RGC Guarantee Program
Inspections

RCI Western Canada February 1, 2012
Rob Harris IP RRO
RGC Technical Manager
Preparation & Information

• Know the Guarantee Standards and Manufacturer’s published instructions.
• Have the necessary measuring and checking equipment for the roof system.
• Record the good, the bad, and the ugly
• Report when the bad and ugly have been corrected.
First Inspection Report

The first inspection report identifies all the project information as known at the project start. Two generic versions are available, Low Slope/Steep Slope.

Customized versions can be used provided the information required is included and understandable to the Guarantee Administrator.
Identification

All information boxes are to be filled in for data entry and possible investigations.
Roof System Description

All data is important and the Administrator does not speak roofing slang or know the letter/numerical codes of each material manufacturer’s product line.
Remarks

Crew size and qualifications

Journeyman policy of RGC to be maintained on all Guarantee projects
Interim Reports

The continuing record of events. Record of progress, problems, and corrective action
Final Inspection Request

Check that all information submitted by the roofing contractor is correct.
Information Check

Project: RGC Guarantee Number: ____________________________

Job Name: ____________________________

All work including roofing/Waterproofing, flashing and previously reported deficiencies have been completed on the above project. Our work meets RGC Guarantee Standards and the project specifications, and is now ready for final inspection.

We wish to attend the final inspection, please notify us of your inspection time and date:

- Yes  
- No  

(If not answered, inspector assumes roofer does NOT wish to attend).

Final Contract Value (excluding GST)

$ ____________________________

(after any additions to / deletions from original contract amount)

Authorized Signature  
F-427

Member Firm
It ain’t over til its over.

All roof information to be confirmed.
Identification

Needed for the Administrator to cross reference and confirm info from the roofer.
## System Description

| Roof System | Uninsulated | Insulated | Protected or Modified | Protected 
|-------------|-------------|-----------|-----------------------|----------
| INsULATION  |             |           |                       |          
1 Other      | 5 EPS Type 2|           |                       |          
2 Glass Fibre| 6 Isocyanurate| 9 Perlitic|                       |          
3 Extruded EPS| 7 Fibreboard| 10 Mineral Fibre|                       |          
4 EPS Type 1 | 8           |           |                       |          

| OVERLAY BOARD | One Layer | Two Layers | TYPE | Fibreboard | Perlitic | Asphallic | Other: | PRODUCT $ (per RPM Tab 2.2) | APPLICATION |
|---------------|-----------|------------|------|------------|----------|-----------|-------|----------------------------|-------------
1 Other        | 6 Cedar S / S | 11 1 Ply SBS |      |            |          |           |       |                            |             
2 Asphalt Shingle | 7 EPDM | 12 2 Ply APP |      |            |          |           |       |                            |             
3 BUR - Glass Felt | 8 Metal Tiles | 13 2 Ply SBS |      |            |          |           |       |                            |             
4 BUR - Org Felt | 9 PVC | 14 Rubberized Asphalt | |            |          |           |       |                            |             
5 BUR - Poly Felt | 10 1 Ply APP | 15 Metal Roofing | |            |          |           |       |                            |             

**MEMBRANE MANUFACTURER**

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Confirm all product information and application methods, additional info can be added under comments or a second page.
Remarks

Deficiencies and other comments with the responsibility noted
Approved? (or Not)

We have examined the current material listing published in the RPM. On the basis of this examination, we certify that all the materials included in the roofing system are accepted by RGC.

We certify that the roofing system, as applied during our inspections, conforms to the architectural specifications on site. If NO, explain above under 'REMARKS'.

This is an APPROVED FINAL INSPECTION REPORT.

There are no deficiencies.

Minor deficiencies are either listed above or are attached.

The Roofing Contractor has received written confirmation of the deficiencies on ____________ but has not responded as of this date.

Dated: ____________________

Signed: ____________________

INSPECTION FIRM

FIRM forwards 3 copies to RGC:

Approved with:

No Deficiencies?

Deficiencies to be corrected and ‘Declared’/Photos sent?

Deficiencies to be corrected and re-inspected?
Variances and Exclusions

• Please note all variances and exclusions on the final inspection report.

