

# TOWN OF THREE HILLS



## REQUEST FOR PROPOSAL FOR Centennial Place Arena – Roof Repairs

<b>RFP Issue Date:</b>	<b>May 7, 2025</b>
<b>RFP Closing:</b>	<b>May 30, 2025</b>
<b>RFP Contact:</b>	<b>Kristy Sidock, Director of Community Services</b> 232 Main Street, PO Box 610 Three Hills, Alberta T0M 2A0
<b>Telephone:</b>	(403) 443-5822
<b>Email:</b>	<a href="mailto:communityservices@threehills.ca">communityservices@threehills.ca</a>

Copies of this Request for Proposal may be obtained from the Town website and Alberta Purchasing Connection.

Website: [www.threehills.ca](http://www.threehills.ca)  
Alberta Purchasing Connection

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## 1 General

### Introduction

The Town of Three Hills (referred to as "the Town") is inviting qualified contractors to submit proposals for Roof Repairs and Coating at the Centennial Place Arena. This Request for Proposal (RFP) outlines the scope of work, submission requirements, and evaluation criteria for the project. The Town is seeking a reputable and experienced proponents to assess, repair, and ensure the long-term integrity of the arena's roof.

Centennial Place Arena is a vital community facility, and the roof repairs are essential to maintain the building's safety, functionality, and longevity. The objective is to have all necessary repairs completed prior to the installation of ice in the arena, scheduled for August, to ensure the facility is ready for the upcoming season and to prevent any weather-related delays or damage.

The successful proponent will demonstrate technical capability, relevant experience, and the ability to complete the project efficiently and within the designated timeframe. All interested parties are encouraged to review the full RFP package carefully and submit their proposals in accordance with the instructions provided herein.

### Three Hills Centennial Place Arena





## 2 RFP Process

### Definitions

**“Contract”** means the formal written and binding agreement entered into pursuant to this Request for Proposal between the Town and the successful Proponent(s) in the form agreed to by the Town in its sole discretion.

**“Evaluation Team”** means individuals who will evaluate the Proposals on behalf of the Town.

**“must”, “mandatory”, “required”, “shall”** means a requirement that must be met in a substantially unaltered form in order for the Proposal to receive consideration.

**“Proponent”** means an organization responding to this RFP with a Proposal.

**“Proposal”** means the Proponent’s response to this RFP and includes all the Proponent’s attachments and presentation materials.

**“Request for Proposal or RFP”** means the solicitation for the Services as outlined in this RFP.

**“RFP Closing”** means **the final date and time for acceptance of Proposals.**

**“Services”** means the functions, duties, tasks and responsibilities to be provided by the Proponent as described in this RFP.

**“should”, “desirable”** means a requirement having a significant degree of importance to the objectives of this RFP.

**“Town”** means the Town of Three Hills.



## 2.1 RFP Schedule of Events

RFP Issue Date:	May 7 <sup>th</sup> , 2025
On Site/Proponents' Meeting Date:	May 19 <sup>th</sup> , 2025 10:00AM
RFP Closing:	May 30 <sup>th</sup> , 2025, 1:00PM
Evaluation of Proposals:	June 2 <sup>nd</sup> -6 <sup>th</sup> , 2025
Selection of Preferred Vendor:	June 6 <sup>th</sup> , 2025
Contract Commencement Date:	<b>ASAP, 2025</b>

\*all times above are local time\*

## 2.2 On Site/Proponents' Meeting Date

A Proponents' Meeting has been scheduled to provide a facility tour, an opportunity for clarification regarding the RFP's requirements, and to address any other issues related to this RFP.

Date: May 19<sup>th</sup>, 2025  
Time: 10:00AM  
Location: Centennial Place Arena, 222 - 4 Ave NE, Three Hills. We will meet in the parking lot between the Aquatic Centre and the Centennial Place Arena. If you need access to the roof for viewing, please bring appropriate safety equipment.

**We encourage all Proponents who are interested to attend the meeting.**

## 2.3 Proponent Questions

All questions regarding this RFP must be directed to the RFP Contact in writing by May 23<sup>rd</sup> at 1:00PM. Enquiries and responses will be recorded and will be distributed to all Proponents. Answers to questions will be provided by May 26<sup>th</sup>. Verbal responses to enquiries are not binding to any party.

The Proponent has a responsibility to notify the RFP Contact in writing, of any ambiguity, divergence, error, omission, oversight, contradiction, or item subject to more than one interpretation in this RFP, as it is discovered, and to request any instruction, decision, or direction required to prepare the Proposal.

## 2.4 Amendments to the RFP

The Town of Three Hills reserves the right to issue addenda or amendments or change the schedule of events to this RFP. It is the Proponents' responsibility to check for any addendums or amendments to this RFP.

## 2.5 Proponent Expenses

Proponents shall bear their own costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for meetings, interviews or demonstrations related to this RFP prior to the issuance of a contract.

## 2.6 Multiple Proposals

If multiple Proposals are offered, the Proponent must submit each Proposal separately in the same format as outlined in this RFP. Proposals must meet the fundamental intent of this RFP.

## 2.7 Submission of Proposals

Proposals are to be prepared in such a way as to provide a straightforward and concise description of capabilities to satisfy the requirements of this RFP. All proposals will remain sealed until the RFP closing date. Proposals must be submitted in the format described in *Schedule A - Proposal Requirements*.

Emphasis should be concentrated on the conformance to the RFP instructions, responsiveness to the RFP requirements, on completeness and clarity of content. Proposals must be complete in all aspects. A Proposal shall not be considered if it is conditional or incomplete.

Proposals must be sealed and clearly marked with:

- RFP's name
- RFP Closing
- and addressed to the attention of the RFP Contact

**Proposals may be delivered by hand, courier, mail or email. The Town does not accept Proposals received via facsimile.** Proponents mailing proposals should allow for sufficient mail delivery time to ensure timely receipt of their proposals.

Delivery service disruptions will not be acceptable conditions for late Proposal submissions.

For RFP closing purposes the official time and receipt of Proposals shall be as determined by the time recorder used to date and stamp Proposals upon submission to the Town of Three Hills Office.

Proposals that are dated and time stamped after the Closing Date and Time will be deemed late and will not be considered. The Proposals will be opened by the RFP Contact after the RFP Closing. There is no public opening of Proposals.

To assist in receiving similar and relevant information, and to ensure that your Proposal receives fair evaluation, the Town asks that Proponents provide detailed information for the itemized list below in Schedule A, while following the same numbering format and system.

Proponents are asked to provide a reply to each section in Schedule A and the Proponent must identify specific provisions with which it is unwilling or unable to comply. Each Proponent must list if the Proponent's company will be completing the work or if the work of a third-party contractor is required.

The Town has the right to contact references other than what is listed in the RFP.

## 2.8 Acceptance or Rejection of Proposals

At any time prior to the RFP Closing Date and Time, a Proponent may withdraw its Proposal by submitting written notice to the RFP Contact. The Town reserves the right, in its sole discretion, to cancel this RFP without award or compensation to any Proponent, their officers, directors, employees or agents.

The Town reserves the right, in its sole discretion, to accept or reject any proposals; to waive minor informalities or math errors of proposals; or to cancel, revise or extend solicitation.

The RFP process is intended to identify prospective Proponents for the purposes of negotiating potential agreements. No legal relationship or obligation regarding the procurement of any good or service shall be created between the Proponent and the Town by the RFP process until the successful negotiation and execution of a written agreement for the acquisition of such goods and/or services. Proposals shall be irrevocable and open for acceptance by the Town anytime within ninety (90) days following the end of the day of the RFP Closing Date. Proposals will be retained by the Town and will not be returned to proponents.

## 3 Confidentiality

The Proponent shall maintain security standards, including control of access to data and other information, consistent with the highest standards of business practice in the industry.

A proponent may not at any time directly or indirectly communicate with the media in relation to the RFP or any contract awarded pursuant to the RFP without first obtaining the written permission of the RFP Contact.

All information provided by or obtained from the Town in any form in connection with the RFP either before or after the issuance of the RFP is the sole property of the Town and must be treated as confidential; is not to be used for any purpose other than replying to the RFP and the performance of any subsequent Contract; must not be disclosed without prior written authorization from the Town; and shall be returned by the Proponents to the Town immediately upon the request of the Town. **Failure to follow all confidentiality rules, including speaking to Council or anyone outside of the RFP contact will result in the proponent being disqualified.**

## 4 FOIP

A proponent should identify any information in its proposal, or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Town. The confidentiality of such information will be maintained by the Town, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be publicly disclosed and may be scrutinized by the community through public presentations, or on a confidential basis, to the Town's advisers retained for the purpose of participating in the evaluation of their proposals. If a proponent has any questions about the collection and use of personal information pursuant to the RFP, questions are to be submitted to the RFP Contact. Any proposal submitted is subject to the Freedom of Information and Protection of Privacy Act.

## 5 Conflict of Interest

For the purpose of this section, Conflict of Interest shall mean:

- i. in relation to the RFP process, the proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (a) having, or having access to, confidential information of the Town in the preparation of its proposal that is not available to other proponents, (b) communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers involved in the RFP process), or (c) engaging in conduct that compromises, or could be seen to compromise, the integrity of the RFP process; or
- ii. in relation to the performance of its contractual obligations contemplated in the contract that is the subject of this procurement, the proponent's other commitments, relationships or financial interests (a) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgment, or (b) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

Proponents must fully disclose, in writing to the RFP Contact on or before the Closing Date and Time of this RFP, the circumstances of any potential conflict of interest or what could be perceived as a possible conflict of interest if the Proponent were to become a contracting party pursuant to this RFP.

The Evaluation Team shall review any submissions by Proponents under this provision and may reject any Proposals where, in the sole opinion of the Evaluation Team, the Proponent could be in a conflict of interest or could be perceived to be in a possible conflict of interest if the Proponent were to become a contracting party pursuant to this RFP.

If no written disclosure is provided, the Proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

## 6 Governing Law

Procedural terms of the RFP Process:

- i. are included for greater certainty and are intended to be interpreted broadly and separately (with no particular provision intended to limit the scope of any other provision);
- ii. are non-exhaustive (and shall not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations); and
- iii. are to be governed by and construed in accordance with the laws of the province of Alberta and the federal laws of Canada applicable therein.

## 7 Disclaimer of Liability and Indemnity

By submitting a Proposal, the Proponent agrees:

- i. to be responsible for conducting its own due diligence on data and information upon which its Proposal is based;
- ii. that it has fully satisfied itself as to its rights and the nature extended to the risks it will be assuming;
- iii. that it has gathered all information necessary to perform all of its obligations under its Proposal;
- iv. that it is solely responsible for ensuring that it has all information necessary to prepare its Proposal and for independently verifying and informing itself with respect to any terms or conditions that may affect its Proposal;
- v. to hold harmless the Town, its elected officials, officers, employees, insurers, agents or advisors and all of their respective successors and assigns, from all claims, liability and costs related to all aspects of the RFP process;
- vi. that it shall not be entitled to claim against the Town, their elected officials, officers, employees, insurers, agents or advisors on grounds that any information, whether obtained from the Town or otherwise (including information made available by its elected officials, officers, employees, agents or advisors, regardless of the manner of form in which the information is provided) is incorrect or insufficient;
- vii. that the Town will not be responsible for any costs, expenses, losses, damages or liability incurred by the proponent as a result of or arising out of submitting a Proposal or due to the Town's acceptance or non-acceptance of its Proposal;
- viii. to waive any right to contest in any proceeding, case, action or application, the right of the Town to negotiate with any Proponent for the contract whomever the Town deems, in their sole and unfettered discretion, to have submitted the Proposal most beneficial to the Town;
- ix. all designs, drawings, concept drawings, specifications, digital, hard copies, web pages, internet pages, maps and plans commissioned by the Town, shall remain with property of the Town of Three Hills. All final drawings must be stamped by a qualified engineer who is a member of APEGA; and
- x. the scope-of-work may have to be adjusted to ensure that the cost of the services remains within budget. Adjustments through negotiation with the successful proponent to the scope-of-work by deletion of requirements from the scope or reduction of measures implemented shall not nullify the Proponent submitted pricing or any submissions to the project. The Town may add or delete any scope-of-work without need to re-issue to all bidders.

