

Master Roofers Guarantee of New Brunswick Ltd.



Inspection of Roof Applications Standards and Policy Manual

Introduction

This "**Guide**" was developed to inform the building owner, the roofing specifier, the roofing company and the roofing inspector of the process involved in the certification of a roofing system for the Master Roofers Guarantee of New Brunswick Ltd. Five Year Warranty Program.

It discusses the role of the roof inspector, the policies of the Master Roofers Program and identifies the reports and information needed to qualify the roof application for the Five Year Warranty Program.

The building owner or the roof inspection firm may have inspection reports that better suits their needs. In this case, care should be taken to insure that the information required for acceptance of the roof application in our program is included in the report.

Detailed information on what to look for as part of the maintenance program to ensure the longevity of the roof is included in our manual called the "**MRGNB Roof Maintenance Guide**"

Purpose of Inspection Standards

MRGNB has prepared standards for the sole purpose of outlining to accepted inspectors and roofers the various procedures required for a roof inspection when an MRGNB Guarantee Certificate is involved.

Interpretation of Standards

The contents of this manual are not intended to instruct the inspector on how to inspect a roofing installation. The intention is to outline MRGNB policies, minimum inspection standards, and requirements for both inspectors and roofers when guarantees are involved.

Guarantees

The 5-year Guarantee Certificate is an undertaking by MRGNB and the respective roofer. The Guarantee requires inspections by an accepted inspector.

For a Guarantee Certificate to be issued, the Minimum Requirements MUST be fulfilled.

When various standards are called for and if there is some conflict between the standards, then MRGNB standards take precedence. The guidelines outlined in the "Roofing Specification Manual", may be exceeded by the specifier.

Purpose of Inspections

- To assure that the roof system meets applicable Guarantee Standards so that an MRGNB Guarantee can be issued
- To provide a qualified independent agent, i.e. the inspector, as a professional link between the specifying authority and the roofer
- To provide the opportunity for problems to be dealt with during the application of the roof rather than upon its completion

Specifications

The inspector's job is to confirm that the roofing has been installed according to the specifications. In order to issue a Guarantee Certificate the MRGNB Guarantee Standards must be met, and these may well exceed the design authority's written plans and specifications.

FINAL ROOF INSPECTION REPORT

This report is a statement issued on completion of all deficiencies by the inspector and will confirm that deficiencies have or have not been eliminated.

FINAL SUMMARY

The inspector must issue the final summary to the offices of MRGNB, the owners' representative, and the roofing contractor within 15 working days of the final inspection. This summary shall include:

- copies of the final roof inspection report and a copy of the re-inspection roof report if required
- a roof plan showing all roof penetrations, mechanical units, roof area dividers, and any orientation or other information used as a reference in the roofing inspection reports
- copies of photographs as required to illustrate the information recorded in the reports, and
- a letter stating that either all work is now complete or that deficiencies are outstanding.

ISSUANCE OF FIVE YEAR WARRANTY CERTIFICATE

The Master Roofers Guarantee of New Brunswick will issue the **Certificate of Warranty** as soon as a copy of the final and post final inspection reports are reviewed at the MRGNB office.

NOTE: It is the intent that whenever possible the same inspection firm and inspector would be involved throughout the inspection process.

Sample Inspection Reports

Copies of inspection reports for use in the Master Roofers Guarantee of New Brunswick Ltd. Warranty Program are included in this section.

The information required in inspection reports is covered in that section of the "Standards & Policy Manual." The attached inspection reports are to be considered samples. Inspection firms and building owners may use their own reports as long as the information required by MRGNB is covered in the report.

2-Year re-inspection reports

The exception is the 2-year re-inspection report. The re-inspection report as developed by Master Roofers must be completed and forwarded to this office.