



NOV 22 2023

FILED FOR RECORD
AT 12:50 P.M.
Grace Cobb

NOTICE OF REGULAR MEETING

DELTA COUNTY COMMISSIONERS COURT

Notice is hereby given that a regular meeting of the Delta County Commissioners Court will be held on Tuesday, the 28th day of November, 2023 at 9:00 A.M. in the City Council Chambers at the City of Cooper City Hall, located at 91 North Side Square, Cooper, Texas, 75432, at which time the Commissioners Court will consider, discuss, and possibly act upon the following agenda items at-wit:

1. Call to Order, Establishment of a Quorum, and Declaration of Public Notices Legally Posted Pursuant to the Open Meetings Act, Texas Government Code, Chapter 551.
 - a. Pledge of Allegiance
 - b. Invocation
2. Public Comments
3. General Announcements
4. Discuss and take possible action related to the approval of the minutes for the November 14, 2023 regular meeting.
5. Discuss and take possible action to approve and ratify the payment of financial obligations, including claims, payroll and personnel expenses, and bills.
6. Discuss and take possible action related to approving a budget line-item transfer from Transfer Funds (010-409-998) to Vehicle Repairs (010-560-454) - Charla Singleton, Sheriff
7. Discuss and take possible action to consider adopting a Resolution of Support for County Motor Fuel Tax Exemption legislature, resolving to support and favor passage of legislation that exempts counties from certain motor fuels taxes - Tanner Crutcher, County Judge
8. Discuss and take possible action to consider approving a Resolution casting votes for the candidates who names are listed on the ballot for the Delta County Appraisal District's Board of Directors for the 2024-2025 term - Tanner Crutcher, County Judge
9. Discuss and take possible action to consider approving and receiving the presentation of the Sexual Assault Response Team (SART) Report per Local Government Code Section 351.257 - Will Ramsay, District Attorney
10. Discuss and take possible action to consider approving a Resolution adopting, updating, and reviewing the Delta County Investment Policy and Investment Strategies - Tanner Crutcher, County Judge
11. Discuss and take possible action to consider approving a Resolution designating an Investment Officer(s) pursuant to Sec. 116.112 (a), Local Government Code and/or Chapter 2256, sec. 2256.005 (f) and (g) - Tanner Crutcher, County Judge
12. Discuss and take possible action to record into the minutes of the Commissioners Court the 20-year no-dollar-limit (NDL) roof guarantee, the 10-year roof workmanship (labor) warranty, roof specifications, and maintenance checklist from the 2023 Courthouse roof replacement - Tanner Crutcher, County Judge
13. Discuss and take possible action related to the development of the Courthouse Master Plan by Komatsu Architecture - Tanner Crutcher, County Judge
14. Discuss and take possible action to update the Commissioners Court on Courthouse facility repairs and related projects - Tanner Crutcher, County Judge

15. Sheriff's Jail Report – Charla Singleton, Sheriff

16. Discuss and take possible action, the Commissioners Court to convene into executive session, pursuant to section 551.071 of the Texas Government Code, to consult with legal counsel regarding litigation related to the matter of Texas Opioid Litigation, *County of Delta v. Purdue Pharma, Inc., et al.*, in the 152nd District Court of Harris County, Texas; MDL Master Cause No. 2018-63587 - Tanner Crutcher, County Judge

17. Discuss and take possible action to reconvene back into open session - Tanner Crutcher, County Judge

18. Discuss and take possible action on items discussed in executive session related to settlement offers or other necessary action in the matter of Texas Opioid Litigation; in the 152nd District Court of Harris County, Texas; MDL Master Cause No. 2018-63587, including consideration of authorizing the County Judge or other authorized officials to execute the Settlement participation and release forms regarding settlement offers from Walgreens, CVS, and Walmart in the matter of Texas opioid multi-district litigation for the County in the matter of *County of Delta v. Purdue Pharma, L.P. et al.*

19. Adjourn

The Commissioners Court reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed in this agenda, in the order deemed appropriate, as authorized by Chapter 551, Open Meetings, Texas Government Code, Sections 551.071, 551.072, 551.073, 551.074, 551.0745, 551.075 and 551.076, or to seek the advice of its attorney and/or other attorneys representing Delta County on any matter in which the duty of the attorney to the Commissioners Court under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with chapter 551 of the Texas Government Code or as otherwise may be permitted under chapter 551.


In accordance with Title III of the American with Disabilities Act, we invite all attendees to advise us of any special accommodations due to disability. Please submit your request to the County Judge's office as far as possible in advance of the meeting you wish to attend.

Signed this 22nd day of November, 2023



Tanner Crutcher, County Judge
Delta County, Texas

I, the undersigned County Clerk, do hereby certify that the above Notice of the Regular Meeting of the Delta County Commissioners Court is a true and correct copy of the said Notice, that I received said Notice, and it was posted at the doors of the Delta County Courthouse, a place readily accessible to the general public at all times on the 22nd day of November, 2023 at 2:50 PM and said Notice remained so posted continuously for at least 72 hours preceding the schedule time of the meeting.


Janice Roberts, County/District Clerk
Delta County, Texas



DELTA COUNTY COMMISSIONERS COURT MINUTES

Notice is hereby given that a regular meeting of the Delta County Commissioners Court was held on Tuesday, the 14th day of November 2023 at 9:00 A.M. in the City Council Chambers at the City of Cooper City Hall, located at 91 North Side Square, Cooper, Texas, 75432.

THOSE THEY WERE IN ATTENDANCE:

Tanner Crutcher, County Judge
Morgan Baker, Commissioner, Precinct 1
Anthony Roberts, Commissioner Precinct 3
Mark Brantley, Commissioner, Precinct 4

1. Call to Order, Establishment of a Quorum, and Declaration of Public Notices Legally Posted Pursuant to the Open Meetings Act, Texas Government Code, Chapter 551.
Meeting was called to order by Judge Tanner Crutcher @ 9:00am
 - a. Pledge of Allegiance **was led by Judge Tanner Crutcher**
 - b. Invocation **was given by Mark Brantley**
2. Public Comments **Kara Petty update on 4H & AG, \$H has quite a few kids enrolled, they came in 4th place in the food challenge in Hopkins County, they have 2 new programs in the planning. TAC was in attendance Todd with Risk Management advised of the tremendous resources that are available to Elected Officials.**
3. General Announcements **Judge Crutcher reminder about open enrollment for Health Insurance was today 9AM to 2:30PM, Thanked everyone for organizing the Fall Luncheon we had last week. Reminder next Thursday & Friday is our Holiday for Thanksgiving. Mark Brantley updated that the Solar Farm are working on the roads.**
4. Discuss and take possible action related to the approval of the minutes for the October 24, 2023 regular meeting
I Commissioner Baker I make the motion to approve the minutes for October 24th, 2023 as presented to the court and Commissioner Brantley Second
COURT VOTES - 3 TO 0 - AYES HAVE IT, MOTION CARRIED.
5. Discuss and take possible action to approve and ratify the payment of financial obligations, including claims, payroll and personnel expenses, and bills.
I Commissioner Baker I make the motion to approve to pay all financial obligations, including claims, payroll and personnel expenses as presented to the court and Commissioner Roberts Second
COURT VOTES - 3 TO 0 - AYES HAVE IT, MOTION CARRIED.