While the Town has used considerable efforts to ensure that an accurate representation of the information in the RFP, the information contained in this RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Town, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

## 8 Selection Process

### 8.1 Evaluation Process

Proponents should carefully note the mandatory requirements. Proposals that do not meet the mandatory requirements at the submission deadline will be disqualified.

All Proposals will be subject to a standard review process by the Town. During the evaluation process, Proponents may be required to provide additional information to clarify statements made in their Proposals.

The Town reserves the right to invite the top three highest ranked Proponents for an interview and/or presentation made to the Evaluation Team. Alternatively, at the Town's sole discretion, the Town may bypass the interview process. Key Proponent management and technical personnel will be expected to participate in the presentation and these interviews/presentations will be made at no cost to the Town.

The Evaluation Team will make the final decision(s) as to which Proposal(s) will be considered for approval.

### 8.2 Evaluation Criteria

Each Proposal shall be evaluated separately against the criteria listed below. Further detail is listed in Schedule A.

#### **Evaluation Criteria (100%):**

1. **Relevant Experience – 10%**
2. **Staff Resources – 5%**
3. **Cost and Fees – 40%**
4. **Clarity and Presentation – 10%**
5. **Safety – 10%**
6. **Install Timelines – 20%**
7. **Maintenance Costs & Accessibility - 5%**

## 9 Notification to Proponents

All Proponents will be notified in writing as soon as possible after acceptance of a Proposal. Selection of a successful Proponent does not obligate the Town to negotiate or execute a Contract in the event that:

- i. financial circumstances of the Town change;
- ii. political, economic or technical conditions change; or
- iii. any other event which was unforeseen occurs and in the opinion of the Town is beyond its control.

The successful Proponent should note that if the parties cannot execute a Contract within thirty (30) days, the Town may invite the next-best-ranked Proponent to enter into a Contract.

## 10 Insurance and WCB

The successful Proponent must indemnify the Town and their employees, officer, directors and agents (each an “Indemnified Person”) against all claims, actions, proceedings, damages, losses, costs, expenses and liabilities of any kind incurred that an Indemnified Person may sustain, incur, suffer or be put to, either before or after this Contract ends, which are based upon, arise out of or occur, directly or indirectly, by reason of, any act or omission by the Proponent or by any of the Proponents agents, employees, officers, directors, who are providing services, except liability arising out of any independent negligent act by the Town.

The successful Proponent accepts responsibility for the acts and omissions of all subcontractors it may engage in rendering the services of the for the scope of the project.

The successful Proponent must obtain and continuously hold for the term of the contract, insurance coverage with the Town listed as “Additional Name Insured” the minimum limits of not less than those stated below:

- Commercial General Liability – not less than \$5,000,000 per occurrence
- Vehicle Third Party Liability – not less than \$2,000,000 per occurrence
- Error & Omissions Insurance – not less than \$500,000 per occurrence

The Proponent must comply with all applicable laws and bylaws within the jurisdiction of the work. The Proponent must further comply with all conditions and safety regulations of the Workers’ Compensation Act of Alberta and must be in good standing during the term of any contract entered into from this process.

## 11 No Obligation to Proceed

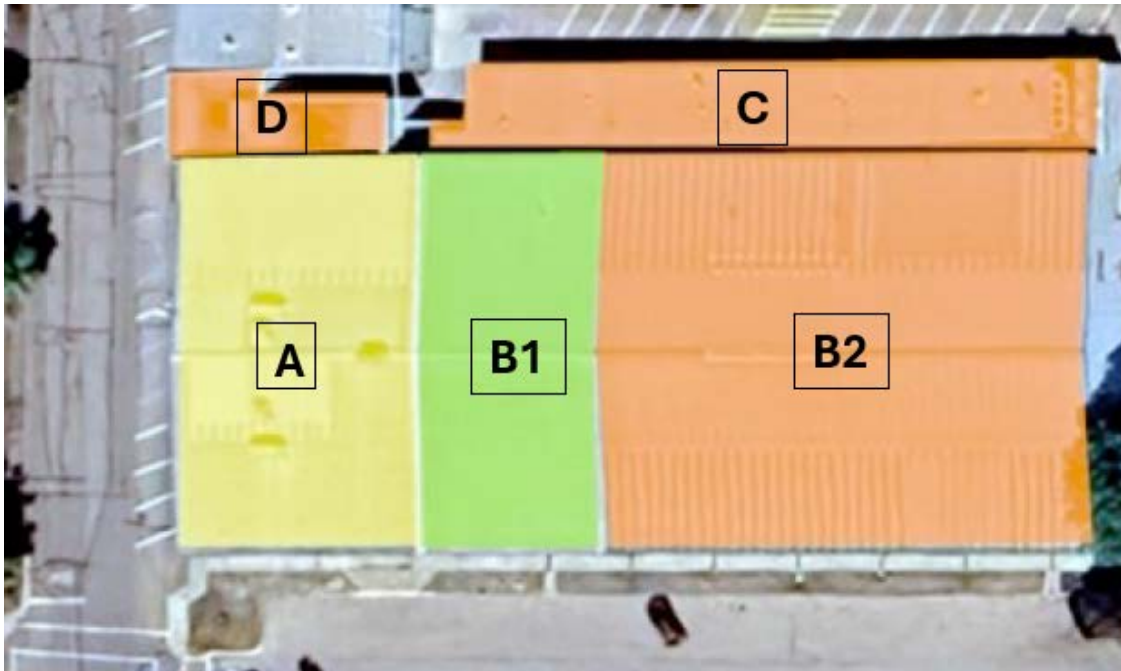
Though the Town fully intends at this time to proceed through the RFP, in order to select the services, the Town is under no obligation to proceed to the Contract, or any other stage. The receipt by the Town of any information (including submissions, ideas, plans, drawings, models or other materials communicated or exhibited by any intended Proponent, or on its behalf) shall not impose any obligations on the Town. There is no guarantee by the Town, its officers, employees or Managers, that the process initiated by the issuance of this RFP will continue, or that this RFP process or any RFP process will result in a contract with the Town for the purchase of goods or services.



## Schedule A - Proposal Requirements

### Scope of Work

The Town recently completed a roof inspection (see attached report). The roof was assessed and divided into five distinct areas, as outlined below. Please note that the inspection was conducted in August 2024, and the current condition of the roof may have changed since then. All proponents are strongly encouraged to carry out their own on-site inspection to verify the present state of the roof.



The Town is looking for qualified proponents to submit bids for repairs and an application of a new elastomeric roof coating with reinforcement to fully cover the existing roofing panels on section B1, B2 and C.

### Criteria Breakdown

#### 1. Relevant Experience

Proposals will be evaluated based on the Proponent's relevant experience with similar projects, and a demonstrated ability to translate those experiences into successful project delivery for the Town.

Please provide an example of at least three commercial furnace installations your company has been engaged with in the past 5 years. Please provide details such as Name of Facility, Location, Date of Completion, Original Construction Budget, Final Construction Budget, and a Contact Reference.

**2. Staff Resources**

Ability to meet service and operation expectations of the project.

Proponents will identify all firms and staff assigned to the project.

Proponents must also submit resumes of members of the project team clearly indicating each member's years of experience including identification of the personnel's educational qualifications and references.

Only personnel listed in the successful proposal shall perform the work unless otherwise approved by the Owner.

**3. Cost and Fees**

Proposal costs must include rates, disbursements, materials, permits and all fees associated with the scope of work. The cost must be clearly detailed and must be a fixed cost proposal. The Proposal must set out fee structures and payment schedules.

The Proponent must provide hourly charge out rates for additional services by position for all team members that are assigned to the project.

The Town realizes that conditions other than price are important and will award contract(s) based on the proposal that best meets the needs of the Town and therefore the lowest priced Proposal need not be accepted.

**4. Clarity and Presentation**

Proposals will be evaluated based on the quality of the submission, completeness of the submission and the ease of navigation to understand and review the material adequately and fully.

**5. Safety**

The safety of our staff, citizens, and visitors is vitally important. Please clearly indicate all safety standards and aspects.

**6. Install Timelines**

Please indicate a complete schedule of all timelines for the project.

**7. Maintenance Costs & Accessibility**

To properly plan for the future, we are asking for a complete list of the equipment's life expectancy and estimated yearly operational costs.

## **Work Schedule**

The selected Proponent should expect to begin work as soon as the project is awarded. The selected Proponent must supply and adhere to the work schedule that was provided in the Proponents RFP. The work schedule must provide a statement and details for using sufficient labour and materials to complete the project. The goal is to have the repairs completed prior to turning on the ice plant which will occur on August 15, 2025.

## Appendix A - Proposal Summary & Signatories

I/We have read and understand, having carefully examined the Request for Proposal, for the above stated project and that I/We have read all the addendums.

Proponents Legal Name and trade name if applicable: \_\_\_\_\_

Address: \_\_\_\_\_

Authorized Signature (s):

<u>Signature:</u>	<u>Name:</u>	<u>Title:</u>

Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Provide a fixed fee including rates, disbursements, materials, permits and all fees associated with the scope of work identified in this Request for Proposal. All fees, rates and quoted costs shall exclude the General Sales Tax (GST). All costs defined shall be in Canadian Dollars and shall not be subject to increase due to international exchange rate or a change in shipping charges.

## Appendix B – List of Sub-Contractors

The Town requires that all sub-contractors that are to be used be listed.

<u>Company Name</u>	<u>Contact Information</u>



# ROOF EXPERTISE REPORT

Field task EXT-20240621-01

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Project manager: Omid Hagheghi

Expertise carried out on building:

## Centennial Place Arena

202, 3 Avenue North  
Three Hills AB T0M 2A0

Inspection date: August 1, 2024

Report date: August 13, 2024

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BUILDING SUMMARY

Name	Address	
Centennial Place Arena	202, 3 Avenue North Three Hills AB T0M 2A0	
Number of roof areas	Number of drains	Total surface
5	15	39,573 pi²
Elevation from ground to roof edge		
General information		








VISUAL ROOF AREA CONDITION TABLE

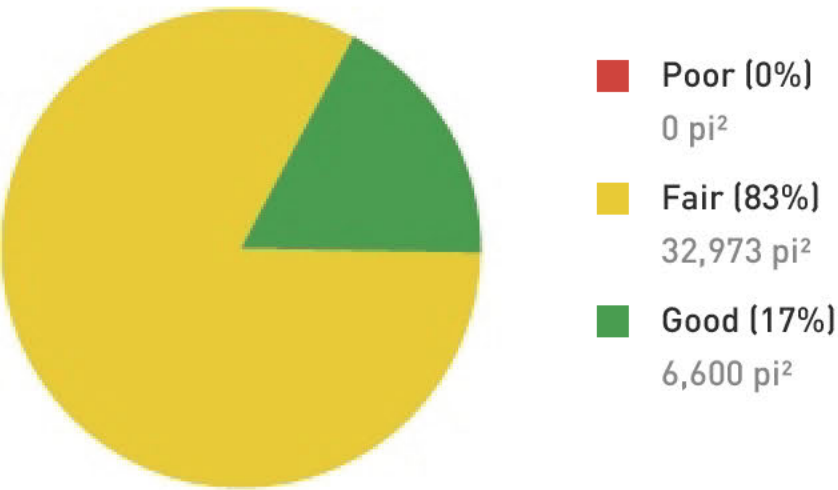
Rating	Poor	Poor	Poor	Fair	Fair	Fair	Good	Good	Good	Excellent
Condition	1-10%	11-20%	21-30%	31-40%	41-50%	51-60%	61-70%	71-80%	81-90%	91-100%




## ROOF AREAS

Name	Surface area	Rating	Condition	Life expectancy
 B2	17,812 pi²	Fair	31-40%	3 to 5 years
 C	4,600 pi²	Fair	31-40%	3 to 5 years
 D	1,090 pi²	Fair	31-40%	3 to 5 years
 A	9,471 pi²	Fair	51-60%	5 to 10 years
 B1	6,600 pi²	Good	61-70%	5 to 10 years

## SUMMARY



### 1.1 - ROOF AREA INFORMATION

Name	Surface area	Rating	Condition	Life expectancy
 A	9,471 pi²	Fair	51-60%	5 to 10 years

Estimated year of roofing repair	End of warranty	Repair state
2009	N/A	Partially repaired

### 1.2 - ROOF AREA COMPONENTS

Number of drains	2	Type / système drainage	Gutter
Roofing system	Conventional	Decking / structure	Steel
Insulation panel	Batt insulation	Insulation location	Attic
Membrane composition / Overlay	Metallic	Type de membrane flashing	Liquid, elastomeric finishing membrane
Type of steel flashing	Painted steel		



Name	Surface area	Rating	Condition	Life expectancy
<div><div></div>A</div>	9,471 pi²	Fair	51-60%	5 to 10 years

### 1.3 - DEFICIENCIES ON CURRENT AREA

#### 1.3.1 - Roof support

Remark: The existing roof supports are well secured and in good condition.

