

ROOF/ACCESS REPAIR AND MAINTENANCE LOG

DATE:

AREA ACCESSED:

REASON FOR ROOF ACCESS:

DATE:

AREA ACCESSED:

REASON FOR ROOF ACCESS:

ROOF INSPECTION FORM

DATE:

LOCATION ADDRESS:

PERSON INSPECTING THE ROOF:

REASON FOR THE INSPECTION:

PRE-MONSOON SEASON

POST-MONSOON SEASON

WEATHER EVENT

FOLLOW UP AFTER

TYPE OF ROOF SYSTEM:

SINGLE PLY

BUILT UP ROOFING

MODIFIED BITUMEN

METAL SHINGLES

CONCRETE TILE

OTHER:

Y N N/A CONDITION

Evidence of standing water on ground near storm drains

Gutters/downspouts/storm drains blocked with debris

Cracks, gaps or other damage to the gutters/downspouts/drains

Standing water or evidence of past standing water on the roof deck

Accumulation of debris on the roof

Suspected water intrusion

Evidence of bird, rodent or insect infestation

Roof materials damaged or missing

Cracks or loose materials around rooftop penetrations

Flashings not sealed, coming loose or damaged

Debris accumulating under mechanical units

Grease or other contaminants on the roof

OTHER:

OTHER:

OTHER:

FINDINGS:

CORRECTIVE ACTIONS:

REQUEST FOR PROPOSAL (CONSULTANT)

We are accepting bids for roofing consulting services at the address below.

SITE ADDRESS:

CITY: STATE: ZIP:

BIDS ARE SUBMITTED TO:

COMPANY NAME:

CONTRACTOR NAME:

ADDRESS:

CITY: STATE: ZIP:

WE NEED

Roof survey and condition assessment

Bidding and specifications

Project monitoring

Roof Maintenance plan

OTHER:

Bids are due by _____ at _____

Delivered by email to: _____

At _____

TELL US MORE ABOUT YOU

What is your area of expertise?

How long have you been in business?

What credentials have you earned?

Do you have experience with the type of roof we have?

Do you have experience with this type of project?

IF YOU HAVE ADDITIONAL INFORMATION THAT YOU BELIEVE IS RELEVANT TO THE BIDDING PROCESS, PLEASE INCLUDE IT WITH YOUR BASE BID SUMMARY.

SIGNATURE _____ NAME / TITLE

REQUEST FOR PROPOSAL (CONTRACTOR)

We are accepting bids for roofing work to be performed at the address below, when submitting your bid please submit your base price for the work as described in the summary below on your letter head, include your wood replacement cost sheet and do not include a contract at this time.

SITE ADDRESS:

CITY: STATE: ZIP:

BIDS ARE SUBMITTED TO:

COMPANY NAME:

CONTRACTOR NAME:

ADDRESS:

CITY: STATE: ZIP:

The following summary is not intended to be a job specification, a detailed job specification will be provided/required before the job begins.

JOB SUMMARY

A pre-bid meeting will be held on _____ at _____ at the above location. You are required to attend the meeting for your bid accepted.

Bids are due by _____ at _____

Delivered by email to: _____

At _____

To qualify as a bidder, you must:

BE CURRENTLY LICENSED AND BONDED IN ARIZONA - ROC NUMBER AND CLASS:

CARRY GENERAL LIABILITY INSURANCE - LIMITS

CARRY COMMERCIAL AUTO LIABILITY INSURANCE - LIMITS

CARRY WORKERS COMPENSATION INSURANCE - LIMITS:

HAVE FIVE YEARS' EXPERIENCE WITH THE ABOVE DESCRIBED WORK YES NO

BE WILLING TO WORK IN COMPLIANCE WITH ALL OSHA 1926 CONSTRUCTION STANDARDS YES NO

IF YOU USE SUB-CONTRACTORS, THEY WILL BE REQUIRED TO PROVIDE THE SAME INSURANCE COVERAGES AND BE WILLING TO COMPLY WITH THE JOB SPECIFICATIONS AND OSHA 1926 STANDARDS AS WELL AS ANY OTHER REQUIREMENTS TO WORK AT THE ABOVE SITE ADDRESS. WILL YOU BE USING SUB-CONTRACTORS YES NO

IF YOU HAVE ADDITIONAL INFORMATION THAT YOU BELIEVE IS RELEVANT TO THE BIDDING PROCESS, PLEASE INCLUDE IT WITH YOUR BASE BID SUMMARY.

SIGNATURE _____ NAME / TITLE