6. Bring from the table, discuss and take possible action related to a request for revisions to the Delta County Employee Handbook adopted October 10, 2023 - Charla Singleton, Sheriff
Overtime pay for law enforcement immediate pay @ 1 and half time pay, flex time 14 days. Use Comp time before vacation time, unused comp time paid for. The north & south basement doors will be used as a designated smoking area.

7. Discuss and take possible action adopting a resolution adopting the updated Delta County Employee Handbook - Tanner Crutcher, County Judge
**I Commissioner Brantley I make the motion to adopt the Employee Handbook as presented to the court and Commissioner Roberts Second
COURT VOTES – 3 TO 0 - AYES HAVE IT, MOTION CARRIED.**

8. Discuss and take possible action to accept a donation from the Hopkins County Hospital District for the donation of two (2) automated external defibrillators (AED's) – Tanner Crutcher, County Judge
**I Commissioner Brantley I make the motion to accept the donation from Hopkins County Hospital for 2 AED's as presented to the court and Commissioner Baker Second
COURT VOTES – 3 TO 0 - AYES HAVE IT, MOTION CARRIED.**

9. Discuss and take possible action related to a request from the Sheriff to use transfer funds received in FY 2023 for payment related to a TAC automobile insurance claim - Charla Singleton, Sheriff
**Commissioner Baker I make the motion for the treasurer to issue a check to cover the expenses for the vehicle repair and the next meeting we can do an item-line transfer as presented to the court and Commissioner Roberts Second
COURT VOTES – 3 TO 0 - AYES HAVE IT, MOTION CARRIED.**

10. Discuss and take possible action to consider the approval of a resolution for the FY 2024 TIDC Indigent Defense Grant Formula Program - Debbie Huie, County Treasurer
NO ACTION NEEDED


11. Discuss and take possible action related to the development of the Courthouse Master Plan by Komatsu Architecture - Tanner Crutcher, County Judge
NO ACTION NEEDED – Exterior of courthouse was stone until 1977, Historic must be 50 years old to qualify, possible may have to wait until 2027 to apply for grant to be able to keep brick. Master Plan should be ready in December.

12. Discuss and take possible action related to the development of the Courthouse Master Plan by Komatsu Architecture - Tanner Crutcher, County Judge
NO ACTION NEEDED – Exterior of courthouse was stone until 1977, Historic must be 50 years old to qualify, possible may have to wait until 2027 to apply for grant to be able to keep brick. Master Plan should be ready in December.
13. Discuss and take possible action to update the Commissioners Court on Courthouse facility repairs and related projects - Tanner Crutcher, County Judge.
NO ACTION NEEDED – Painting of exterior ramp and the letters on the building estimate is \$14,233.00 (postpone this) HVAC has done repairs in the Tax Office, Moisture is a big issue in the building it is producing approximately 24 gallons a day.
14. Sheriff's Jail Report – Charla Singleton, Sheriff - **Total of 20 Inmates in jail including housing 3 in Hopkins County**
15. Discuss and take possible action, the Commissioners Court to convene into executive session, pursuant to section 551.071 of the Texas Government Code, to consult with legal counsel regarding maintenance of CR 3080, situated in Precinct 3 - Tanner Crutcher, County Judge
I Commissioner Baker I make the motion to convene into executive session @ 10:03AM as presented to the court and Commissioner Roberts Second
COURT VOTES – 3 TO 0 - AYES HAVE IT, MOTION CARRIED.
16. Discuss and take possible action to reconvene back into open session - Tanner Crutcher, County Judge
I Commissioner Baker I make the motion to convene back into regular session @ 10:27AM as presented to the court and Commissioner Brantley Second
COURT VOTES – 3 TO 0 - AYES HAVE IT, MOTION CARRIED.
17. Discuss and take possible action on items discussed in executive session related to the maintenance of CR 3080, situated in Precinct 3 - Tanner Crutcher, County Judge
I Commissioner Brantley I make the motion to approve for the lawyer to issue a written correspondence to Jim Harris as presented to the court and Commissioner Roberts Second
COURT VOTES – 3 TO 0 - AYES HAVE IT, MOTION CARRIED.
18. Adjourn@ **10:29 am**
Commissioner Baker I make the motion to adjourn this meeting and Commissioner Brantley Second
COURT VOTES – 3 TO 0 – AYES HAVE IT, MOTION CARRIED

Janice Roberts, County/District Clerk
Delta County, Texas

THIS IS TO CERTIFY THAT I, JANICE ROBERTS, COUNTY CLERK DO HEREBY CERTIFY TO THE CORRECTNESS OF THE COMMISSIONER MINUTES FOR THE REGULAR MEETING ON NOVEMBER 14th, 2023 MEETING.

ON THIS DAY ^{28th} ~~14th~~ OF November 2023.



TANNER CRUTCHER, COUNTY JUDGE



MORGAN BAKER, COMM. PCT. 1


JIMMY SWEAT, COMM. PCT. 2



ANTHONY ROBERTS, COMM. PCT. 3



MARK BRANTLEY, COMM. PCT. 4



JANICE ROBERTS, COUNTY CLERK

SCHEDULE OF BILLS BY FUND

FUND	DESCRIPTION	DISBURSEMENTS
010	GENERAL FUND	33,522.49
021	ROAD & BRIDGE PCT#1	1,436.31
022	ROAD & BRIDGE PCT#2	878.51
023	ROAD & BRIDGE PCT#3	191.90
024	ROAD & BRIDGE PCT#4	13,378.41
030	RECORDS MANAGEMENT	873.65
TOTAL OF ALL FUNDS		50,281.27

THE PRECEDING LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT BY COMMISSIONER'S COURT.