#### 1.3.2 - Insulation

-

#### 1.3.3 - Roof pitch

Remark: The roof has a 2/12 slope and drains into eavestrough, leading to ground level.

#### 1.3.4 - Waterproof membrane

##### Leak

Remark: The existing steel roofing panels are in generally fair condition and remain well secured in place using mechanical fasteners.

Fasteners are installed straight and flush with the metal, providing good support for each panel.

Sealant ageing/cracking has begun to occur on various overlapping metal seams and along the ridge cap flashings in multiple locations.

Sealant separation was also observed around multiple roof penetrations and supports. Snow guards along the eaves are well secured and in good condition.

Name	Surface area	Rating	Condition	Life expectancy
<div><div></div>A</div>	9,471 pi²	Fair	51-60%	5 to 10 years

### 1.4 - DEFICIENCIES ON PROJECTION

#### 1.4.1 - Flashing membrane

-

#### 1.4.5 - Pitch box

-

#### 1.4.2 - Flashing metallic

##### Sealant separation

Remark: Inadequately secured metal flashing is evident along the roof divider. Sealant separation and detreoration have begun to occur along the wall tie-in area which may be allowing water ingress to occur.

#### 1.4.3 - Vent

##### Damaged, perforation, sealant separation

Remark: Multiple soil stack vent flashings are in poor condition and no longer fully sealed. Sealant separation was observed around multiple vent stacks and roof penetrations.

#### 1.4.4 - Drain

-

Name	Surface area	Rating	Condition	Life expectancy
<div><div></div>A</div>	9,471 pi²	Fair	51-60%	5 to 10 years

### 1.5 - OTHER DEFICIENCIES

1.5.1 - Draught proofing

-

1.5.2 - Air conditioning system

-


1.5.3 - Attic ventilation

-

1.5.4 - Safety components

-



Name	Surface area	Rating	Condition	Life expectancy
 A	9,471 pi²	Fair	51-60%	5 to 10 years

### 1.6 - OBSERVATIONS

The existing roof consists mechanically fastened galvanized steel roofing panels installed to fully cover the roof area.

Multiple repairs using elastomeric coating have been completed over the past several years in attempt to eliminate ongoing water ingress. However reoccurring water infiltration was reported along the roof divider in multiple locations during the roof review.

The steel panels are remain secured in place using mechanical fasteners and are in overall fair condition. Exiting mechanical Fasteners are showing signs of ageing however remain well secured in place.

Sealant separation has occurred along the ridge cap flashings and around multiple roof penetrations/wall tie-ins, allow water ingress to occur.

Inadequately secured metal flashing is evident along the roof divider.

**A.1**

Overview showing roof area A in generally fair condition.

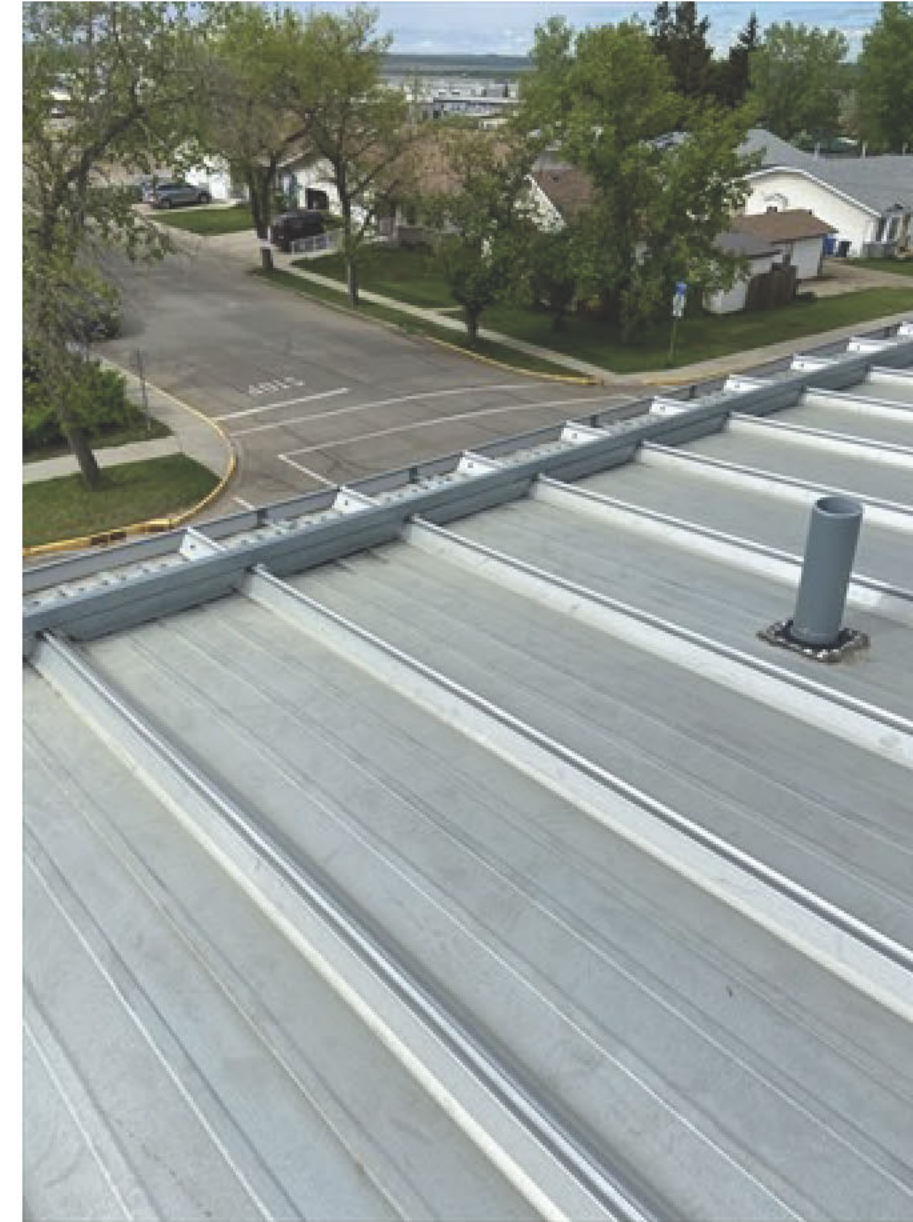
**A.2**

Existing panels in overall fair condition and remain well secured in place. Inadequately secured metal perimeter flashings were observed along the roof divider.



**A.3**

This view shows previously completed repairs along the roof divider using elastomeric coating. Reoccurring water ingress was reported along the divider at the time of the review.

**A.4**

Close up view showing the existing panels well secured in place along the bottom edge using mechanical fasteners. Damaged/inadequately sealed soil stack vent flashings was observed on the main roof area. Snow guards remain well secured in place along

the eave to help prevent snow/ice falling from the roof area.





### A.5

General view showing support flashings and roof tie-ins in poor condition. Sealant ageing and deterioration is evident around various curbs and roof penetrations/tie-ins.



### A.6

Close up view showing sealant cracking and separation around multiple supports.



**A.7**

Existing coating separating along the tie-ins due to missing reinforcement.

**A.8**

Sealant cracking and deterioration below the ridge cap flashing and on the end caps.

**A.9**

Close up view showing incomplete repairs.

Name	Surface area	Rating	Condition	Life expectancy
<div><div></div>A</div>	9,471 pi²	Fair	51-60%	5 to 10 years

### 3.1 - OPEX WORK BUDGETS

2024

Apply new elastomeric coating with mesh reinforcement on all roof penetrations and flashings where required to eliminate water ingress.  
Adequately seal and secure the existing metal perimeter flashings back into position.

2025


Apply elastomeric roof coating to fully cover each panel to help prolong the life of the existing roof.

### COSTS

Year 2024	Required action Corrective and preventive	<div></div>
Year 2025	Required action Replacement	<div></div>



### 1.1 - ROOF AREA INFORMATION

Name	Surface area	Rating	Condition	Life expectancy
 B1	6,600 pi²	Good	61-70%	5 to 10 years


Estimated year of roofing repair	End of warranty	Repair state
0	N/A	Fully repaired

### 1.2 - ROOF AREA COMPONENTS

Number of drains	2	Type / système drainage	Gutter
Roofing system	Conventional	Decking / structure	Steel
Insulation panel	Batt insulation	Insulation location	Attic
Membrane composition / Overlay	Metallic	Type de membrane flashing	Liquid, elastomeric finishing membrane
Type of steel flashing	Painted steel, galvanised steel		





Name	Surface area	Rating	Condition	Life expectancy
 B1	6,600 pi²	Good	61-70%	5 to 10 years

### 1.3 - DEFICIENCIES ON CURRENT AREA

#### 1.3.1 - Roof support

Remark: The existing steel roof supports are in fair condition.

#### 1.3.2 - Insulation

-

#### 1.3.3 - Roof pitch


Remark: The roof has a 2/12 slope and drains off the eaves into a gutter system.

#### 1.3.4 - Waterproof membrane

Leak, sealant separation

Remark: The existing metal roofing panels are in fair condition and remain well secured in place.

Sealant ageing and cracking was observed on various overlapping seams and metal tie-ins.

Name	Surface area	Rating	Condition	Life expectancy
 B1	6,600 pi²	Good	61-70%	5 to 10 years

### 1.4 - DEFICIENCIES ON PROJECTION

#### 1.4.1 - Flashing membrane

-

#### 1.4.5 - Pitch box

-

#### 1.4.2 - Flashing metallic

##### Sealant separation


Remark: Metal flashing along the perimeter walls and roof dividers remain secured in place.  
Active water ingress is occurring along the roof dividers due to inadequate metal tie-ins and sealant separation.  
Improper fasteners have been used to secure the metal flashing into place along the roof divider. Multiple fasteners have also been improperly placed along the top of the metal flashings.

#### 1.4.3 - Vent

-

#### 1.4.4 - Drain

-

Name	Surface area	Rating	Condition	Life expectancy
<div> B1</div>	6,600 pi²	Good	61-70%	5 to 10 years

### 1.5 - OTHER DEFICIENCIES

1.5.1 - Draught proofing

-

1.5.2 - Air conditioning system


-

1.5.3 - Attic ventilation

-

1.5.4 - Safety components

-

Name	Surface area	Rating	Condition	Life expectancy
 B1	6,600 pi²	Good	61-70%	5 to 10 years

### 1.6 - OBSERVATIONS

The existing roof was installed in 2014 and remains in generally fair condition. Active water infiltration was reported below both roof dividers at the time of the review. Water ingress is occurring due to inadequately sealed metal tie-ins along the roof dividers. One metal puncture was also discovered along the wall, which may be allowing water ingress to occur.

The existing roof consists of mechanically fastened, standing seam metal roof system. The metal panels are well secured in place with minimal signs of ageing.

Sealant ageing and separation have occurred on various metal overlapping seams and tie-ins on the field of the roof.





### B1.1

Overview showing roof area B 01 in generally fair condition. Existing panels are well secured in place using proper fasteners.

