

Roof Project Review Checklist

Goal: Verify completed work, document issues, and resolve open items before final sign-off.

A Valleys (Quality & Method)

OBSERVATIONS

- ☐ Valleys are **woven** (confirmed visually)
- ☐ No straight cut line visible
- ☐ Previous roof had **metal valleys**

QUESTIONS

- ☐ Why did you choose **woven valleys** instead of closed-cut or metal?
- ☐ Does this woven method meet the **manufacturer's specs** for the shingles used?
- ☐ Was this choice based on cost, speed, or a technical recommendation?

B**Ice & Water Shield****CRITICAL****OBSERVATIONS**☐ Can't visually confirm under shingles☐ Valleys conceal underlayment**QUESTIONS**☐ Was **self-adhering ice & water shield** installed:☐ Directly to roof deck☐ In **all valleys**☐ Extending **24" inside exterior wall** (as quoted)☐ Is there documentation (photos / job log) confirming this?**C****Synthetic Underlayment / Vapor Barrier****OBSERVATIONS**☐ Not visually confirmed**QUESTIONS**☐ Was a **synthetic vapor barrier** applied to remaining roof deck?☐ Was it installed across the **entire roof** or only certain sections?

D

Roof Edge / Aluminum Edging

OBSERVATIONS

- ☐ Unsure if new edging is present on all edges

QUESTIONS

- ☐ Was **C4 ½" aluminum edging** installed on:
- ☐ Bottom (eave) edges
 - ☐ Side (rake) edges
- ☐ How can I visually confirm new vs old edging?

E

Metal Roof Areas (Sunroom / Porches)

OBSERVATIONS

- ☐ Tar visible on metal shingle area above sunroom

ACTION REQUIRED

- ☐ Tar work on metal roof needs correction / cleanup

QUESTIONS

- ☐ What is the plan to correct the **tar work** per metal-roof best practice?



Cleanup & Safety

OBSERVATIONS

- ☐ Metal shavings present
- ☐ Nails found and picked up by homeowner
- ☐ Nail visible on front door overhang

ACTIONS REQUIRED

- ☐ Full magnetic sweep of property
- ☐ Remove nail on front overhang

QUESTIONS

- ☐ When will final cleanup and safety sweep be completed?



Site Management / Bathroom Damage

DOCUMENTED ISSUES

- ☐ No porta-potty provided
- ☐ Crew used homeowner bathroom
- ☐ Toilet clogged
- ☐ \$425 plumber bill
- ☐ Sanitizing required
- ☐ Floor damage
- ☐ Personal time lost

QUESTIONS

- ☐ Why was **no porta-potty** provided for a multi-day job?
- ☐ How will we **reimburse / reconcile** plumbing and damage costs?



Close-Out Documentation

REQUIRED DOCUMENTS

- ☐ Permit confirmation
- ☐ Written **10-year workmanship warranty**
- ☐ Written answers to valley & underlayment questions

FINAL SIGN-OFF

- ☐ Confirm all items resolved before **final sign-off**



This checklist is provided for reference purposes only.