- TANNER CRUTCHER
- MORGAN BAKER
- JIMMY SWEAT
- ANTHONY ROBERTS
- MARK BRANTLEY
- DEBBIE HUIE

DATE: 11-28-2023

[Signature]

[Signature]

[Signature]

[Signature]

Year	GL Account	Name	Date	Original Amount	New Amount	Difference	Clerk
2024	010-409-700	TRANSFER FUNDS	11/28/2023	234,845.45	232,321.96	2,523.49-	D
	TOTAL	NON-DEPARTMENTAL		Total Transfers	1 Total Changes	2,523.49-	
2024	010-560-454	VEHICLE REPAIRS	11/28/2023	15,000.00	17,523.49	2,523.49	D
	TOTAL	SHERIFF		Total Transfers	1 Total Changes	2,523.49	

PAGE 467

VOL QQ

VOL QQ

PAGE 468

From Amount	G/L Code	Account Name	To Amount
2,523.49	010-409-700	TRANSFER FUNDS	
	010-560-454	VEHICLE REPAIRS	2,523.49
=====			=====
2,523.49			2,523.49

PAGE 469

ACCOUNT NO	ACCOUNT NAME	ENCUMBRANCE	BUDGET	** ACTUAL ** M-T-D	*** ACTUAL *** Y-T-D	**** PERCENT	**** ACTUAL **** REMAINING PERCENT
2024	010-409-000 NON-DEPARTMENTAL	.00	.00	.00	.00	.00	.00
2024	010-409-202 EMPLOYEE HEALTH INSURANCE	.00	350,000.00	.00	.00	.00	100.00
2024	010-409-204 WORKMAN COMP	.00	1,116.00	.00	.00	.00	100.00
2024	010-409-310 COUNTY OFFICE SUPPLIES	.00	8,000.00	1,569.95	1,889.19	23.61	76.39
2024	010-409-311 POSTAGE	.00	7,000.00	.00	.00	.00	100.00
2024	010-409-312 POSTAGE METER RENT	.00	2,856.66	.00	447.78	15.67	84.33
2024	010-409-400 MURDER TRIAL	.00	.00	.00	.00	.00	.00
2024	010-409-401 OTHER GOVERNMENTS	.00	72,614.95	.00	17,150.95	23.62	76.38
2024	010-409-402 I TICKET	.00	.00	.00	.00	.00	.00
2024	010-409-403 OUTSIDE COUNTY AUDIT	.00	18,000.00	.00	.00	.00	100.00
2024	010-409-404 PC 30	.00	18,900.00	.00	18,900.00	100.00	.00
2024	010-409-408 CRIMES SOFTWARE	.00	11,533.61	933.69	1,866.88	16.19	83.81
2024	010-409-420 TELEPHONE	.00	8,000.00	.00	.00	.00	100.00
2024	010-409-421 TELEPHONE MAINTENANCE	.00	5,000.00	124.00	945.50	18.91	81.09
2024	010-409-430 PUBLIC NOTICE	.00	3,639.74	716.28	736.28	20.23	79.77
2024	010-409-451 ELEVATOR MAINTENANCE	.00	40,000.00	3,092.00	6,519.00	16.30	83.70
2024	010-409-452 COMPUTER MAINTENANCE	.00	13,500.00	1,234.92	1,926.24	14.27	85.73
2024	010-409-453 COPY MACHINE	.00	.00	.00	.00	.00	.00
2024	010-409-481 AIRMED CARE DUES	.00	31,000.00	.00	.00	.00	100.00
2024	010-409-482 INSURANCE	.00	200.00	.00	.00	.00	100.00
2024	010-409-483 CYBERSECURITY TRAINING	.00	10,250.00	405.38	740.57	7.23	92.77
2024	010-409-490 MISCELLANEOUS	.00	.00	.00	.00	.00	.00
2024	010-409-491 ECONOMIC DEVELOPMENT	.00	148,500.00	.00	.00	.00	100.00
2024	010-409-550 GRANTS	.00	.00	.00	.00	.00	.00
2024	010-409-560 CONTINGENCY	.00	15,000.00	.00	.00	.00	100.00
2024	010-409-570 FERAL HOG GRANT	.00	.00	.00	.00	.00	.00
2024	010-409-580 HOMELAND SECURITY GRANT	.00	.00	.00	.00	.00	.00
2024	010-409-581 RIGHT OF WAY	.00	.00	.00	.00	.00	.00
2024	010-409-610 DEBT SERVICE	.00	.00	.00	.00	.00	.00
2024	010-409-650 INTEREST EXPENSE	.00	234,845.45	.00	.00	.00	100.00
2024	010-409-700 TRANSFER FUNDS	.00	999,956.41	8,076.22	51,122.39	5.11	94.89
2024	TOTAL NON-DEPARTMENTAL	.00	999,956.41	8,076.22	51,122.39	5.11	94.89
	FINAL TOTAL	.00	999,956.41	8,076.22	51,122.39	5.11	94.89