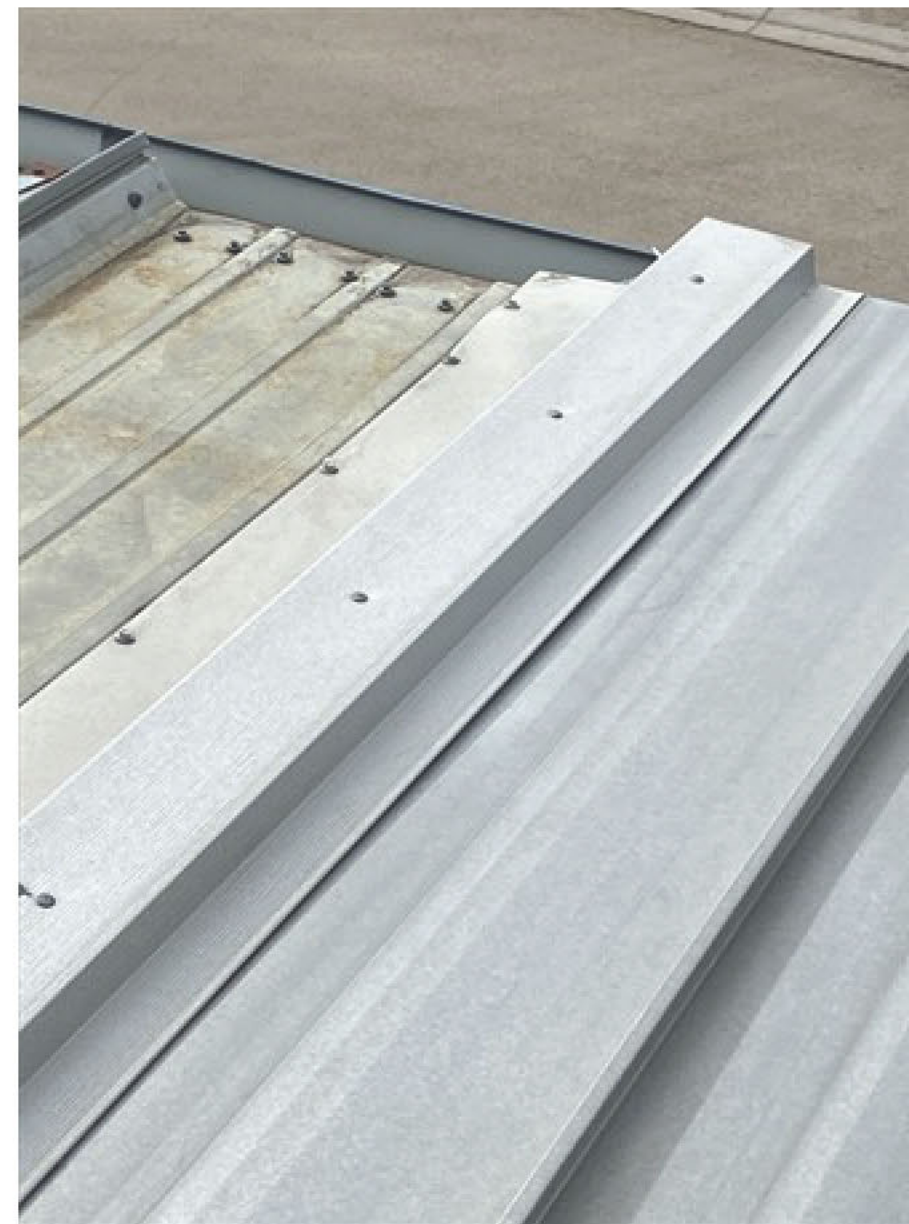


### B1.2

General view showing the existing metal roofing panels in fair overall condition. Sealant failure was observed between the metal flashings and roofing panels along the roof divider, allowing water ingress to occur.

**B1.3**

Close up view showing inequality secured metal flashings and metal punctures along the roof divider.

**B1.4**

Metal cap flashings are improperly fastened along the top of the metal.




**B1.5**

Close up view showing sealant separation along multiple metal joints and tie-ins.

**B1.6**

Sealant ageing and deterioration along the ridge cap flashing.


Name	Surface area	Rating	Condition	Life expectancy
 B1	6,600 pi²	Good	61-70%	5 to 10 years

3.1 - OPEX WORK BUDGETS

2024


Adequately seal the metal flashing and tie-ins along both roof dividers to eliminate water ingress.  
Apply new coating and sealants on all punctures and metal flashings to ensure a proper seal.

COSTS

Year	Required action	
2024	Corrective and preventive	



### 1.1 - ROOF AREA INFORMATION

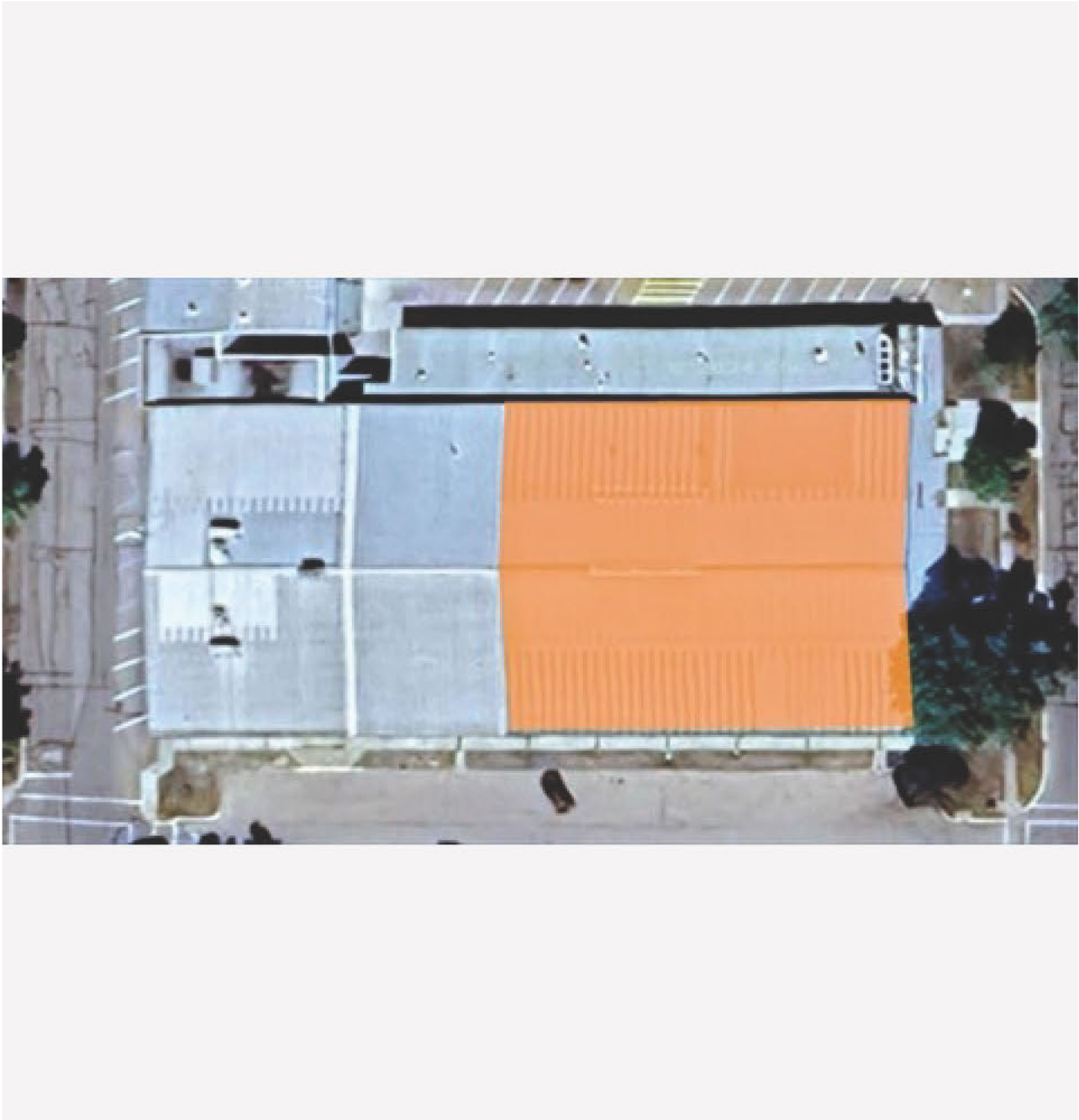
Name	Surface area	Rating	Condition	Life expectancy
 B2	17,812 pi²	Fair	31-40%	3 to 5 years


Estimated year of roofing repair  
N/A

End of warranty  
N/A

### 1.2 - ROOF AREA COMPONENTS

Number of drains	6	Type / système drainage	Gutter
Roofing system	Conventional	Decking / structure	Steel
Insulation panel	Batt insulation	Insulation location	Attic
Membrane composition / Overlay	Metallic	Type de membrane flashing	Liquid, elastomeric finishing membrane
Type of steel flashing	Painted steel		



Name	Surface area	Rating	Condition	Life expectancy
 B2	17,812 pi²	Fair	31-40%	3 to 5 years

### 1.3 - DEFICIENCIES ON CURRENT AREA

#### 1.3.1 - Roof support

Remark: Existing interior steel roof supports are in good condition.

#### 1.3.2 - Insulation

-

#### 1.3.3 - Roof pitch

Remark: The roof has a 2/12 slope and drains into eavestrough/downpipes, leading to ground level.


#### 1.3.4 - Waterproof membrane

Rusted, sealant separation

Remark: The existing standing seam metal roofing panels are in generally fair condition and remain well secured in place.

Fasteners are installed straight and flush with the metal, providing good support for each panel. Minor metal detreoration has begun to form around various fasteners along the bottom edge and field seams.

Sealant ageing/cracking has begun to occur on various overlapping field seams and below the ridge cap flashings in multiple locations.

Name	Surface area	Rating	Condition	Life expectancy
 B2	17,812 pi²	Fair	31-40%	3 to 5 years

### 1.4 - DEFICIENCIES ON PROJECTION

1.4.1 - Flashing membrane

-

1.4.5 - Pitch box

-

1.4.2 - Flashing metallic

Emergence nails/screws, sealant separation


Remark: Metal flashing around the perimeter and roof dividers remain secured in place. Sealant separation is evident on various overlapping field seams and wall tie-ins. Missing fasteners and inadequately secured snow guards were observed along the bottom edge of the roof.

1.4.3 - Vent

-

1.4.4 - Drain

-

Name	Surface area	Rating	Condition	Life expectancy
 B2	17,812 pi²	Fair	31-40%	3 to 5 years

### 1.5 - OTHER DEFICIENCIES

#### 1.5.1 - Draught proofing

Piping / conduit penetration, damaged

Remark: Existing soil stack pipe are improperly supported at roof level. The pipes have dropped causing the flashings to regress below the roof panels. Sealant separation and damaged pipe flashing may allow water ingress to occur.

