ROOFING CONTRACTOR CHECKLIST

This is a checklist for hiring a commercial roofing contractor. It is written for a building owner or facilities manager running a repair, a coating or a replacement, and it covers what to verify, what to require in writing, and what to agree before anybody starts.

Work through it before the quotes arrive rather than afterwards, because most of it shapes what you ask for.

VERIFY BEFORE ANYTHING ELSE

CHECK	WHAT GOOD LOOKS LIKE
☐ Contractor license	Current, in the right classification, verified with the state board
☐ General liability insurance	Certificate sent by the insurer, with your interest noted
☐ Workers compensation	Current, and covering the crew that will actually attend
☐ Manufacturer approval	Confirmed by the manufacturer for the system being installed
☐ Business history	A verifiable local address and a trading history you can check
☐ References	Buildings of a similar type you can visit, not written quotes

THE WRITTEN SCOPE

REQUIRE	WHY
☐ The system named by product	Type alone does not define what is being installed
☐ Insulation type and thickness	A hidden saving here is invisible on completion
☐ Tear off or recover, stated	The largest single cost difference between two quotes
☐ Deck repair rate or allowance	Deck condition is unknown until the roof is open
☐ Detail treatment	Upstands, curbs, penetrations, edge metal, outlets

REQUIRE	WHY
☐ Drainage work	Outlets, strainers, overflows, and any correction of falls
☐ Equipment handling	Who lifts, disconnects and reinstates rooftop plant
☐ Disposal	Where the old roof goes and who pays for it

THE COMMERCIAL TERMS

AGREE	WHAT TO WATCH FOR
☐ Payment schedule	A deposit proportionate to materials, not to the whole job
☐ Change order process	How a variation is priced and who authorizes it
☐ Retention	An amount held until completion and sign off
☐ Lien waivers	Provided as payments are made, not promised afterwards
☐ Permits	Who applies, who pays, and who schedules inspection
☐ Insurance of the works	What happens if water enters while the roof is open

THE SCHEDULE

AGREE	WHAT TO WATCH FOR
☐ Start and completion dates	With the weather assumptions behind them stated
☐ Nightly watertight plan	How an open roof is secured at the end of each day
☐ Storm plan	What happens if a monsoon storm is forecast mid project
☐ Working hours	Summer heat and an occupied building both constrain them
☐ Access and parking	Crane positions, lay down areas, and tenant disruption
☐ Site conduct	Who is on the roof, and how access is logged

THE WARRANTY

CONFIRM	WHY
☐ Who issues it	Manufacturer and contractor warranties are different documents
☐ What it covers	Material only, or material and labor
☐ How long it runs	And from which date
☐ What voids it	Unauthorized work is the commonest clause
☐ Maintenance required	Who will do it, how often, and who pays
☐ Transferability	Relevant if the building might be sold

WHAT TO DO WITH IT

1. **Write one scope and send it to every bidder.** Otherwise you are comparing three different projects.
2. **Verify the license and insurance directly.** Not through a document the contractor forwards.
3. **Ask for the warranty specimen before the contract.** The conditions are the warranty.
4. **Get the storm plan in writing.** An open roof in this valley is a real exposure.
5. **Keep the deposit proportionate.** It should cover materials, not the project.

Want the reasoning behind these checks? Read what the services cover and how a replacement runs.

Walked by _____ Date _____ Roof _____