

## 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: \_\_\_\_\_

- As-built drawings and specifications

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

- Contracts

- Installation

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

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

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

- Maintenance

Company \_\_\_\_\_

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

- Warranties

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

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

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

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

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

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

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

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

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

- Receipts/invoices

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: \_\_\_\_\_

\_\_\_\_\_

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: \_\_\_\_\_

\_\_\_\_\_

■ Inspection documentation and photos

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: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

■ Traffic log (filled out by anyone accessing roof) (Should include name of person, company, date, reason for being on roof, check-in/checkout time, any other info relevant to building roof)

■ Additional items/notes

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