#### 1.5.2 - Air conditioning system

-


#### 1.5.3 - Attic ventilation

-

#### 1.5.4 - Safety components

-



Name	Surface area	Rating	Condition	Life expectancy
 <b>B2</b>	17,812 pi²	Fair	31-40%	3 to 5 years

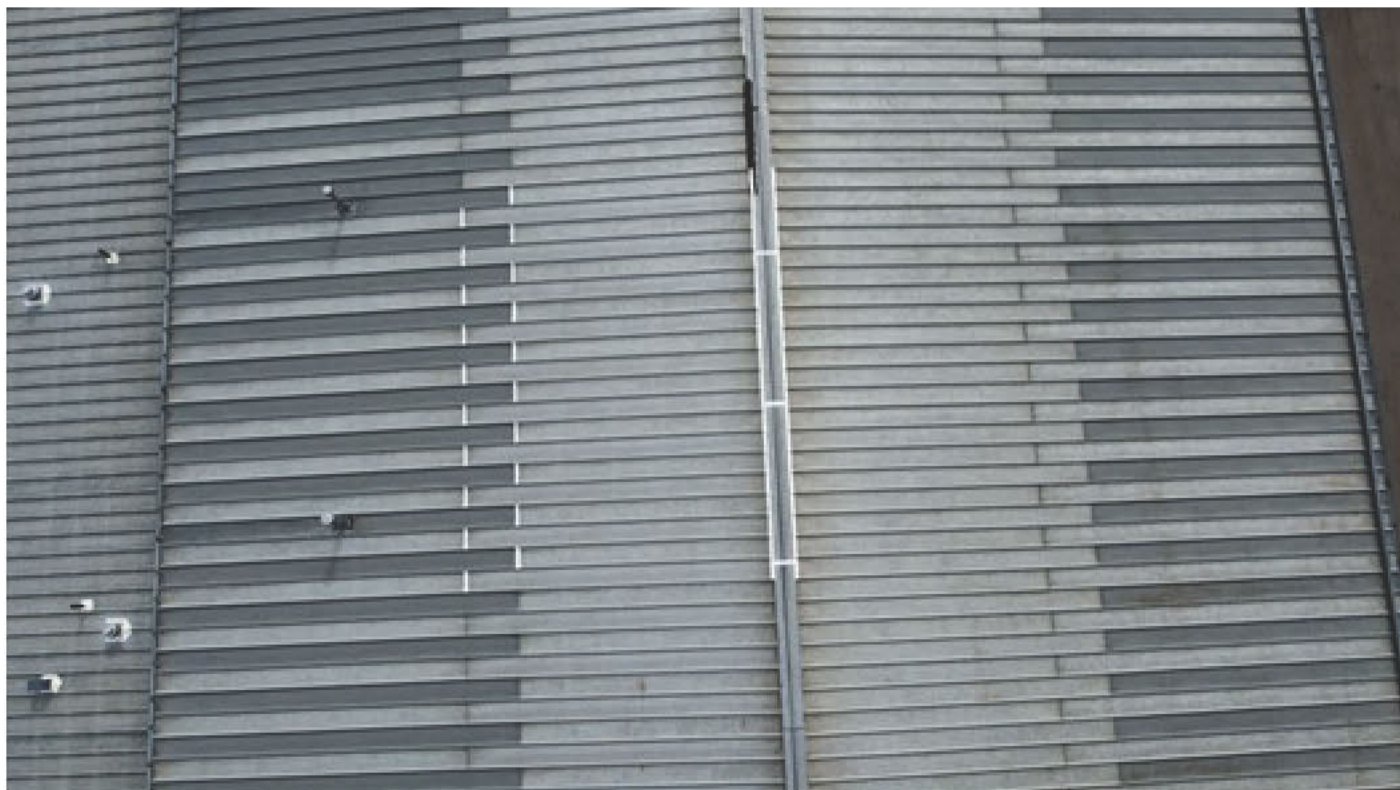
## 1.6 - OBSERVATIONS

The existing roof was completed in the mid 1990's and consists mechanically fastened standing seams galvanized steel roofing panels.

Multiple repairs using elastomeric coating have been completed over the past several years to eliminate water ingress. Reoccurring water infiltration was reported at the time of the review in multiple locations along the bottom edge and below the ridge cap flashings due to sealant failure. Minor metal detreoration was also observed around various fasteners along the bottom edge and overlapping field seams which may allow water infiltration to occur.

The existing roofing panels are in overall fair condition and remain well secured in place. Sealant separation has occurred along the ridge cap flashings and around multiple roof penetrations/tie-ins.

Soil stack pipes at roof level are improperly supported and have fallen approximately 6". This has caused the roof flashing to regress below the metal panels and may allow water infiltration to occur. Sealant separation has also occurred around the pipes and roof tie-ins.



## B2.1

Overview showing roof area B 02 in overall fair condition.



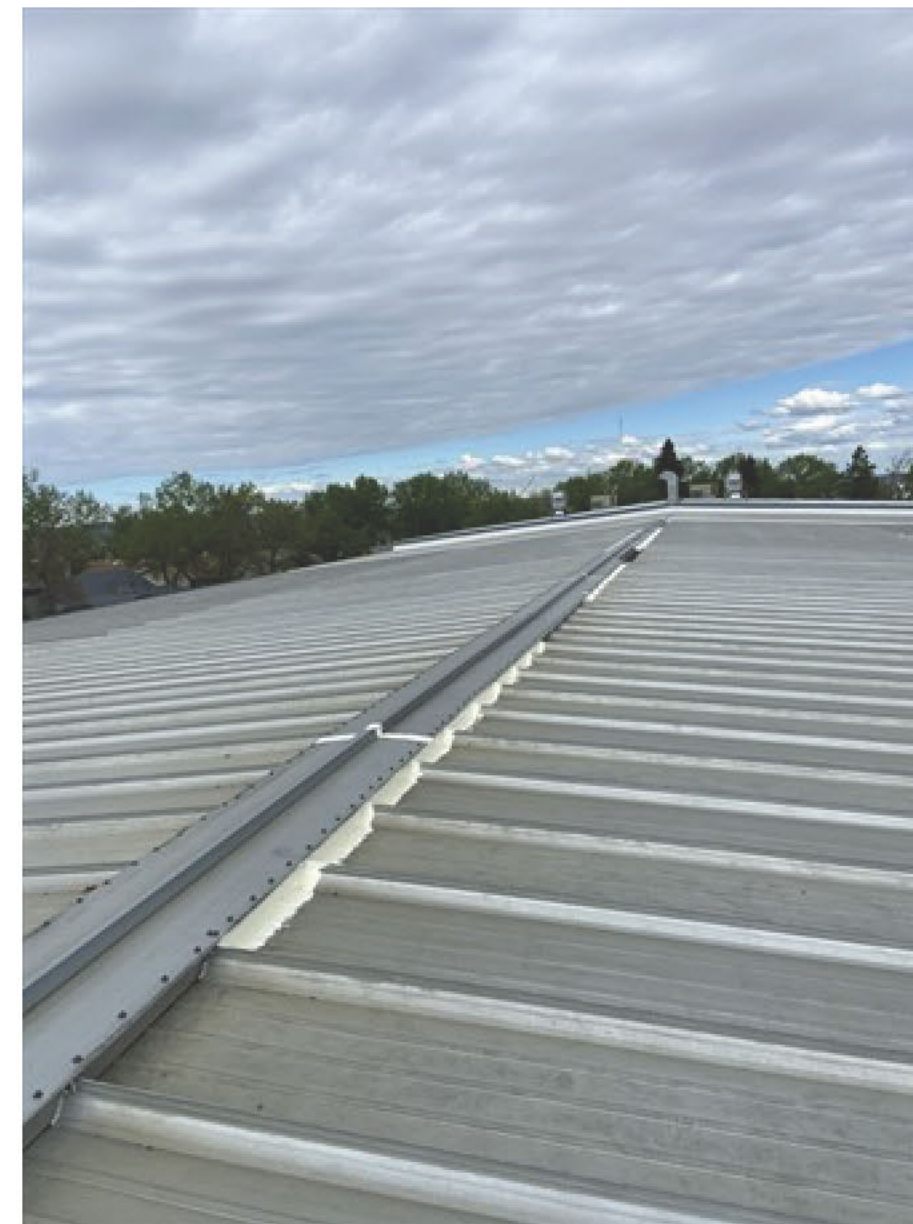
## B2.2

View shows panels in overall fair condition. Sealant ageing and cracking is evident below the ridge cap flashings in multiple areas.



**B2.3**

Sealant ageing and minor signs of deterioration forming around the fasteners on various overlapping seams.

**B2.4**

This view shows previous incomplete repairs along the ridge cap flashings in multiple areas. Ongoing water ingress was reported in one location below the peak.





### B2.5

General view showing damaged/inadequately supported soil stack pipes on the main roof area. Roof flashings are damaged and no longer fully sealed, allowing water ingress to occur.



### B2.6

Close up view showing damaged/Improperly supported soil stack pipe causing the pipe flashing to regress at roof level.





### B2.7

Close up view showing fasteners along the bottom edge in fair to poor condition however remain well secured in place. Minor metal deterioration has begun to form around various fasteners, which may allow water ingress to occur.




### B2.8

Metal cap flashings along the roof divider well secured in place. Sealant separation and cracking were observed along the metal seams /tie-ins.

**B2.9**

Close up view showing sealant improperly applied along the tie-in and showing signs of cracking/detreoration.

Name	Surface area	Rating	Condition	Life expectancy
 B2	17,812 pi²	Fair	31-40%	3 to 5 years

### 3.1 - OPEX WORK BUDGETS

2024

Apply new elastomeric roof coating with reinforcement to fully cover the existing roofing panels.

2024


Apply new elastomeric roof coating to fully cover all seams, joints, fasteners and tie-ins.  
Adequately secure the existing soil stack pipes in place and install new flashings as required.

### COSTS

Year 2024	Required action Replacement	
Year 2024	Required action Replacement	



### 1.1 - ROOF AREA INFORMATION

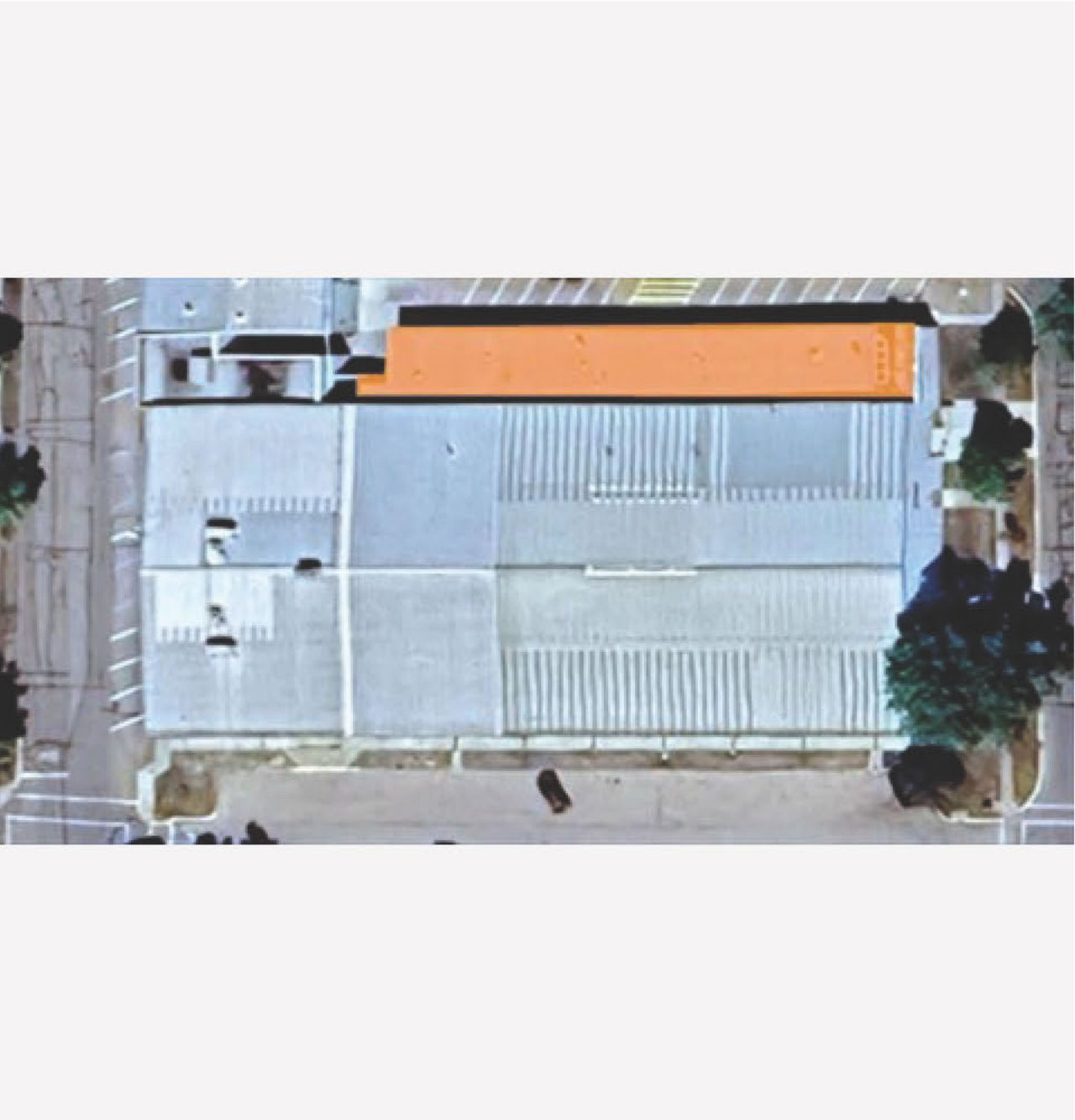
Name	Surface area	Rating	Condition	Life expectancy
 C	4,600 pi²	Fair	31-40%	3 to 5 years


Estimated year of roofing repair  
N/A

End of warranty  
N/A

### 1.2 - ROOF AREA COMPONENTS

Number of drains	3	Type / système drainage	Gutter
Roofing system	Conventional	Decking / structure	Steel
Insulation panel	Batt insulation	Insulation location	Attic
Membrane composition / Overlay	Metallic	Type de membrane flashing	Liquid, elastomeric finishing membrane
Type of steel flashing	Painted steel, galvanised steel		



Name	Surface area	Rating	Condition	Life expectancy
 C	4,600 pi²	Fair	31-40%	3 to 5 years

### 1.3 - DEFICIENCIES ON CURRENT AREA

#### 1.3.1 - Roof support

Remark: The interior steel roof supports are in good condition.

