

— SCHOOLS & PUBLIC BUILDINGS · PRINTABLE CHECKLIST

SCHOOL ROOF SUMMER PROJECT CHECKLIST

Start in the fall for work the following summer. The school calendar is the tightest part of the schedule.

Fall and winter: plan

- ☐ Inspect each roof section and wing
- ☐ Get moisture surveys where replacement or coating is likely
- ☐ Rank sections by risk to classrooms and equipment
- ☐ Add the work to the capital plan and board calendar

Winter and spring: bid

- ☐ Follow district purchasing and public bidding rules
- ☐ Write one scope with sections, systems and alternates
- ☐ Hold a mandatory site visit
- ☐ Require insurance, bonding where required and references

Summer: build

- ☐ Lock the start date after the last day of school
- ☐ Plan fire alarm, sprinkler and HVAC shutdowns with the district

☐ Protect summer programs, staff and deliveries

☐ Weekly progress meetings and photos

Before students return

☐ Final inspection and punch list

☐ Manufacturer warranty inspection

☐ Warranty, as-built and maintenance documents filed

☐ Schedule the first fall inspection

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