

# Build Your Roofing File Checklist

## Building Info

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Additional info: \_\_\_\_\_

Gather and keep your roofing records together.

### ■ Manufacturers

- Manuals
- Product label copies
- If not available, contact manufacturer or check website for printable product specs

Name: \_\_\_\_\_

Product: \_\_\_\_\_

Notes: \_\_\_\_\_

Name: \_\_\_\_\_

Product: \_\_\_\_\_

Notes: \_\_\_\_\_

Name: \_\_\_\_\_

Product: \_\_\_\_\_

Notes: \_\_\_\_\_

Name: \_\_\_\_\_

Product: \_\_\_\_\_

Notes: \_\_\_\_\_

Name: \_\_\_\_\_

Product: \_\_\_\_\_

Notes: \_\_\_\_\_

Name: \_\_\_\_\_

Product: \_\_\_\_\_

Notes: \_\_\_\_\_

### ■ As-built drawings and specifications

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### ■ Contracts

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Notes: \_\_\_\_\_

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Notes: \_\_\_\_\_

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Notes: \_\_\_\_\_

### ■ Installation

Date of installation: \_\_\_\_\_

Company: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_

### ■ Maintenance

Company: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_

### ■ Warranties

Product: \_\_\_\_\_

Expiration: \_\_\_\_\_

Notes: \_\_\_\_\_

Product: \_\_\_\_\_

Expiration: \_\_\_\_\_

Notes: \_\_\_\_\_

Product: \_\_\_\_\_

Expiration: \_\_\_\_\_

Notes: \_\_\_\_\_

Product: \_\_\_\_\_

Expiration: \_\_\_\_\_

Notes: \_\_\_\_\_

■ **Receipts/invoices**

Date/amount/company: \_\_\_\_\_

\_\_\_\_\_

Date/amount/company: \_\_\_\_\_

\_\_\_\_\_

Date/amount/company: \_\_\_\_\_

\_\_\_\_\_

Date/amount/company: \_\_\_\_\_

\_\_\_\_\_

Date/amount/company: \_\_\_\_\_

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Date/amount/company: \_\_\_\_\_

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Date/amount/company: \_\_\_\_\_

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Date/amount/company: \_\_\_\_\_

\_\_\_\_\_

Date/amount/company: \_\_\_\_\_

\_\_\_\_\_

Date/amount/company: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

■ **Maintenance records**

Date/company/description of work: \_\_\_\_\_

\_\_\_\_\_

Date/company/description of work: \_\_\_\_\_

\_\_\_\_\_

Date/company/description of work: \_\_\_\_\_

\_\_\_\_\_

Date/company/description of work: \_\_\_\_\_

\_\_\_\_\_

Date/company/description of work: \_\_\_\_\_

\_\_\_\_\_

Date/company/description of work: \_\_\_\_\_

\_\_\_\_\_

Date/company/description of work: \_\_\_\_\_

\_\_\_\_\_

Date/company/description of work: \_\_\_\_\_

\_\_\_\_\_

Date/company/description of work: \_\_\_\_\_

\_\_\_\_\_

■ **Inspection documentation and photos**

Date/inspector: \_\_\_\_\_

Issues: \_\_\_\_\_

\_\_\_\_\_

Date/inspector: \_\_\_\_\_

Issues: \_\_\_\_\_

\_\_\_\_\_

Date/inspector: \_\_\_\_\_

Issues: \_\_\_\_\_

\_\_\_\_\_

Date/inspector: \_\_\_\_\_

Issues: \_\_\_\_\_

\_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

■ **Locations of any hidden conduits:**

Notes: \_\_\_\_\_

\_\_\_\_\_

■ **Trade names of materials (if not stamped on membrane and flashings):**

Material/trade name: \_\_\_\_\_

\_\_\_\_\_

Material/trade name: \_\_\_\_\_

\_\_\_\_\_

Material/trade name: \_\_\_\_\_

\_\_\_\_\_

Material/trade name: \_\_\_\_\_

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Material/trade name: \_\_\_\_\_

\_\_\_\_\_

Material/trade name: \_\_\_\_\_

\_\_\_\_\_

Material/trade name: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

# Traffic Log

Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Company contact info (phone/email): \_\_\_\_\_  
\_\_\_\_\_  
Reason for visit: \_\_\_\_\_  
\_\_\_\_\_  
Check-in time: \_\_\_\_\_ Check-out time: \_\_\_\_\_  
Issue found/resolved: \_\_\_\_\_  
\_\_\_\_\_  
Parts ordered: \_\_\_\_\_  
Invoice (Y/N): \_\_\_\_\_ Number: \_\_\_\_\_  
Amount: \_\_\_\_\_ Paid (Y/N) \_\_\_\_\_  
Notes: \_\_\_\_\_  
Building rep signature: \_\_\_\_\_  
Contractor signature: \_\_\_\_\_

Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Company contact info (phone/email): \_\_\_\_\_  
\_\_\_\_\_  
Reason for visit: \_\_\_\_\_  
\_\_\_\_\_  
Check-in time: \_\_\_\_\_ Check-out time: \_\_\_\_\_  
Issue found/resolved: \_\_\_\_\_  
\_\_\_\_\_  
Parts ordered: \_\_\_\_\_  
Invoice (Y/N): \_\_\_\_\_ Number: \_\_\_\_\_  
Amount: \_\_\_\_\_ Paid (Y/N) \_\_\_\_\_  
Notes: \_\_\_\_\_  
Building rep signature: \_\_\_\_\_  
Contractor signature: \_\_\_\_\_

Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Company contact info (phone/email): \_\_\_\_\_  
\_\_\_\_\_  
Reason for visit: \_\_\_\_\_  
\_\_\_\_\_  
Check-in time: \_\_\_\_\_ Check-out time: \_\_\_\_\_  
Issue found/resolved: \_\_\_\_\_  
\_\_\_\_\_  
Parts ordered: \_\_\_\_\_  
Invoice (Y/N): \_\_\_\_\_ Number: \_\_\_\_\_  
Amount: \_\_\_\_\_ Paid (Y/N) \_\_\_\_\_  
Notes: \_\_\_\_\_  
Building rep signature: \_\_\_\_\_  
Contractor signature: \_\_\_\_\_

Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Company contact info (phone/email): \_\_\_\_\_  
\_\_\_\_\_  
Reason for visit: \_\_\_\_\_  
\_\_\_\_\_  
Check-in time: \_\_\_\_\_ Check-out time: \_\_\_\_\_  
Issue found/resolved: \_\_\_\_\_  
\_\_\_\_\_  
Parts ordered: \_\_\_\_\_  
Invoice (Y/N): \_\_\_\_\_ Number: \_\_\_\_\_  
Amount: \_\_\_\_\_ Paid (Y/N) \_\_\_\_\_  
Notes: \_\_\_\_\_  
Building rep signature: \_\_\_\_\_  
Contractor signature: \_\_\_\_\_