VOL QQ

16.11% OF YEAR COMPLETED

GENERAL FUND

ACCOUNT NO	ACCOUNT NAME	ENCUMBRANCE	BUDGET	** ACTUAL ** M-T-D	*** ACTUAL *** Y-T-D	**** PERCENT	***** ACTUAL REMAINING	***** PERCENT
2024 010-560-000	SHERIFF	.00	.00	.00	.00	.00	.00	.00
2024 010-560-101	SHERIFF SALARY	.00	75,000.00	8,653.86	17,307.72	23.08	57,692.28	76.92
2024 010-560-104	DEPUTIES	.00	230,000.00	32,281.55	61,594.74	26.78	168,405.26	73.22
2024 010-560-105	SECRETARY	.00	.00	.00	.00	.00	.00	.00
2024 010-560-107	CERTIFICATION STIPEND	.00	12,600.00	1,661.59	2,803.93	22.25	9,796.07	77.75
2024 010-560-108	OVERTIME	.00	8,000.00	436.01	2,205.16	27.56	5,794.84	72.44
2024 010-560-109	LIEUTENANT	.00	48,121.60	49,800.00	.00	.00	48,121.60	100.00
2024 010-560-112	CHIEF DEPUTY	.00	49,800.00	5,746.17	11,492.34	23.08	38,307.66	76.92
2024 010-560-113	SERGEANT	.00	47,919.23	5,782.89	11,727.21	24.47	36,192.02	75.53
2024 010-560-114	SERGEANT CID	.00	.00	.00	.00	.00	47,919.23	100.00
2024 010-560-115	SCHOOL RESOURCE OFFICER	.00	.00	.00	.00	.00	.00	.00
2024 010-560-150	LONGEVITY PAY	.00	.00	.00	.00	.00	.00	.00
2024 010-560-151	HOLIDAY PAY	.00	16,726.79	.00	.00	.00	16,726.79	100.00
2024 010-560-201	PAYROLL TAXES	.00	41,010.64	4,166.30	5,570.66	13.58	35,439.98	86.42
2024 010-560-202	EMPLOYEE MEDICAL	.00	2,700.00	110.00	110.00	4.07	2,590.00	95.93
2024 010-560-203	RETIREMENT	.00	53,608.69	4,790.57	9,406.16	17.55	44,202.53	82.45
2024 010-560-204	WORKERS COMP	.00	8,570.57	.00	.00	.00	8,570.57	100.00
2024 010-560-206	UNEMPLOYMENT	.00	2,412.39	.00	.00	.00	2,412.39	100.00
2024 010-560-207	DEATH BENEFIT	.00	9,000.00	993.77	993.77	11.04	8,006.23	88.96
2024 010-560-310	OPERATING SUPPLIES	.00	6,500.00	1,035.69	1,035.69	15.93	5,464.31	84.07
2024 010-560-311	OFFICE SUPPLIES	.00	21,000.00	.00	.00	.00	21,000.00	100.00
2024 010-560-320	LAW ENFORCEMENT LIABILITY IN	.00	55,000.00	3,791.67	7,794.34	14.17	47,205.66	85.83
2024 010-560-352	REPAIRS - OTHER	.00	.00	.00	.00	.00	.00	.00
2024 010-560-392	REPAIRS	.00	3,000.00	146.63	364.38	12.15	2,635.62	87.85
2024 010-560-393	AMMUNITION	.00	2,000.00	.00	.00	.00	2,000.00	100.00
2024 010-560-401	EDOC PROGRAM	.00	.00	.00	.00	.00	.00	.00
2024 010-560-402	LEAD ON LINE SOFTWARE	.00	2,000.00	.00	2,106.00	105.30	106.00	5.30*
2024 010-560-405	LAB WORK	.00	3,000.00	.00	.00	.00	3,000.00	100.00
2024 010-560-406	EMPLOYEE MEDICAL TESTS	.00	5,500.00	292.51	843.00	15.33	4,657.00	84.67
2024 010-560-420	TELEPHONE	.00	13,500.00	2,090.13	3,197.35	23.68	10,302.65	76.32
2024 010-560-421	CELL PHONE	.00	500.00	.00	.00	.00	500.00	100.00
2024 010-560-425	TRANSPORTATION	.00	3,500.00	.00	.00	.00	3,500.00	100.00
2024 010-560-427	EDUCATION/TRAVEL	.00	800.00	.00	.00	.00	800.00	100.00
2024 010-560-428	DUES & SUBSCRIPTIONS	.00	.00	.00	.00	.00	.00	.00
2024 010-560-429	PUBLIC NOTICES	.00	15,000.00	3,454.02	4,973.62	33.16	10,026.38	66.84
2024 010-560-454	VEHICLE REPAIRS	.00	58,000.00	.00	.00	.00	58,000.00	100.00
2024 010-560-455	ESTRAY	.00	500.00	.00	.00	.00	500.00	100.00
2024 010-560-464	AUTO PURCHASE	.00	.00	.00	.00	.00	.00	.00
2024 010-560-486	CASH BOND MONEY LOST	.00	.00	.00	.00	.00	.00	.00
2024 010-560-490	GOVERNORS GRANT - EDUCATION	.00	.00	.00	.00	.00	.00	.00
2024 010-560-492	MISC	.00	350.00	.00	.00	.00	350.00	100.00
2024 010-560-492	REGISTRATIONS & INSPECTION	.00	8,000.00	.00	.00	.00	8,000.00	100.00
2024 010-560-550	DEBT SERVICE-DASHCAM SYSTEM	.00	851,769.68	75,678.92	144,008.22	16.91	707,761.46	83.09
2024 010-560-570	CAPITAL INVESTMENTS	.00	.00	.00	.00	.00	.00	.00
2024 010-560-570	TOTAL SHERIFF	.00	851,769.68	75,678.92	144,008.22	16.91	707,761.46	83.09
	FINAL TOTAL	.00	851,769.68	75,678.92	144,008.22	16.91	707,761.46	83.09

VOL QQ

PAGE 470



RESOLUTION OF THE COURT

RESOLUTION OF THE COMMISSIONERS COURT OF DELTA COUNTY, TEXAS IN SUPPORT OF COUNTY MOTOR FUEL TAX EXEMPTION LEGISLATION

WHEREAS, Texas Counties are the action arm of the state government and are responsible for the operation and management of many various state governmental programs as required or authorized by state law; and

WHEREAS, Texas Counties provide essential state services to constituents at the local level which are fully or partially supported with funds disbursed by the State of Texas pursuant to the state appropriations process; and

WHEREAS, Texas Counties provide emergency management services to the citizens of the State of Texas, and serve as first responders during disasters to clear roads and provide lifesaving rescue and recovery support to local, regional, state, and federal agencies; and

WHEREAS, the rising cost fuel costs have a significant impact on county budgets; and


WHEREAS, the State of Texas has authorized a motor fuel tax exemption for Volunteer Fire Departments which partner with Texas Counties to provide lifesaving fire response and mitigation to citizens of Texas; and

WHEREAS, the State of Texas has authorized a motor fuel tax exemption to Texas Public Schools for motor fuel taxes which helps reduce expenses to local school districts and alleviate the impact of local school property taxes to the citizens of Texas; and

WHEREAS, exempting Texas motor fuel taxes for Texas Counties will reduce tax churn in the state and further alleviate the impact of local county property taxes to the citizens of Texas.

NOW, THEREFORE, BE IT RESOLVED, that the Delta County Commissioners Court does hereby resolve that for the foregoing reasons, it is in the best interest of Texas counties and their taxpayers to support and favor passage of legislation that exempts counties from certain motor fuels taxes.

RESOLVED, APPROVED, AND ADOPTED THIS 28TH DAY OF NOVEMBER, 2023



Tanner Crutcher, County Judge



Morgan Baker, Commissioner Precinct 1

Jimmy Sweat, Commissioner Precinct 2



Anthony Roberts, Commissioner Precinct 3



Mark Brantley, Commissioner Precinct 4

ATTEST:



Janice Roberts, County Clerk



RESOLUTION OF THE COURT

RESOLUTION OF THE COMMISSIONERS COURT OF DELTA COUNTY, TEXAS CASTING VOTES FOR CANDIDATES WHOSE NAMES ARE LISTED ON THE BALLOT FOR THE DELTA COUNTY APPRAISAL DISTRICT'S BOARD OF DIRECTORS FOR THE 2024-2025 TERM

WHEREAS, pursuant to Section 6.03 of the Texas Property Tax Code, the Delta County Commissioners Court has received notice on October 27, 2023 from the Chief Appraiser of the Delta County Appraisal District of the 1,516 number of votes to which the Delta County Commissioners Court is entitled to; and,

WHEREAS, pursuant to Section 6.03 of the Texas Property Tax Code, each taxing unit entitled to vote on the election may nominate by resolution one candidate for each position to be filled on the Board of Directors; and,

WHEREAS, Section 6.03 of the Texas Property Tax Code, provides that the presiding officer of the governing body, shall submit by resolution names of the Delta County Commissioners Court nominees to the Chief Appraiser of the Delta County Appraisal District before October 14, 2023; and,

WHEREAS, the Chief Appraiser of the Delta County Appraisal District shall prepare a ballot listing the candidates and shall submit a copy of the ballot to each taxing units prior to October 30, 2023, for further action by the Delta County Commissioners Court, and;

WHEREAS, the Delta County Commissioners Court is entitled to cast 1,516 votes in total for one or more of the nominated candidates listed on the ballot.