• New ‘permanent’ notation on the Guarantee Certificate under review directing attention to the final inspection report.
Completeness, when sending in the package, to expedite the process

- Three collated paper copies of all inspections
- A roof plan showing areas involved, excluded, and details (3 copies as well)
- Pictures of overview and significant details
- Your invoice!

Any missing documents cause delays and...
A cranky Administrator
Monthly Reports

RGC Status Report: Outstanding Action By Inspection Firm

Inspection Firm: ABC Inspection Firm... SAMPLE ONLY

1. No Final Inspection Report Received At Least 6 Months After Assignment
2. Unapproved Final Inspection Report For At Least 2 Months

<table>
<thead>
<tr>
<th>Guarantee</th>
<th>Member</th>
<th>Final Insp</th>
<th>Job Name</th>
<th>ReInspect</th>
<th>Address</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SW1234/5-</td>
<td>Roofer</td>
<td>Project</td>
<td>Project</td>
<td>Project</td>
<td>Vancouver</td>
<td>Feb-2004</td>
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<tr>
<td>SW2345/5</td>
<td>Roofer</td>
<td>Project</td>
<td>Project</td>
<td>Project</td>
<td>Kamloops</td>
<td>Mar-2004</td>
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<tr>
<td>SW3456/5</td>
<td>Roofer</td>
<td>Project</td>
<td>Project</td>
<td>Project</td>
<td>Ft. St John</td>
<td>Apr-2004</td>
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<tr>
<td>SW4567/5</td>
<td>Roofer</td>
<td>Project</td>
<td>Project</td>
<td>Project</td>
<td>Victoria</td>
<td>May-2004</td>
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</tbody>
</table>

4 Job(s)
A-124i Outstanding Action By Inspection Firm helen November 16, 2004 Page 1 of 1

Reports A124i; A126; A127 all sent out monthly....at no extra charge!
Reinspection

An old school form that can be modified but major points must be included.
All items need to be filled out for data updates. The building ownership and contacts often change during the Guarantee period resulting in reports returned to RGC and...see 3 slides back.
Roof Condition

Major or Minor? --Urgent or a good idea to correct before it becomes Urgent

Alterations: --Report as conforming, or non-conforming to be repaired
Remarks and Responsibility

<table>
<thead>
<tr>
<th>Remarks</th>
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</thead>
<tbody>
<tr>
<td>Owner should initiate maintenance work as noted.</td>
</tr>
<tr>
<td>Note: Deficiencies in need of correction must be clearly identified and marked on the roof plan.</td>
</tr>
</tbody>
</table>

7. **REMARKS:**

<table>
<thead>
<tr>
<th>REMARKS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please indicate surface conditions, wrinkles, ponding etc, as ‘observations’ or ‘corrective action required’.</td>
</tr>
</tbody>
</table>

Most building owners need an explanation... and it is difficult to judge from the office.

Responsibility must be indicated on all points.
Maintenance Inspections

The same but different
Identification

Owner information and site contact update needed...again
Roof Condition

<table>
<thead>
<tr>
<th>OK</th>
<th>Problem</th>
<th>Minor</th>
<th>Major</th>
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<tbody>
<tr>
<td></td>
<td>A. General Appearance</td>
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<tr>
<td></td>
<td>Debris</td>
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<td></td>
<td>Drainage</td>
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<td>Physical Damage</td>
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<td></td>
<td>General Condition</td>
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<tr>
<td></td>
<td>New Equip / Alternations</td>
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<td></td>
<td>Other:</td>
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<tr>
<td></td>
<td>B. Surface Condition</td>
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<td></td>
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<tr>
<td></td>
<td>Bare Spots in Gravel</td>
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<td></td>
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<tr>
<td></td>
<td>Alligatoring / Cracking</td>
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<td></td>
<td>Slippage</td>
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<td></td>
<td>Other:</td>
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<td></td>
<td>C. Membrane Condition</td>
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<td></td>
<td>Blistering / Splitting</td>
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<td></td>
<td>Physical Damage</td>
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<td>Buckling</td>
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<td>Other:</td>
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<td>D. FLASHING CONDITION</td>
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<tr>
<td></td>
<td>A. Membrane Flashing</td>
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<tr>
<td></td>
<td>Physical Damage</td>
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<tr>
<td></td>
<td>Deterioration / Open Lap</td>
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<td></td>
<td>Attachment</td>
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<tr>
<td></td>
<td>Tenting / Blistering</td>
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<td></td>
<td>Slippage</td>
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<td>Other:</td>
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<td></td>
<td>B. Metal Flashings</td>
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<td></td>
<td>Physical Damage</td>
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<td></td>
<td>Attachment</td>
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<td></td>
<td>Corrosion</td>
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<td>Caulking</td>
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<td>Drainage</td>
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<td>Other:</td>
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</tbody>
</table>

