



STATE OF MISSOURI
 OFFICE OF ADMINISTRATION
 DIVISION OF FACILITIES MANAGEMENT, DESIGN AND CONSTRUCTION
ROOFING SYSTEM DESCRIPTION

PROJECT NUMBER

GENERAL INFORMATION

AGENCY NAME			
AGENCY CODE	FACILITY NUMBER	SITE NUMBER	
BUILDING NAME			
BUILDING ADDRESS		CITY	STATE ZIP CODE
DATE OF ROOF COMPLETION	ROOF SLOPE	ROOF AREA	ROOF HEIGHT (AGL)
ROOF CONSULTANT		BUILDING USE	
ROOF ACCESS		ADMIN/INSPT	
WARRANTY		ROOF MANUFACTURER	
ROOF INSTALLER		GENERAL CONTRACTOR	

COMPONENT	TYPE	COMMENTS
SURFACING RIVER GRAVEL, PEA GRAVEL, COATING, PAVERS, NONE		
MEMBRANE BUILT-UP, EDPM-FA, EDPM-B, EDPM-MF, METAL-SS, METAL-AR, SHINGLE, PVC, FOAM, OTHER		
INSULATION POLYSTYRENE, ISO BOARD, FIBERGLASS, FIBERBOARD, PERLITE, URETHANE, NONE, OTHER		
THICKNESS		
ATTACHMENT		
VAPOR BARRIER KRAFT, FELT, ALUMINUM FOIL, POLY, PLASTIC, OTHER		
DECK STEEL, WOOD, GYPSUM (SLAB OR PLANK), LT. WT. CON., REG. CON., OTHER		
STRUCTURAL SYS. STEEL JOIST, WOOD TRUSSES, CONCRETE, METAL PURLINS		

DESCRIPTION OF ROOF-TOP ACCESSORIES

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ROOFING SYSTEM DESCRIPTION

GENERAL INFORMATION – PROJECT NUMBER (FMDC PROJECT NUMBER)

1. Site and Facility number from LABS Database.
2. Agency Name and Code: (OA-01, AG-02, CORR-30-, ECON DEV-04, DESE-05, HEALTH-14, MHTD-07, LIR-08, MH-09, DNR-10, PS-11, REV-12, SS-13)
3. Roof Slope should be average slope over entire roof area.
4. Building Use – describe the type of occupancy such as office, food service, boiler, warehouse, swimming pool, etc.
5. Roof access – describe what is necessary to reach the roof. Is it necessary to bring a ladder? Is there a roof hatch? If so, where?
6. Admin/Inspt – FMDC Construction Administrator or other inspector used during roof installation for quality control.
7. Warranty – If there is a roof warranty, indicate length of warranty and attach a copy to this report. Secure copy of warranty at the end of new or re-roof projects.
8. Roof Manufacturer – List name of primary materials supplier, company issuing the warranty. For single-ply roofs and Modified bitumen roofs secure 8 inch by 8 inch sample of roof membrane or cap sheet from actual material used on job.
9. Roof Installer – List company name and phone number.
10. General Contractor – List company name and phone number.
11. Component, Type, Comments – Describe system used and any unusual characteristics of the system.
12. Description of Roof Top Accessories – Indicate type and size or number of vents, skylights, roof-type HVAC units, roof piping, etc.