NOW, THEREFORE BE IT RESOLVED AND ORDERED BY THE COMMISSIONERS COURT OF DELTA COUNTY, TEXAS, THAT:

1. The Commissioners Court of Delta County, Texas does hereby cast the entitled 1,516 votes on the official ballot for nominees for the Delta County Appraisal District Board of Directors, for the 2024-2025 term, as follows:
 - Name: Dan Roffee Votes Cast: 758
 - Name: Jeff Snowden Votes Cast: 758

2. A copy of this resolution and the official ballot, attached hereto and incorporated herein for all purposes, shall be delivered to the Chief Appraiser of the Delta County Appraisal District by or on behalf of the Delta County Commissioners Court, before December 14, 2023 or as soon thereafter as practicable.

RESOLVED, APPROVED, AND ADOPTED THIS 28TH DAY OF NOVEMBER, 2023



Tanner Crutcher, County Judge



Morgan Baker, Commissioner Precinct 1

Jimmy Sweat, Commissioner Precinct 2



Anthony Roberts, Commissioner Precinct 3



Mark Brantley, Commissioner Precinct 4

ATTEST:



Janice Roberts, County Clerk

Vol. 00

Will Ramsay

8th Judicial District Attorney
Delta, Franklin, Hopkins Counties



PAGE 475

282 Rosemont Street, Suite 1
Sulphur Springs, Texas 75482
Office 903-885-0641
Fax 903-885-0640

TO: DELTA COUNTY COMMISSIONERS COURT

FROM: DISTRICT ATTORNEY WILL RAMSAY

RE: LGC § 351.257 SEXUAL ASSAULT RESPONSE TEAM REPORT

DATE: NOVEMBER 27, 2023

Pursuant to Section 351.257 of the Texas Local Government Code, the Sexual Assault Response Team ("SART") shall provide a report to the commissioners court of each county served by the SART. This report is to be provided by December 1st of each odd-numbered year.

Pursuant to Subsection 351.257(3)(B), the SART is informing this Commissioners Court that there is more time needed in order to confirm that the data to be reported is correct. The SART will be presenting this data to the Commissioners Court in the upcoming weeks.

A handwritten signature in blue ink, appearing to be "WR", located in the lower right quadrant of the page.



RESOLUTION OF THE COURT

RESOLUTION OF THE COMMISSIONERS COURT OF DELTA COUNTY, TEXAS APPOINTING INVESTMENT OFFICER(S) IN ACCORDANCE WITH THE TEXAS PUBLIC FUNDS INVESTMENT ACT


WHEREAS, the Texas Legislature set forth the Public Funds Investment Act in Texas Government Code Section 2256; and

WHEREAS, pursuant to Texas Government Code Section 2256.005 (f), each investing entity shall designate, by rule, order, ordinance, or resolution, as appropriate, one or more officers or employees of the state agency, local government, or investment pool as investment officer to be responsible for the investment of its funds consistent with the investment policy adopted by the entity.

WHEREAS, the Commissioners Court of Delta County wishes to comply with the Act and faithfully safeguard and properly invest the taxpayers' dollars;

NOW, THEREFORE BE IT RESOLVED AND ORDERED BY THE COMMISSIONERS COURT OF DELTA COUNTY, TEXAS, that the Delta County Commissioners' Court hereby appoints the County Treasurer, or their successor and the County Judge, or their successor as Investment Officer(s) of Delta County Texas to implement and carry out the Delta County Investment Policy and Investment Strategies, as ordered and directed by the Commissioners Court of Delta County, Texas

RESOLVED, ORDERED, AND APPROVED THIS 28TH DAY OF NOVEMBER, 2023


Tanner Crutcher, County Judge


Morgan Baker, Commissioner Precinct 1

Jimmy Sweat, Commissioner Precinct 2


Anthony Roberts, Commissioner Precinct 3


Mark Brantley, Commissioner Precinct 4

ATTEST:

Janice Roberts, County Clerk



We protect what matters most™

November 16, 2023

DELTA COUNTY
200 WEST DALLAS AVENUE
COOPER, TEXAS 75432

Re: **DELTA COUNTY COURTHOUSE**
200 WEST DALLAS AVENUE
COOPER, TX, USA, 75432
Guarantee #: G2023-0005035-001-001

Dear Sir or Madam:

Thank you for choosing a GAF 20 Year Diamond Pledge™ NDL Roof Guarantee for your roofing system. We believe that you've made the best and safest choice to protect your property for years to come.

We've enclosed the following items in this package:

- **Your Guarantee** - please keep this in your files. You'll need it in the unlikely event that there is a problem with your roof, or if you should sell the property.
- **Scheduled Maintenance Checklists Booklet** - provides you with suggested inspection checklists that you and your contractor can use for the life of your Guarantee - and beyond.

Sincerely,

Guarantee Services



Guard Diamond Pledge NDL Roof Guarantee

Delta County

OWNER OF BUILDING

Delta County Courthouse

NAME OF BUILDING

200 West Dallas Avenue Cooper TX USA 75432

ADDRESS OF BUILDING

80

AREA OF ROOF (SQUARES)

Horn Brothers Roofing

APPLIED BY

G2023-0005035-001-001

GUARANTEE NUMBER

20

PERIOD OF COVERAGE

9/21/2023

DATE OF COMPLETION

9/21/2043

GUARANTEE EXPIRATION DATE

TFAT180

ROOF SPECIFICATION

THE GUARANTEE/SOLE AND EXCLUSIVE REMEDY

GAF guarantees to you, the owner of the building described above, that GAF will provide "Edge To Edge" protection by repairing leaks through the GAF roofing membrane, liquid-applied membrane or coating, base flashing, high wall waterproofing flashing, insulation, expansion joint covers, prefashed accessories, and metal flashings used by the contractor of record that were designed and installed in accordance with an appropriate ES-1 certified edge detail (the "GAF Roofing Materials") resulting from a manufacturing defect, ordinary wear and tear, or workmanship in applying the GAF Roofing Materials. There is no dollar limit on covered repairs. Leaks caused by any non-GAF materials, such as the roof deck or non-GAF insulation, are not covered.

GUARANTEE PERIOD

This guarantee ends on the expiration date listed above. **NOTE:** Leaks due to flashing are covered by this guarantee ONLY for the first ten years.

OWNER RESPONSIBILITIES

Notification of Leaks

In the event of a leak through the GAF Roofing Materials, you **MUST** make sure that GAF is notified directly about the leak, in writing, within 30 days either online at leakreporting.gaf.com, by email at guaranteeleak@gaf.com, or by postal mail to GAF Warranty Claims Department, 1 Campus Drive, Parsippany, NJ 07054, or GAF will have no responsibility for making repairs. **NOTE:** The roofing contractor is **NOT** an agent of GAF; notice to the roofing contractor is **NOT** notice to GAF.

