

# Specification Review Checklist

SFB Roofing Performance Specification Type:

**ASPHALT SHINGLES**

**07 31 13**

*This checklist can be used for new construction and building renewal grant projects*

Project: \_\_\_\_\_

Revised 12/29/20

Checked	Specification	Paragraph	Comments	Field Acceptance
<input type="checkbox"/>	SFB recommendation	This checklist refers to the SFB General Roofing Specification 07 30 00 numerous times which needs to be followed.		
<input type="checkbox"/>	General Roofing Performance Specification Para. 2.1.4.1	The Architect shall provide to the SFB at the first kickoff meeting or pre-design meeting the SFB Performance Specifications which will be used as a guideline to supplement the Architect's roofing specification before proceeding with their design. <a href="#">Performance Specification</a>	Optional: Use the <a href="#">SFB NC kickoff meeting</a> agenda form for BRG pre-design award meeting with the District's representatives.	
<input type="checkbox"/>	General Roofing Performance Specification Para. 2.1.9	Has the Architect signed their Shop Drawing review stamp?		
<input type="checkbox"/>	General Roofing Performance Specification Para. 1.2	Has a roof assessment been performed? If so, who performed this? If an assessment by the District has not been performed by others, has this Project's Architect or SFB Liaison performed their assessment in the field prior to the start of design?		
<input type="checkbox"/>	General Roofing Performance Specification Para. 1.2.5 & 6.5	Has roof cores been performed with pictures?		
<input type="checkbox"/>	General Roofing Performance Specification Para. 1.2.6.2	Has a pre-design award meeting with the Assessor, Project Architect, District & the SFB been held to define a direction for a scope of work?	Optional: Use the <a href="#">SFB NC kickoff meeting</a> agenda form for BRG pre-design award meeting with the District's representatives.	
<input type="checkbox"/>	General Roofing Performance Specification Para. 1.3.1	Has the Assessor provided a schedule for this project within 5 days of their notice to proceed?		

<input type="checkbox"/>	SFB recommendation	Has the Architect or Liaison verified the existing condition? If so, can a repair or restoration be applied to extend this roof another 3-5 years?		
<input type="checkbox"/>	SFB recommendation	Has the Architect or Liaison verified the interior existing finishes showing signs of water intrusion from the roof?		
<input type="checkbox"/>	General Roofing Performance Specification Para. 8	Has a Structural Engineer reviewed the as found condition & scope of work prior to the start of design?		
<input type="checkbox"/>	SFB recommendation	Has a Mechanical Engineer reviewed the as found condition & scope of work prior to the start of design.		
<input type="checkbox"/>	General Roofing Performance Specification Para. 12	The manufacturer cannot be specified in the District's IFB		
<input type="checkbox"/>	General Roofing Performance Specification Para. 2.2.1	If the project requires multiple site visits within a week, this situation shall be reported to the SFB. One visit per week is required.		
<input type="checkbox"/>	General Roofing Performance Specification Para. 2.4.1	All weekly reports by the bidder's foreman or local manufacturer representative must be submitted to the Architect and the SFB. If the manufacturer's local representative is not available, a 3 <sup>rd</sup> party QA/QC representative may be provided by the SFB.	Has the manufacturer been copied on these reports?	
<input type="checkbox"/>	General Roofing Performance Specification Para. 3.1.1.1	The SFB shall discuss with the Registrar of Contractors open & resolved actions with the Architect as part of the contractor's qualifications prior to award of contract.		
<input type="checkbox"/>	General Roofing Performance Specification Para. 6.2	The Architect shall provide written justification for a roof replacement or restoration in lieu of repair.		
<input type="checkbox"/>	General Roofing Performance Specification Para. 9.1.	All new roof installations require compliance to the minimum R/CI values found in IECC.		
<input type="checkbox"/>	General Roofing Performance Specification Para. 10.3.2	Has the existing HVAC curb heights been verified? Are taller curbs required?		
<input type="checkbox"/>	General Roofing Performance Specification Para. 2.1.1.-2.1.7.	A roof shall be determined as failed when any of the following conditions exist: loss of surface granules, visible fibers/felts, curling edges, hips & ridges leaking & failed underlayment.		
<input type="checkbox"/>	SFB recommendation	Has the Architect included the assessed deficiencies in their design package?		
<input type="checkbox"/>	SFB recommendation	Are there existing solar panels on the roof? Please refer to <a href="#">SFB Rooftop Solar Policy</a>		

<input type="checkbox"/>	Architectural Shingles para. 2.1.1-2.1.7	Significant loss of granules; visible fibers/felt with the shingles; curling edges; splitting shingles; valleys, hips & ridges leaking beyond repairs; note all soft or springy deck areas & failed under lument	If these items are found, it is considered that the existing roof has failed & it requires replacement.	
<input type="checkbox"/>	Architectural Shingles para. 3.1	High slope roofs are recommended in lieu of flat roofs.	This type of Roofing System is usually going to be installed only on the Historic Buildings due to the aesthetics and thus, this specification can only be used as a reference document for the Design Phase for the Asphalt Shingles Tile. Changes need to be discussed with SFB Staff on a project-by-project basis.	
<input type="checkbox"/>	Architectural Shingles para. 4.2	If the roof requires replacement, the entire existing asphalt roof shall be removed down to the existing deck.		
<input type="checkbox"/>	Architectural Shingles para. 6.1.1.1-6.1.1.5	This new roof shall meet ASTM D 3018, ASTM D 3462, ASTM D 1970, ASTM D 3161 & ASTM E 108.		
<input type="checkbox"/>	Architectural Shingles para. 6.1.1.6	A 20 year warranty is required for the minimum performance. Fiberglass or Organic reinforcement is required. ASTM wind resistance; complying with local codes (90mph min.) & meets the IECC Solar Reflectance Index (SRI) for the roof pitch & material.		
<input type="checkbox"/>	SFB recommendation	A two year minimum material and labor warranty shall be provided by the Contractor.		
<input type="checkbox"/>	Architectural Shingles para. 6.5	Attic space shall be ventilated to a net free area of a minimum of 1/150 <sup>th</sup> of the space ventilated, code compliant cross ventilation needs to be provided.		
<input type="checkbox"/>	Pre-construction	Has the Architect's design package been submitted to the District, Liaison and the Structural & Mechanical Engineers?		
<input type="checkbox"/>	Pre-construction	Has this design package been reviewed by the Structural and Mechanical Engineers?		
<input type="checkbox"/>	Pre-construction	Has the Architect's roof field observation been submitted to the Liaison?		
<input type="checkbox"/>	Bid process	Has the District's procurement department received the approved design drawings and specifications?		
<input type="checkbox"/>	Bid process	Has the District advertised these documents?		
<input type="checkbox"/>	Bid process	Is the Liaison part of this procurement selection process?		
<input type="checkbox"/>	Bid process	The District shall include the requirement of payment & performance bonds.		
<input type="checkbox"/>	General Roofing Performance	Has the manufacturer's wind load calculations been included in the Bid documents?		

	Specification Para. 2.1.7			
<input type="checkbox"/>	Pre-construction	If any manufacturer misses out on the Pre-bid meeting, it's the bidder's responsibility to make sure the manufacturer visits the site so a warrant document can be provided with the bid.		

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DISTRICT NAME                      DISTRICT ACKNOWLEDGEMENT                      DATE

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SFB LIAISON NAME                      SFB LIAISON ACKNOWLEDGEMENT                      DATE

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ARCHITECT NAME                      ARCHITECT ACKNOWLEDGEMENT                      DATE