



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.