By notifying GAF, you authorize GAF to investigate the cause of the leak. If the investigation reveals that the leak is not covered by this guarantee, you agree to pay an investigation cost of \$600. This guarantee will be cancelled if you fail to pay this cost within 30 days of receipt of an invoice for it.

Preventive Maintenance and Repairs

- You must perform regular inspections and maintenance and keep records of this work.
- To keep this guarantee in effect, you must repair any conditions in the building structure or roofing system that are not covered by this guarantee but that GAF concludes may be threatening the integrity of the GAF Roofing Materials. Any such repairs must be performed by a GAF-certified roofing contractor. Failure to make timely repairs may jeopardize guarantee coverage.
- You may make temporary repairs to minimize damage to the building or its contents in an emergency, at your sole expense. These repairs will not result in cancellation of the guarantee as long as they are reasonable and customary and do not result in permanent damage to the GAF Roofing Materials.
- Any equipment or material that impedes any inspection or repair must be removed at your expense so that GAF can perform inspections or repairs.

EXCLUSIONS FROM COVERAGE

(0.4) Items that are not "ordinary wear and tear" or are beyond the control of GAF:

This guarantee does **NOT** cover conditions other than leaks. This guarantee also does **NOT** cover leaks caused by any of the following:

- Inadequate roof maintenance, that is, the failure to follow the Scheduled Maintenance Checklists provided with this guarantee (extra copies available by calling Guarantee Services at 1-877-GAF-ROOF) or the failure to repair owner responsibility items.
- Unusual weather conditions or natural disasters including, but not limited to, winds in excess of 65 miles per hour, hail, floods, hurricanes, lightning, tornados, and earthquakes, unless specifically covered by an addendum to this guarantee.
- Impact of foreign objects or physical damage caused by any intentional or negligent acts, accidents, misuse, abuse, or the like.
- Damage to the roof constructed of the GAF Roofing Materials due to: (a) movement, cracking, or other failure of the roof deck or building; (b) improper installation or failure of any non-GAF insulation or materials; (c) condensation or infiltration of moisture through or around the walls, copings, building structure, or surrounding materials except where high wall GAF waterproofing flashings are installed; (d) chemical attack on the membrane, including, but not limited to, exposure to grease or oil; (e) the failure of wood rollers to remain attached to the structure; (f) moisture migration from the building interior or any building component other than the GAF Roofing Materials; (g) use of materials that are incompatible with the GAF Roofing Materials; or (h) architectural, engineering, or design defects or flaws.
- Traffic of any nature on the roof unless using GAF walkways applied in accordance with GAF published application instructions.
- Blisters in the GAF Roofing Materials that have not resulted in leaks.
- Changes in the use of the building or any repairs, installation of any overburden, modifications, or additions to the GAF Roofing Materials after the roof is completed, unless prior written approval is obtained from GAF.
- Exposure to sustained high-temperature conditions; however, for systems utilizing EverGuard Extreme® TPO membrane, exposure in excess of 195°F.

No representative, employee, or agent of GAF, or any other person, has the authority to assume any additional or other liability or responsibility for GAF, unless it is in writing and signed by an authorized GAF Field Services Manager or Director. GAF does not practice engineering or architecture. Neither the issuance of this guarantee, nor any review of the roof constructed of the GAF Roofing Materials (or the plans for the roof), by GAF shall constitute any warranty of such plans, specifications or construction, or the suitability or code compliance of the GAF Roofing Materials for any particular structure. **NOTE:** Any inspections made by GAF are limited to a surface inspection only, and for the sole benefit of GAF, and do not constitute a waiver or extension of any of the terms and conditions of this guarantee.

This guarantee **MAY BE SUSPENDED OR CANCELLED IF THE ROOF IS DAMAGED BY** any cause listed above as an **EXCLUSION FROM COVERAGE** that may affect the integrity or watertightness of the roof.

TRANSFERABILITY


You may transfer or assign this guarantee to a subsequent owner of this building for the remaining term only if: 1) the request is in writing to GAF at the address listed below within 60 days after ownership transfer; 2) you make any repairs to the GAF Roofing Materials or other roofing or building components that are identified by GAF after an inspection as necessary to preserve the integrity of the GAF Roofing Materials; and 3) you pay an assignment fee of \$600. This guarantee is **NOT** otherwise transferable or assignable by contract or operation of law, either directly or indirectly.

LIMITATION OF DAMAGES; MEDIATION; JURISDICTION; CHOICE OF LAW

THIS GUARANTEE IS EXPRESSLY IN LIEU OF ANY OTHER GUARANTEES OR WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, and of any other obligations or liability of GAF, whether any claim against it is based upon negligence, breach of warranty, or any other theory. In **NO** event shall GAF be liable for any CONSEQUENTIAL OR INCIDENTAL DAMAGES of any kind, including, but not limited to, interior or exterior damages and/or mold growth.

The parties agree that, as a condition precedent to litigation, any controversy or claim relating to this guarantee shall be first submitted to mediation before a mutually acceptable mediator unless GAF, at its sole option, elects to waive said requirement. In the event that mediation is unsuccessful, or is waived by GAF, the parties agree that neither one will commence or prosecute any lawsuit or proceedings other than before the appropriate state or federal court in the State of New Jersey. This guarantee shall be governed by the laws of the State of New Jersey, without regard to principles of conflicts of laws. Each party irrevocably consents to the jurisdiction and venue of the above identified courts.

NOTE: GAF shall have no obligation under this guarantee unless and until all bills for installation and supplies have been paid in full to the roofing contractor and materials suppliers, and the guarantee charge has been paid to GAF.

By:  11/16/2023 18:08:32

Authorized Signature

GAF
1 CAMPUS DRIVE
PARSIPPANY, NJ 07054

Visit gaf.com





Horn Brothers Roofing

12015 Shiloh Rd., Ste. 158
Dallas, TX 75228
Office: 214.328.6956
Fax: 214.328.1673

ROOF WORKMANSHIP (LABOR) WARRANTY

PROPERTY OWNER AT**TIME OF INSTALLATION:** Delta County**PROPERTY ADDRESS:** 200 West Dallas Avenue, Cooper, TX 75432**ROOF SYSTEM TYPE:** GAF TPO roof system**LABOR WARRANTY DURATION:** 10 (ten) year**INSTALLATION DATE:** 09/21/2023

Horn Brothers Roofing warrants that this roof system installed by Horn Brothers Roofing will be free from defects in workmanship for the period stated above. Materials may be covered under separate manufacturer's warranties.

