



PROPERTY CLAIM

## 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?

## F 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?

## G 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?

## H 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.