#### 1.3.2 - Insulation

-


#### 1.3.3 - Roof pitch

Remark: The roof has a 2/12 slope and drain off the eave into eavtroughs, leading to ground level.

#### 1.3.4 - Waterproof membrane

Rusted, leak, gravel/granule protection's missing

Remark: The existing standing seam metal roofing panels are in generally fair condition and remain well secured in place. Minor rust has begun to form on the panels along the wall and around various fasteners.  
Sealant ageing separation has begun to occur on various joints and tie-ins in multiple locations.

Name	Surface area	Rating	Condition	Life expectancy
 C	4,600 pi²	Fair	31-40%	3 to 5 years

### 1.4 - DEFICIENCIES ON PROJECTION

#### 1.4.1 - Flashing membrane

-

#### 1.4.2 - Flashing metallic

Rust/chipping, missing draught proofing, sealant separation

Remark: Metal perimeter flashing remain well secured in place and appear to be sealed. Metal through wall flashings along the inside wall are partially repaired however water ingress is occurring in one location in the center of the wall. Minor surface rust has begun to form on the surface of the panels along the wall area.

#### 1.4.3 - Vent

Incomplete

Remark: Incomplete repairs using elastomeric coating were observed around various curbs and roof penetration's.

#### 1.4.4 - Drain


Sealant separation

Remark: Eavestrough and down pipes are in fair to poor condition. sealant separation was observed on various overlapping joints inside the gutters. Metal and sealant separation is evident in one location.

#### 1.4.5 - Pitch box

-



Name	Surface area	Rating	Condition	Life expectancy
 C	4,600 pi²	Fair	31-40%	3 to 5 years

### 1.5 - OTHER DEFICIENCIES

1.5.1 - Draught proofing

-

1.5.2 - Air conditioning system


-

1.5.3 - Attic ventilation

-

1.5.4 - Safety components

-

Name	Surface area	Rating	Condition	Life expectancy
 C	4,600 pi²	Fair	31-40%	3 to 5 years

### 1.6 - OBSERVATIONS

The existing roof was completed in the mid 1990's and consists mechanically fastened standing seams galvanized steel roofing panels.

Multiple repairs using elastomeric coating have been completed over the past several years to eliminate water ingress. Reoccurring water infiltration was reported in one location along the through wall flashing detail at the base of the inside wall. Minor metal detreoration was also observed on several panels and around various mechanical fasteners.

The existing roofing panels are in overall fair condition and remain well secured in place. Elastomeric coating has been applied around the roof penetration and curb tie-ins to help complete the seal off. Incomplete coating application was observed around various curbs at roof level.



### C.1

Overview showing roof area C in fair to poor condition. reoccurring water ingress occurs along the trough wall flashing detail in the middle of the roof.



### C.2

Close up view showing the panels in fair to poor condition. Metal perimeter flashings are well secured and have been sealed using elastomeric coating.





### C.3

Closeup view showing rust and deterioration forming on the panels/flashings along the inside wall. Multiple repairs have been completed along the roof to wall tie-ins to eliminate water ingress. Additional repairs may be required to the through wall

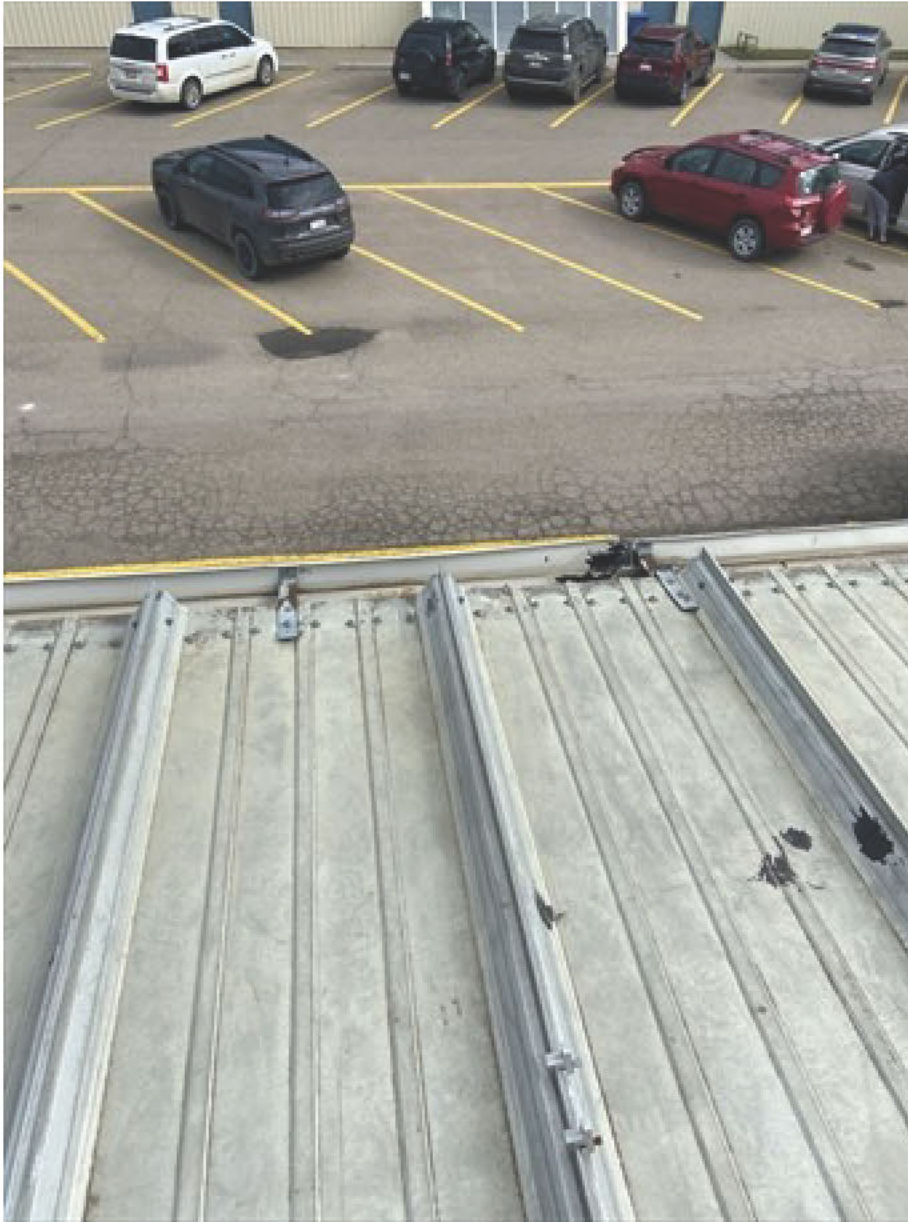
flashings behind the siding.



#### C.4

This view shows incomplete repairs around multiple curbs and roof penetrations.






## C.5

Fasteners along the bottom edge in fair condition and remain well secured in place.  
Eavestrough has separated in one area and is no longer fully sealed at the joints.

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Name	Surface area	Rating	Condition	Life expectancy
 C	4,600 pi²	Fair	31-40%	3 to 5 years

### 3.1 - OPEX WORK BUDGETS



2024

Adequately seal the existing through wall flashings along the wall to eliminate water ingress.  
Apply elastomeric coating around the curbs and roof penetration where required.


2025

Apply new elastomeric roof coating with reinforcement to fully cover the existing roof system.

### COSTS

Year 2024	Required action Corrective and preventive	
Year 2025	Required action Replacement	

### 1.1 - ROOF AREA INFORMATION

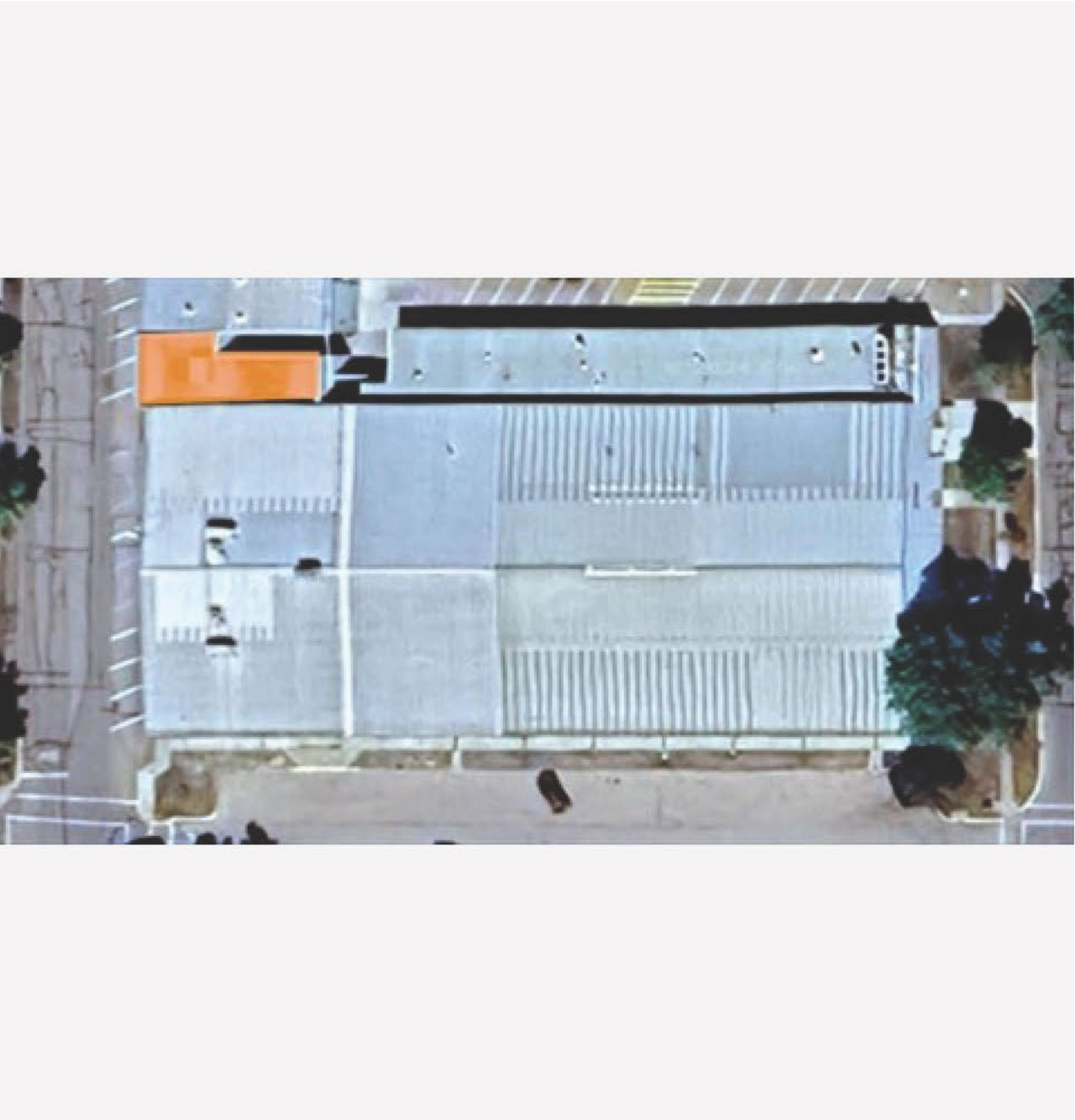
Name	Surface area	Rating	Condition	Life expectancy
 D	1,090 pi²	Fair	31-40%	3 to 5 years

Estimated year of roofing repair  
N/A


End of warranty  
N/A

### 1.2 - ROOF AREA COMPONENTS

Number of drains	2	Type / système drainage	Gutter
Roofing system	Conventional	Decking / structure	Steel
Insulation panel	Batt insulation	Insulation location	Attic
Membrane composition / Overlay	Metallic	Type de membrane flashing	Liquid
Type of steel flashing	Painted steel, galvanised steel		





Name	Surface area	Rating	Condition	Life expectancy
 D	1,090 pi²	Fair	31-40%	3 to 5 years

### 1.3 - DEFICIENCIES ON CURRENT AREA

#### 1.3.1 - Roof support

Remark: The existing roof support decking is in good condition on all visible areas.