This warranty **DOES NOT** cover other exterior systems not installed by Horn Brothers Roofing such as, but not limited to: siding, chimneys, chimney caps, skylights, gutters, fascia, soffits, flat roofs, patio covers, satellite dishes, decorations, HVAC systems, windows, sills, etc. unless specifically listed on contractual signed work order.

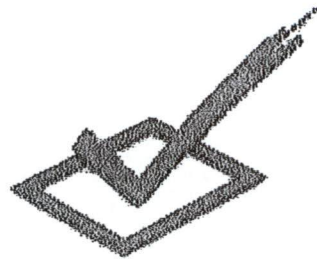
This Warranty **DOES NOT** cover damage due to acts of God, including but not limited to; foundation shifting, animal or insect damage, storms (any/all).

This warranty **DOES NOT** cover 3rd party damage or tampering of the roof system of any kind by any person that is not an approved Horn Brothers Roofing representative.

A per service call charge of \$250 per 100 miles will be assessed for any warranty call resulting in a trip for items not covered by this workmanship warranty including leaks that do not result from roofing issues (ex: faulty or defective plumbing, corrosion, hvac issues, condensation, animal damage, etc.)

This warranty is **NOT A MAINTENANCE CONTRACT**. Regular maintenance of property is **NOT** the responsibility of Horn Brothers Roofing but is a responsibility of the property owner.

THIS IS A NON-TRANSFERABLE WARRANTY.



Some Specifics About This Roof:

Building Name: Delta County Courthouse
 Location: 200 W Pallas Ave, Cooper TX 75432
 Owner: Delta County
 Contact: JUDGE TANNER CRUTCHER
 Architect/Consultant: Tom Glassup
 General Contractor:
 Roofing Contractor: Horn Brothers
 Roof Area (Sq. Ft.): 8,000 sq ft.
 Date Installed: 9/21/2023
 Construction Type: New Tear-Off Re-Cover
 Insulation: Rigid iso, tapered
 Roof Deck: CONCRETE
 Drainage: internal
 Slope (Inches/Foot): 1/4" PER FOOT
 GAF Spec No.: TFAT180
 GAF Guarantee No.: G 2023-0005035-001-001
 Guarantee Length: 20 yrs.
 Installation Date: 9/21/23



Quality You Can Trust...From
North America's Largest Roofing Manufacturer!

gaf.com

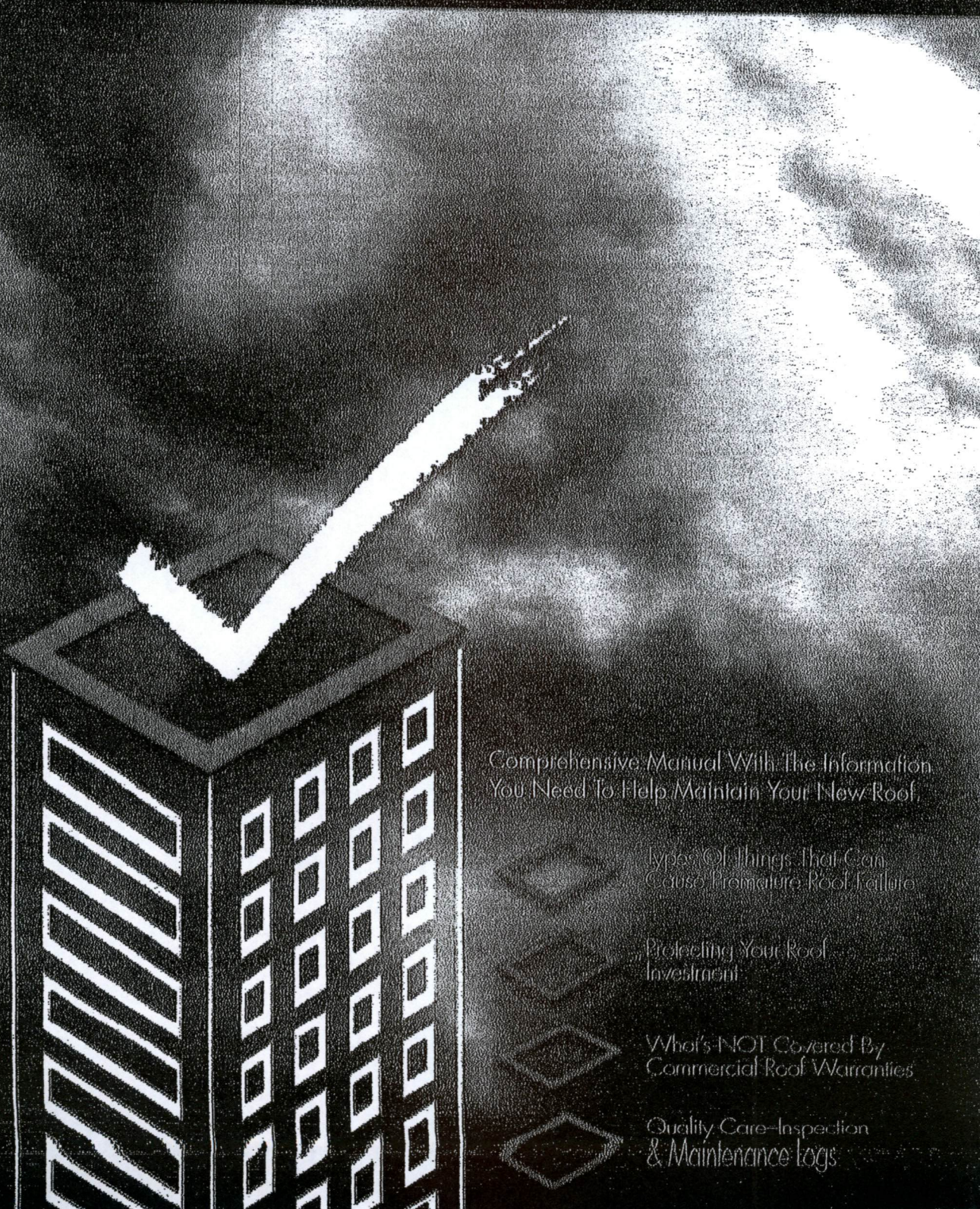
©2015 GAF 10/15 • #456 COMGN119



Quality You Can Trust... From North America's Largest Roofing Manufacturer!

SCHEDULED MAINTENANCE CHECKLIST

"Help Prevent Roofing Problems Before They Happen"



Comprehensive Manual With The Information You Need To Help Maintain Your New Roof.