Roof alterations or leaks. Please report any alterations or leaks noticed. RGC will contact the owner to set up a claim if necessary.
Remarks

No ‘Roofer Responsibility’ items, condition and maintenance only
Please report any roof leaks and the location to RGC
Reporting of ‘Judgement’ items

• Ridging of membranes
• Ponding
• Blisters

‘Observation of condition’ or ‘Fault to be corrected’.
- With explanatory information
The most time consuming throughout the project, and guarantee claims.

DETAILS
Sealed roof membrane height

Original two heights, high for walls and openings that spill into the building, and low for sealed over curbs and parapets that spill outside the building.

Open curbs and penetrations
200mm
8”

Outside Parapets or sealed over curbs
100mm
4”
Considerations for Lower Heights

- Low Doorways
- Low Windows
- Pre-curbs

Overflow or low edge detail
25mm or 1” less in height

Protect with overflow drainage or lower outside perimeter for those high rain and restricted drainage days.
If you have not seen the future already...

NEW AT RCABC
RGC Guarantee is now RoofStar Guarantee

• New name.....Same great guarantee
• Logos available for members and accepted inspection firms
• Dedicated [www.roofstar.ca](http://www.roofstar.ca) website
• Dedicated promotion :
  • Severin Wolf
  [swolf@rcabc.org](mailto:swolf@rcabc.org)
Roofing Practices Manual in Wiki -available soon

- Same great manual but more accessible
- Great for Ipads and smartphones etc.
- Faster updates without faxed notices
- Many years of various bad formatting gone
- Final formatting and new logos etc in progress
Category:2.1 RGC Guarantee Standards for British Columbia

IMPORTANT NOTES:

(i) These Guarantee Standards, all additions and changes to them and, without limitation, all standards, explanations, recommendations, requirements, instructions, guidelines and descriptions are published to state the Guarantee Standards to be used and guidelines to be followed for issuance of a guarantee by the Roofing Contractors Association of British Columbia Guarantee Corp. under its Guarantee Program. These standards may be relied on only for the purpose of qualifying for an RGC Guarantee but, since any part of these standards may, at any time, be superseded by RGC publication or by decision of the Board of Directors or by acts of others, users are responsible for determining by way of enquiry that the contents of these standards are current. In the ongoing formulation of these standards, RGC relies on the advice of, and information from, architects, manufacturers, and others active in - or affecting - the roofing and waterproofing industry. This RGC Roofing Practices Manual cannot be relied upon by anyone involved in the design, specification, or installation of a particular roof or waterproofing project, as only the design authority for any specific roof or waterproofing project is in a position to be aware of, consider, and provide advice on all factors bearing on a particular project. Accordingly, RGC’s responsibility for its Guarantee Standards, and the contents of this manual, is limited to specific guarantees issued by RGC under its Guarantee Program. The users of this manual must rely strongly on the advice and work of the design authority on each project, to the exclusion of RGC.

(ii) Should a conflict arise between a manufacturer’s published specifications and the RGC Guarantee Standards, written agreement must be secured from RGC for determination of the appropriate standard.

(iii) Should a conflict arise between a manufacturer’s published specifications and the guidelines issued in the RGC Roofing Practices Manual, the latest RGC Guarantee Standards shall supersede all other RGC guidelines.

(iv) Should a conflict arise between the RGC Guarantee Standards and the guidelines issued in the RGC Roofing Practices Manual, the latest RGC Guarantee Standards shall supersede all other RGC guidelines.

FORMAT:

GUARANTEE STANDARDS FOR FIVE-YEAR STANDARD, TEN-YEAR EXTENDED, FIVE-YEAR WATERPROOFING & FIVE-YEAR RESIDENTIAL GUARANTEES

NOTE: All information indicates the minimum Guarantee Standards applicable to that particular roof for Five (5) Year Standard, Ten (10) Year Extended plus Five (5) Year Waterproofing & Five (5) Year Residential Guarantees.