#### 1.3.2 - Insulation

Remark: The existing insulation remains well adhered in place on the field of the roof.

#### 1.3.3 - Roof pitch

Stagnant water / ponding, missing drain sump

Remark: Water retention is evident on the main roof area due to inadequate insulation slope around the roof drain.


#### 1.3.4 - Waterproof membrane

Vegetation, gravel/granule protection's missing, wrinkle / wrinkling

Remark: The existing cap sheet membrane on the field is in over all fair to poor condition and remains sealed.

Granule loss and membrane ageing has begun to occur on the field membrane due to standing water at roof level.  
Field seams are properly lapped by a minimum of 3" with a consistent seal evident along the membrane seams.



Name	Surface area	Rating	Condition	Life expectancy
 D	1,090 pi²	Fair	31-40%	3 to 5 years

### 1.4 - DEFICIENCIES ON PROJECTION

#### 1.4.1 - Flashing membrane

##### Blister

Remark: Membrane flashings around the perimeter walls are in fair to poor condition and have separated from the wood blocking in various locations. Membrane blistering and tenting were observed in multiple location due to separation. Overlapping seams are properly lapped by a minimum of 3" on the vertical wall and extend onto the field membrane by 6" as required.

#### 1.4.2 - Flashing metallic

Remark: Metal perimeter flashings are well secured and in good condition.

#### 1.4.3 - Vent

-

#### 1.4.4 - Drain

##### Jammed, vegetation

Remark: The existing roof drains are in working condition however excessive debris and vegetation buildup around the roof drains is slowing the drainage process.

#### 1.4.5 - Pitch box

-

Name	Surface area	Rating	Condition	Life expectancy
<div><div></div>D</div>	1,090 pi²	Fair	31-40%	3 to 5 years

### 1.5 - OTHER DEFICIENCIES

1.5.1 - Draught proofing

-

1.5.2 - Air conditioning system


-

1.5.3 - Attic ventilation

-

1.5.4 - Safety components

-

Name	Surface area	Rating	Condition	Life expectancy
 D	1,090 pi²	Fair	31-40%	3 to 5 years

### 1.6 - OBSERVATIONS

Existing roof consists of a steel roof deck, two ply SBS vapor barrier, insulation, recovery board, and a two-ply modified bitumen roofing assembly.

No active roof leaks were reported at the time of the review.

The roof is in overall fair to poor condition and showing signs of membrane aging in various locations.

Granular loss was observed on the low-lying areas due to excessive amounts of standing water on the field.

Roof drains are in working order however excessive vegetation/debris buildup is evident around the roof drains on the upper and lower roof areas.

Water retention was observed on the field of the roof due to inadequate slope and excessive amounts of debris/vegetation buildup around the drain strainers.

Membrane blistering/tenting has begun to occur around the perimeter wall flashings in multiple locations.

Metal perimeter flashings are well secured and in fair condition.

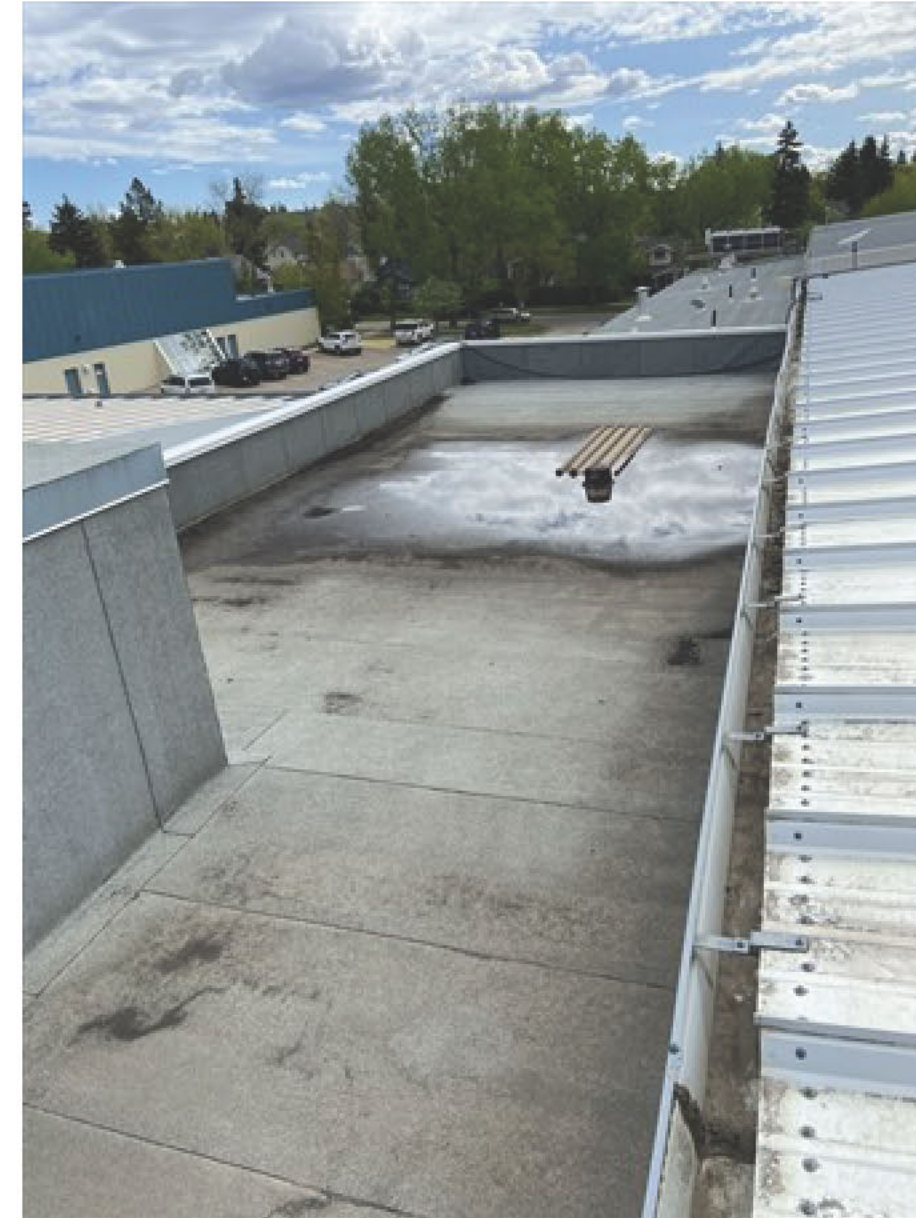
One metal roofing panel has been left unsecured on the main roof area.





## D.1

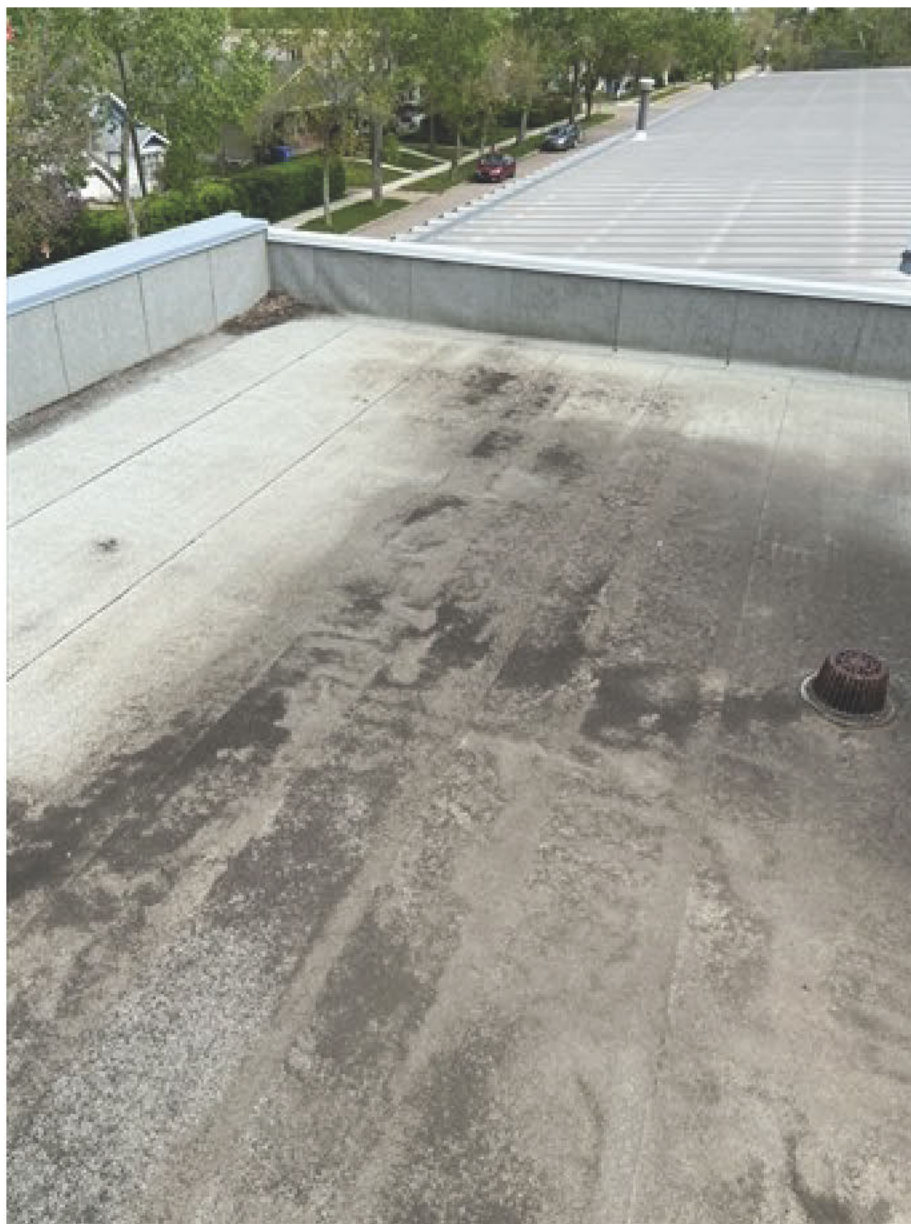
Overview showing roof area D in generally fair to poor condition.



## D.2

This view shows the existing cap sheet showing sign of ageing and minor granular loss. Water retention occurs around the drain, due to missing drain sump. Metal panel has been removed from roof level.



**D.3**

View shows membrane ageing and granular loss on the field of the roof. Membrane tenting has also begun to occur around the perimeter walls.

**D.4**

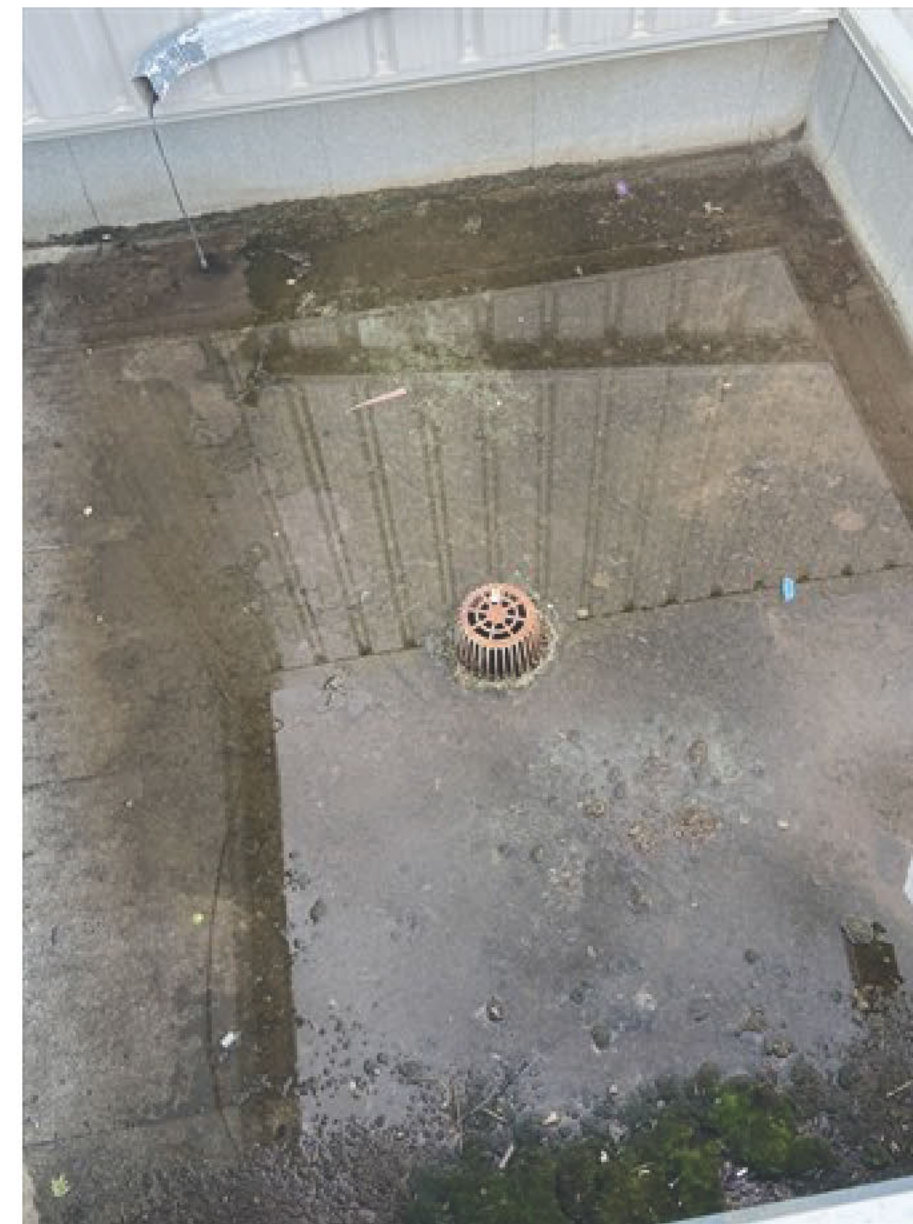
Membrane flashing around the roof curb, sealed and in fair condition.






## D.5

General view showing water retention on the lower roof area, due to blocked roof drain.



## D.6

Excessive debris/vegetation buildup around the drain on the lower roof area, slowing the drainage process.


Name	Surface area	Rating	Condition	Life expectancy
 D	1,090 pi²	Fair	31-40%	3 to 5 years

3.1 - OPEX WORK BUDGETS

2024

Clean all roof drain and debris from the roof to help ensure adequate roof drainage.  
Remove and replace membrane flashings where excessive tenting and blistering has occurred around the perimeter walls.

COSTS

Year	Required action	
2024	Corrective and preventive	

Wishing it all to your satisfaction, please accept our regards.

Approved by



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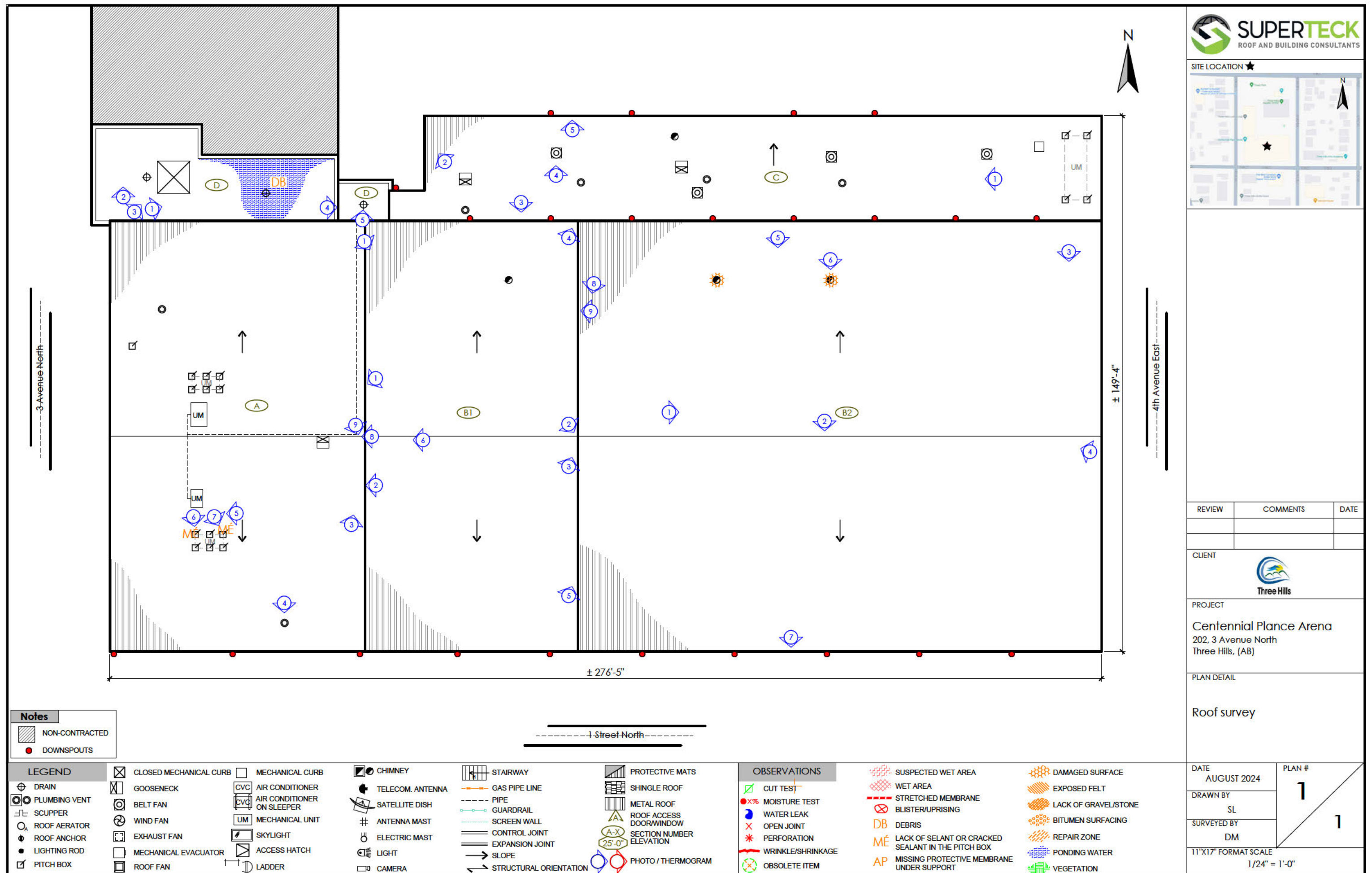
August 13, 2024

**Omid Hagheghi**





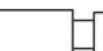

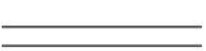

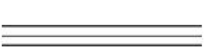

Directeur Général - General Manager


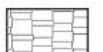





Superteck Building Consultants Inc.















## LEGEND

	Drain		Access hatch
	Plumbing vent		Ladder
	Plumbing vent with curb		Ladder with safety
	Scupper		Chimney
	Roof aerator		Chimney with curb
	Roof anchor		Telecom. antenna
	Lightning rod		Satellite dish
	Pitch box		Antenna mast
	Closed mechanical curb		Electric mast
	Gooseneck		Light
	Belt fan		Camera
	Wind fan		Stairway
	Exhaust fan		Roof gas pipe line
	Mechanical evacuator		Pipe
	Roof fan		Guardrail
	Mechanical curb		Screen wall
	Ventilation system		Control joint
	Ventilation system on sleeper		Expansion joint
	Mechanical unit		Slope
	Skylights		Structure orientation

	Protective mats
	Shingle roof
	Metal roof
	Roof access (door or window)
	Section number elevation
	Photo
	Thermogram

## OBSERVATIONS

	Cut test
	Moisture test
	Leak
	Open joint
	Perforation
	Wrinkle/shrinkage
	Obsolete item
	Suspect wet area
	Wet area
	Stretched membrane

	Blister/uprising
	Debris
	Pitch box lack of sealant or creacked sealant
	Missing membrane protection under support
	Damaged surface
	Exposed felt
	Absence of gravel/stone
	Bitumen surfacing
	Repair
	Ponding water
	Vegetation



## GENERAL NOTES

Relevant notes to consider when reading the report:

### BUDGETARY ESTIMATES

Repair and re-roofing costs stated in this report exclude taxes and contingencies and represent values for the year of inspection. Repair and re-roofing costs could be reduced if work on several roof sections was performed simultaneously. Total budgetary estimates do not include work required further to additional surveys, professional fees, monitoring of work as well as any element not detected by a visual inspection.

### RECOMMENDATION PRIOR TO PARTIAL RE-ROOFING

If required, prior to any re-roofing work, it is recommended to proceed to an exam by instrumentation of the waterproofing complex with an infrared camera (thermography) or with a nuclear hygrometer in order to detect areas with humid insulation. Once identified, areas with humid insulating materials are replaced and insulation free from humidity is kept in place. Replacement costs are thus considerably reduced.

### SYSTEM WITH HIDDEN MEMBRANE

For a protected waterproofing inverted system or for a system where the waterproofing membrane is covered with stone ballast (EPDM and/or PVC membrane), the life expectancy is assessed on the basis of years of service and/or water infiltration problems.

### WATERPROOFING OF THE VERTICAL ENVELOPE

During roof inspections, special attention is given to the condition of the masonry and other wall covering when they could affect the quality of adjacent roofs waterproofing.

### LIMITATIONS OF EXAM BY INSTRUMENTATION

Exam by instrumentation (with infrared camera or nuclear hygrometer) is one of several tools available to detect the presence of humidity within the waterproofing complex of a roof. It is a fast and highly effective tool in the detection of humidity present in a roof waterproofing complex. However, it is effective only if components are humid in surface (90% of the cases±); when humidity accumulates only at the bottom of the waterproofing complex (10% of the cases±), it is difficult, if not impossible, to detect it with precision. As well, certain waterproofing complexes absorb little or no water or humidity due to the nature of certain insulating materials, to the absence of a vapour barrier or in the presence of a breathable vapour barrier.

Furthermore, the surface of detected humidity zones may vary due to a delay between when humidity zones are detected and when repair work is undertaken; this may cause estimated costs in the present report to fluctuate.

### QUALITY CONTROL OF REPAIR AND RE-ROOFING WORK

In order to ensure that repair or re-roofing work indicated in the technical recommendations of the present report is properly carried out, the presence of a monitoring technician is recommended.