying to a membrane (such as BUR, modified bitumen), tearing down to the deck and spraying to the deck (such as metal, concrete, Tectum®), or overlaying with recovery board (typically done when the membrane is a single-ply such as EPDM).
5. Do a walk-around. As you do this, jot notes on the sketch and TAKE PICTURES. As you walk around, think about what might be causing any leaks that were reported to you. Look for the following items:
 - a. Drains: How and where does the roof drain? Is there any slope?
 - b. Blisters: Where are they on the roof, what is the frequency and size?
 - c. Flashings: Are they tight and secure enough to spray to directly or will some special treatment be required?
 - d. Ponding: Are there ponds? If there’s no standing water when you inspect the roof, signs of ponds include dirt accumulation; plant, mold, moss, and algae growth. Where are the ponds, how deep, how large? How will contractor eliminate ponding?
 - e. Signs of Movement: Note expansion joints on your sketch. Are there cracks in the existing membrane that indicate there are movement problems? Are there equipment items on the roof which move or vibrate?
 - f. Penetrations: What kind of roof penetrations are there (HVAC units, flag poles, signs, plumbing vents, roof hatches, heat stacks, sky lights, etc.)? Can these protrusions be flashed with foam or will some special treatment be required?
 - g. Patches: Where, how large, how many, what type?

6. Pictures:
 - a. Overall shots: Take several showing the general appearance and condition of the roof.
 - b. Flashing details: Take a picture of every type of detail the contractor will be spraying foam to.
 - c. Edge details: Take picture of roof edges, parapets, high walls, expansion joints, etc. where contractor will be terminating his foam.
 - d. Any thing else: Any items or areas that you think might be questionable.

7. Core cuts: Take a core cut down to the deck for each different roof type encountered. Have contractor take the core and plug the hole. He may use your coring tool, foam plugs, and caulk.
 - a. Place each core in its own plastic bag and label with date, contractor company name, and job/roof section name.
 - b. Core cuts are unnecessary if the existing roof is to be torn off to the deck.

When you get back to the office, do the following:

8. Coal Tar Check: Check the roof core for coal tar. Take a sample of the BUR membrane and mix it in a paper cup with mineral spirits.
 - a. Coal tar: Mineral spirits will remain clear with a yellow, amber or green tint to it.
 - b. Asphalt: Mineral spirits will turn black.

9. Report: Fill out an inspection report form. Note on the form if the BUR is coal tar or asphalt.

<ol style="list-style-type: none"> 10. Label your photos: <ol style="list-style-type: none"> a. Contractor's company name b. Job/roof section name c. Job city, state d. Date photo was taken e. Your name or initials 11. Turn into Mitch Clifton: <ol style="list-style-type: none"> a. Inspection report b. Photos c. Core cut(s) 	<ol style="list-style-type: none"> 12. Checklist: <ul style="list-style-type: none"> <input type="checkbox"/> Information <input type="checkbox"/> Sketch <input type="checkbox"/> Leak identification <input type="checkbox"/> Substrate Identification <input type="checkbox"/> Walk the roof <input type="checkbox"/> Pictures <input type="checkbox"/> Core cuts <input type="checkbox"/> Coal tar check <input type="checkbox"/> Label photos <input type="checkbox"/> Turn into NCFI
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Sketch Area for Roof Diagram:

