

— COMMERCIAL & FACILITIES · PRINTABLE CHECKLIST

COMMERCIAL ROOFING BID REVIEW CHECKLIST

Use one copy per proposal. A missing line is a question for the bidder, not a savings.

Scope

☐ Roof area per section matches the bid request

☐ Tear-off, recover or coating stated clearly for each section

☐ Wet insulation removal quantity and unit price

☐ Deck repair unit price and approval process

System

☐ Manufacturer and system named

☐ Membrane thickness and attachment method

☐ Insulation type, thickness and R-value

☐ Cover board, if any

☐ Coating product, coats and dry film thickness, if coating

Details

☐ Edge metal and coping included

- ☐ Curbs, pipes and penetrations re-flashed
- ☐ Drains, strainers and crickets addressed
- ☐ Rooftop unit disconnect and reset, if needed

Warranty and paperwork

- ☐ Manufacturer warranty type and length
- ☐ Contractor workmanship warranty length
- ☐ Who inspects for the warranty
- ☐ Permit included
- ☐ Certificate of insurance naming the owner
- ☐ Michigan or local licensing where required

Schedule and site

- ☐ Start date and duration
- ☐ Daily weather protection plan
- ☐ Occupant safety, odor and noise plan
- ☐ Staging, crane and parking needs
- ☐ Cleanup and final walk-through

General planning checklist, not professional advice. Follow your local code, your product instructions and your contractor's written contract.

