

# Checklist for New Roof Purchase

The purchase of a new roof is a very important decision. Yet many building owners and facility managers can't answer critical questions. If your roofing contractor can't answer these questions for you, then you seriously need to consider a more qualified roofing contractor.



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

	CONTRACTOR SELECTION:	
	Key Question	Answer
	Have you met your roofer? Can you work with them?	
	How long has your roofing contractor been in business?	
	How many roofs like yours has your roofing contractor completed?	
	Does your roofer have references?	
	What level of insurance does your roofing contractor have? Can your roofer provide a Certificate of Insurance?	
	Can your roofer provide Performance Labor and Material Bonds?	
	What is the Initial Investment for your roof? What is the Lifecycle Cost?	
	Do you have a firm Estimate? How could the cost of the roof installation change? How will you negotiate changes with the contractor?	
	Does the roofing contractor provide a warranty? Does the Roof System Manufacturer provide a warranty? Have you seen a copy of the warranty?	
	Is the Roof System Manufacturer a leading brand?	
	Have you discussed a Safety Plan for both the roofing contractor and for your employees during the roof installation?	
	Have you discussed a business disruption plan? Where will the roof be accessed? What will happen to construction debris? How will noise be managed?	
	Have you established a schedule for the project?	
	Is there an emergency plan in place anticipating potential property damage? Established who the emergency contacts are? What if someone is injured?	
	What happens when the project is complete? When are warranties provided? Does the roofing contractor have a service staff? 24 hour Service?	
	How do I maintain my roof in order to get the longest life possible?	
	Have all of your CONTRACTOR questions been answered?	

	ROOF SYSTEM SELECTION:	
	Key Question	Answer
	Is your existing roof leaking? Is there wet insulation below the roof?	
	How much slope should I have in my roof?	
	How much insulation should I have and what type of insulation?	
	What R-value should I require? Are there building codes to consider?	
	Is there a way to calculate my energy use based on the insulation I select?	
	How much weight will my roofing structure support?	
	Does it matter which roofing manufacturer I use?	
	Are all the components of my roof supplied by one manufacturer?	
	What happens to the warranties if I have multiple source suppliers?	
	What type of roof membrane do I need?	
	Is a white roof the same as a black roof?	
	How is my insulation and my roof system attached to my roof deck?	
	Should I consider vegetation on my roof?	
	Will my roof accept a solar array? Should I consider solar energy?	
	Have all of your ROOF SYSTEM SELECTION questions been answered?	



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