



ARCHITECTURE • INTERIORS • LANDSCAPE ARCHITECTURE • CIVIL ENGINEERING

100 MALLARD CREEK ROAD • SUITE 151 • LOUISVILLE, KY 40207-5133

February 11, 2009

PRE-ROOFING CONFERENCE MEETING MINUTES

Re: North Middle School
SCB Project No. 0719

Date: February 10, 2009

Present: (see attached Sign-In Sheet)

1. Review of submittals:
 - a. Roof shop drawings, details and product data
 - b. Sheet metal flashing and trim
2. Roof inspection:
 - a. There shall be a minimum of three (3) roof inspections made by a representative of the roofing manufacturer. The first inspection should be performed just after the roof installation has begun. The second should be performed when the roof is approximately 50% complete, and the final when the roof is 100% complete.
 - b. Roofing manufacturer may perform periodic roof inspections during installation.
 - c. Alliance is to determine the schedule for roof inspections.
3. Provide proper storage of materials on job site. Store off ground and under waterproof covering. All material is to be new and inspected for damage and stains. Special attention should be directed to protection of the underlayment material. Do not install damaged roof materials.
 - a. All material staging and materials preparation is to be performed at ground level. No staging of materials on the roof structure will be permitted.
 - b. There is to be no smoking on the roof during roof installation.
4. Roofing subcontractor is to inspect roof substrate and is not to proceed if not satisfied with substrate.
5. No roof work is to start without sample guarantees by the subcontractor and manufacturer.
6. Special care is required in seaming of standing seams to prevent surface damage. Seam shall allow anchor clips to resist negative loading, and allow expansion and contraction of panels due to thermal changes. Integral (not mechanically sealed) seams are not acceptable.
7. Individual panels shall be removable for replacement without requiring removal of adjacent panels.
8. All roof panels are to be installed in straight true lines.
9. Do not stretch panels. Lay adjacent panels without deforming.

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10. All materials and fasteners are required to be designed by the manufacturer to maintain the required wind up-lift resistance at connections.
11. Replacement of damaged roof panels shall not require through-the-roof fasteners. All damaged roof panels, trim, flashing (including factory finish) are to be replaced.
12. All exposed fasteners are to be stainless steel with neoprene stainless steel washers under the heads. Screws are to be painted with urethane to match roof. Self-drilling screws are not permitted.
13. All concealed fasteners shall be stainless steel in pre-drilled holes.
14. Sealant is to be non-drying, non-skinning, non-migratory, elastomeric. Refer to specifications for sealants, tape and their requirements.
15. EPDM membrane shall be provided under areas of roofing system if required by manufacturer's details.
16. All flashing is to be installed per the details and manufacturer's requirements. Flashing shall be installed at high wall low roof locations with weeps and vents at top of roof flashing and cavity wall flashing. All flashing laps are to be coordinated with lengths prescribed in the construction documents. In the event the manufacturer's minimum length is less than the construction documents, defer to the construction documents.
17. All closures are to be as per the roofing manufacturer and contract documents.
18. No ponding or pocketing of water is permissible.
19. No copper, lead or tin flashing or fasteners (galvanic corrosion) will be allowed.
20. Crimp ribs with power crimper - avoid scarring finish; rollers and blades must be clean.
 - a. Remove all debris from roof prior to crimping.
 - b. Do not reverse crimp.
 - c. Do not tilt crimper.
21. Seal joints at roof panels and wall flashing.
22. Install gutters and supports as detailed. All gutters are to be cleaned prior to installation of any sealant. Roofing subcontractor will verify proper location of drain "boot" prior to downspout installation. Any required modification to drain "boot" after downspout installation will be performed at roofing subcontractor's cost.
23. For flashing and trim, space expansion joints a maximum of 10'-0" and a minimum of 2'-0" from corners and intersections.
24. Do not field cut panels on roof, to prevent metal stains on panels and damage to underlayment.
25. Install snow guards to prevent sliding of ice and snow as per specifications.
26. Coordinate roof penetrations with other contractors. The roofing subcontractor shall make all roof openings.

27. Final review of the roof is to be made by the manufacturer, Sherman Carter Barnhart representative, Owner's representative and the general contractor.
28. Roofing subcontractor shall attend monthly progress meetings until roof work is complete.
29. Roofing subcontractor shall submit sample of soffit panel material.
30. Roofing subcontractor shall submit manufacturer's quality control requirements to Alliance for review prior to roof installation.
31. No roof crickets will be required adjacent to mechanical curbs/flashing on sloped roof.
32. Mechanical curbs/flashing shall be not be tapered on sloped roof.
33. Roof cap flashing, over gym area only, shall be attached with fasteners at 12" o.c. in lieu of 24" o.c.

End of meeting minutes.

If you have questions or comments regarding these minutes, please contact this office.

Yours truly,

Brian T. Ashley

c: All present (Alliance to distribute to subs), Myra Vaughn

Sherman Carter Barnhart ^{PSC}
PARTNERS IN ARCHITECTURE
 100 MALLARD CREEK ROAD, SUITE 151, LOUISVILLE, KY 40207 502-721-6100 FAX 502-721-6111

SIGN-IN SHEET

Project North Middle School (Hardin County) Project No. 0719 Date 1/29/09

(IMPORTANT: PLEASE PRINT CLEARLY!)

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