The RGC Guarantee Standards for Low-Slope Roofing Systems are organized alpha-numerically as follows.

INSERT IMAGE HERE
NOTE: Refer to RoofStar Guarantee Standards E for additional requirements.

9.6.6 WALLS: PLANTER PRE-CURB WALL

WORK INCLUDED

(1) **Primary Waterproofing Membrane**: Fully adhered to acceptable substrates (concrete slab depicted), installed as per RoofStar Guarantee Standards E and Membrane Manufacturer’s installation specifications.

(2) **Membrane Primer or Adhesive**: proprietary primer or adhesive, application and quantities as directed by membrane manufacturers published application specifications.

(3) **Pre-Curb (Start-Up Curb) Membrane Flashing**: Two ply of membrane flashing (elastomeric, plastomeric, or modified bituminous) completely enclosing pre-curb and installed as per membrane manufacturer’s published application specifications. Install membrane reinforcement gussets at all corner detail transitions.

(4) **Proprietary liquid membrane flashing System**: RGC accepted Liquid Membrane Flashing System(s) (Refer to RPM Tab 2.2 for accepted systms. Install as per Manufacturer’s published instructions.

(5) **Inside Planter Wall Membrane Flashing**: Adhered according to manufacturer’s specifications. Carry membrane flashing plies to reglet termination near top of planter wall (stagger membrane seal minimum 300mm (6”).

(6) **Reglet Metal Counter Flashing**: As required by RoofStar Guarantee Standards E.

(7) **Plaza Deck Assembly**: Extruded polystyrene insulation and filter mat (optional) over primary waterproofing membrane. Concrete pavers placed above pre-curb membrane flashing height on proprietary pedestals. **Note**: membrane and metal wall counter flashing is not
Who should attend?
If you work in the Steep Slope Roofing industry as a roofer, supervisor, employee, contractor, estimator, consultant, inspector or supplier, this day is focused on safety. Is for you.

Sessions
Safety Responsibilities in the Roofing Industry
Safety is everybody’s responsibility! This session is designed to illustrate what this statement means at each level of an organization. Brokers, owners, managers, supervisors, contractors, workers and regulatory personnel are included and how to do their part to ensure that a workplace is safe for everyone who may enter it.

Fall Protection Planning and Procedures
This session is designed to assist employers, contractors and sub-contractors in planning their fall protection needs for each project they work on. This session will walk participants through planning, including the fall prevention methods and the use of fall protection equipment. Participants will receive tools and resources including forms, checklists and other information to assist with fall protection planning and procedures.

Officer Site Inspection, Equipment Demonstration and Inspection — a Practical Session
In an effort to create safe work environments, this session will show what WorkSafeBC Officers look for onsite; (including work being performed by estimators, sources and roof consultants). Participants will watch an inspection being carried out; and then have an opportunity to inspect various types of fall protection equipment and try some equipment in a fall arrest situation.

Panel Discussion Wrap-Up
This closing session will have representatives from the roofing industry WorkSafeBC and the RCABC sharing their thoughts on the importance of safety in steep slope roofing.

Date & time
Wednesday, March 28, 2012
8:30 a.m. - 4:30 p.m.
Space is limited so register early!

Cost
125 lunch, free fall protection training, and equipment discounts included.

For information, email
steepsloperoofing@rcabc.org
Register online at:
www.rcabc.org/steepslopeevent

Location
Roofing Contractors Association of BC (RCABC)
9736 203 Street, Langley BC

You will receive
Free resources
All attendees will receive an information package with safety resources manuals.

Free Fall Protection Training
Vouchers will be given at the end of the day, which will allow participants to register in a fall protection course at a 50% discount of the fee at the RCABC within 2012.

Discount on Fall Protection Equipment
Attendees will receive a discount on fall protection equipment. Offer valid until December 31, 2012.

Register at Worksafe BC website only
Discount on safety equipment
Only $25?
Thank-you

• Thank-you for participating in the RGC Guarantee Program.

• Enjoy the remainder of the program and the AGM