We want our CMP’s to succeed and to continue to offer this valuable 25% Guarantee Extension to your clients. Below you will find a step-by-step, “What To Expect”, outline of the CMP and WellRoof Guarantee Extension Program. Please contact Jennifer Long at [jlong@gaf.com](mailto:jlong@gaf.com) with any questions or to schedule further training.

***What is a CMP?*** A CMP is a Certified Maintenance Professional. Are you partnered with GAF and specialize in service and preventative maintenance? Then this is you!

***What is the WellRoof Guarantee?*** The WellRoof Guarantee Extension is an addendum to ANY asphaltic or single ply diamond pledge warranty that will extend the life of the warranty by 25% simply by performing annual maintenance.

**What to Expect**

1. **Visit CCZ> Tools For Success> Commercial> CMP**
   1. Printable WellRoof Registration Form To Enroll Projects For 25% Extension
   2. Inspection Checklist- Required Punch List For All Inspection Submittals To GAF
   3. Electronic WellRoof Brochure For Submitting With Proposals
      1. The Brochure Can Also Be Ordered On CCZ
   4. CMP Academy- Learn The Ins And Outs Around Starting A Maintenance Division
   5. Order Maintenance Mailers
2. **Register Projects In The WellRoof Guarantee Extension Program** 
   1. Print Registration Form, Fill Out, Get Signed By Property Owner And Email To: [Guaranteeservices@Gaf.Com](mailto:guaranteeservices@gaf.com) (Email Is At The Top Of The Registration Form)
   2. Upon Acceptance Into The Program GAF Will Send A Welcome Letter To You And The Property Owner.
   3. The Official Warranty Will Be Sent To You In The Mail (You Can Also Opt To Receive Via Email)
3. **TPO Roof Plaques**
   1. Upon WellRoof Enrollment, A Laser Inscribed “TPO Plaque” Will Be Mailed To You
      1. Includes Your Company Information And System Type
      2. Weld This To The Roof In A Visible Area
4. **Download The GAF Inspect App (Available For Both Apple And Android Devices)**
   1. Optional: Use This App To Perform WellRoof Guarantee Inspections
      1. Already Have Your Own Software? No Problem, Submit Your Inspection, Just Include Our Punch List Items
   2. Email [Pdellanno@Gaf.Com](mailto:pdellanno@gaf.com) For Login Credentials
   3. Customize Your Inspections With The App By Emailing A High Resolution Jpeg Of Your Logo To [Pdellanno@Gaf.Com](mailto:pdellanno@gaf.com)
   4. Want To Use The App For Non-WellRoof Projects?
      1. Fill Out The DataForma Blanket Authorization Form (Good For The Full Term Of Cmp Enrollment)
      2. Complete A Work Order Request Form For Each Project You Would Like To Inspect
         1. Email To [Inspection@Dataforma.Com](mailto:inspection@dataforma.com)
         2. A Work Order Will Be Created For You. Just Take Your Pictures, Add Comments And Voila! Ready To Send To Your Client.
   5. See How To Use GAF Inspect For Further Details
5. **When Is My Inspection Due?**
   1. GAF Requires Only 1 Inspection Per Year For Each Project Registered Into WellRoof
   2. The First Inspection Is Due On Or Before The 2 Year Anniversary Of *Project Completion Date* And Every 1 Year Thereafter.
      1. Important: Inspection Due Dates *Do Not* Coincide With The Date It Was *Registered* Into The Guarantee Program. **Use The Date Of Completion.**
      2. GAF Will Notify You And The Property Owner With Upcoming Inspections Due And Past Due (Via Email And Mail)
      3. Inspections May Be Completed Any Time During The Year! Please Do Not Wait To Perform Your Inspections.
6. **Submitting Inspections**
   1. Completed Inspections Should Be Sent To Your Regional Guarantee Services. Your GAF Territory Manager Can Assist If You Are Unsure Which Region You Are In
7. **When Will GAF Notify Me Of Upcoming Inspections?**
   1. 60 Days Before Inspection Due Date
      1. Owner Receives A Letter In The Mail As A Reminder For Upcoming Inspection
      2. CMP Receives A Letter And Email
   2. 30 Days Past Due
      1. CMP Receives An Email
      2. Territory Manager Receives An Email
   3. 40 Days Past Due—Termination Notice
      1. Owner Receives A Letter Of Extended Warranty Cancellation
      2. CMP Receives A Letter And Email Of Cancellation
8. **Questions & Further Training**
   1. Contact Jennifer Long Via Email At [Jlong@Gaf.Com](mailto:Jlong@Gaf.Com)