

# CDE Capital Construction Division

## Roof Specific Policies

Applications for roof grants require:

- Clear, specific description of scope:
  - What is the existing assembly:
    - Slope of roof structure;
    - Deck;
    - Insulation;
    - Roofing membrane;
      - Membrane attachment:
        - Mechanically attached;
        - Ballasted;
        - Adhered.
    - Age;
    - Status of warranties;
    - Photos of existing roof conditions that include description of deficiencies;
    - Description to include evaluation of roofing structural system
  - What is the proposed assembly:
    - Will existing membrane(s) be removed;
    - Will existing insulation be removed;
    - Type and thickness of insulation;
    - Thickness and type of membrane(s);
    - If appropriate, type of ballast;
    - Any coatings, cover boards, etc;
    - Attachment of insulation;
    - Attachment of insulation
    - Will there be a tapered insulation system or how will slope be established if the structure is flat and level.
    - How does the proposed address the roof deck and roof structure (if applicable); review and confirm that applicable roof loads have been reviewed and addressed.
- Identify consultant that assisted with development of specifications and scope;
- Cost must be included for an enforceable material and labor warranty from the manufacturer and installer:
  - Installer must comply with all manufacturer requirements and inspections;
  - Owner must budget and comply with all manufacturer and installer requirements to maintain warranty.
- School district, charter school, BOCES, or CSCB must include a maintenance plan and certify it will adhere to it. The plan must meet or exceed the warranty requirements;
- School district, charter school, BOCES, or CSCB must agree to plan and budget for next roof replacement.
- If application is awarded, agreement that BEST Division may require professional owner's rep assistance (cost may be included in the grant) if the Division deems it appropriate;
- If application is awarded, agreement to develop the grant application scope into detailed specifications and drawings with the assistance of an independent roof consultant, and then to comply with BEST Division's competitive selection process for vendor(s) selection;
- Project specifications for awarded applications should be written according to generally accepted, rationally based, industry standards, allowing for open competition among both installers and manufacturers of equivalent products. Proprietary or unreasonably restrictive performance specifications generally do not benefit the school district. If proprietary or sole-sourced specifications are intended, written justification must be provided prior to grant award, subject to approval by CDE.