



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.