Types Of Things That Can Cause Premature Roof Failure

Protecting Your Roof Investment

What's NOT Covered By Commercial Roof Warranties

Quality Care-Inspection & Maintenance Logs

GAF Scheduled Maintenance Checklist

(COMGN119)







Updated: 10/15



*Quality You Can Trust...From
North America's Largest Roofing Manufacturer!*

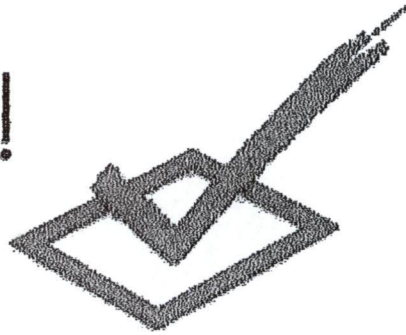
gaf.com

Contents

-  Welcome To The GAF Family 3
-  What Can Cause Premature Roof Failure? 4
-  What Can You Do To Protect Your Roofing System? 5
-  What's Typically NOT Covered By Commercial Roof Guarantees? 8
-  Providing Quality Care For Your Roof 8
-  Maintenance Checklists (6 Months - 25 Years) 9



Welcome To The GAF Family!



You've made a wise investment—and you're not alone! More North American property owners have chosen GAF than any other roofing system.

Choosing the right roofing system not only helps to protect your property, but may also reduce the chances of construction-related litigation. Did you know that roofing represents just 4% of the construction cost of a building—but as much as 75% of the litigation cost!

Much of this litigation might have been avoided with a properly selected and maintained roofing system installed by a professional roofing contractor.

The GAF promise to property owners is to be your "best choice" in roofing. We deliver on that promise by providing you not only with

-quality products

-installed by GAF certified roofing contractors,

but with the information you need to help maintain your new roof (and guarantee your coverage) for many years to come.

Please read through this booklet carefully. If you have any questions about how to best maintain your new roof, please contact us at:

1-800-ROOF-411
(1-800-766-3411)

What Can Cause Premature Roof Failure?



Before you can learn how to maintain a new roof, you should begin with a quick review of the types of things that can shorten the life of your roofing investment **(and can spell trouble for your facility and its occupants).**

WHAT "WEARS OUT" ROOFS?

Forgetting about Maintenance...

This is perhaps the single biggest cause of premature roof failure

Exposure... Either long-term exposure to the elements (sun, water, freeze-thaw) or shorter-term exposure to damaging air pollutants and chemicals

Structural Movement... Such as building settlement or expansion/contraction not accommodated by the roofing system

Biological Growth... Such as vegetation in areas of standing water or algae

Not Fixing Problems Promptly...

These can add up to a much shorter roof life—e.g., if a small problem is not repaired, then a large amount of insulation can be damaged

Change in the Use of the Building...

e.g., an increase in the interior relative humidity of a building can cause severe condensation problems within the roofing system

WHAT CAN CAUSE IMMEDIATE PROBLEMS?

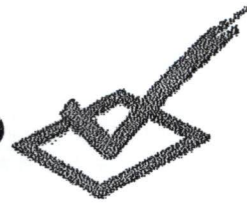
Extreme Weather... Lightning, high winds, hail, or drenching rains that overflow the flashing heights

Equipment Additions... Improperly added equipment or other items improperly added on the roof (items added by tenants are a very common source of roofing problems)

Trade Damage... Punctures, holes, etc., caused by trades other than your roofing contractor

Unintended Abuse... Vandalism or accidental damage...even a small hole can let a large amount of water into the roofing system

What Can You Do To Protect Your Roofing System?



An analogy...if a roof were like a new car, in order to keep it running smoothly, you would have it periodically inspected! Keep the oil changed! Rotate the tires! **Here is a comprehensive list of steps that should be performed periodically to help protect your roofing system.**

WHAT?

1. Maintain Records

HOW?

Keep a file of all records relating to this roof, including:

- GAF guarantee
- Inspection reports
- Repair and maintenance bills
- Original construction drawings, specifications, and invoices

WHY?

These records can be very helpful if you need to have repairs made or have additional equipment added to the roof.

Also helpful when it's time to reroof – since you'll know what's up on the roof and what's been done

2. Conduct Routine Inspections

At least once per year (twice per year is optimal, typically in the spring and fall)

Inspection Maintenance Checklists are provided in this Guide

It's simple, really... in the spring, you want to check for any maintenance items that can be scheduled for the roofing system – and in the fall, you're checking to make sure the roof is ready to go through the winter months

3. Inspect After Severe Weather

Always inspect the roof for damage after severe weather such as hailstorms, heavy rains, high winds, etc.

Just because water is not coming in doesn't mean the roof hasn't been damaged.

The sooner you repair any damage, the smaller the repair cost

WHAT?

4. Repair Correctly

HOW?

All roofing repairs must be performed by a GAF Authorized, Master, or Master Select™ Roofing Contractor, including repairs for non-guaranteed conditions

Make repairs with GAF materials, following our current repair guidelines for the type and quality of roof installed.

WHY?

Remember, improper repairs are a common cause of roof problems... and are easy to avoid!

5. Keep Roof Clean & Free Of Debris

Always remove debris from roof, such as:

- Leaves, branches, dirt, rocks, bottles, etc.
- Debris, trash, etc., from other trades

Keep gutters, downspouts, drains, scuppers, and the surrounding roof areas clean to ensure proper drainage

Trash and debris can not only cause harm (such as punctures) to the roofing system but also can be a safety hazard; this can range from simple "trip" hazards to potentially overloading the structure with extensive ponding water from clogged drains.

6. Keep Metal In Good Condition

Examine all metal flashings, counterflashings, expansion joints, and pitch pockets for:

- Rust
- Detachment or damage
- Deteriorated sealant

Reattach loose metalwork, replace sealant as necessary; repair metal as necessary; and prepare and paint any rusted metal

Metal components on a roof are a common point of water entry

It doesn't matter how good your roofing system is if the adjacent metal is letting water into the building

WHAT?

**7. Keep Masonry
In Good Condition****8. Maintain Rooftop
Equipment****9. Maintain Roof
Coating If Present****10. Minimize Rooftop
Traffic**

HOW?

Examine masonry walls and copings for:

- Cracks and bad mortar joints
- Deteriorated sealant
- Loose masonry/coping stones
- Indications of water absorption

Repair all such conditions to prevent water infiltration

Examine rooftop equipment for any problems that may allow water infiltration, including:

- Air conditioners, vents, and ductwork
- Equipment stands or screens
- Skylights
- Satellite dishes and antennas
- Solar Panels and mounting equipment

Eliminate any spillage of coolant, oils, grease, etc., and repair roof membrane if affected

Examine protective coatings and recoat any cracked, flaked, blistered, or worn areas with a compatible GAF roof coating

Minimize rooftop traffic by limiting access to necessary personnel only

Maintain a roof access log so that you can ascertain who has been on the roof in the event of damage to the roof from other trades

Make sure walkway pads are installed in areas of high traffic

WHY?

Water leaks from masonry are often incorrectly attributed to the roofing system...so keeping any walls, copings, etc., watertight also goes a long way to keeping the building leak free

Just as the roof needs maintenance, so does the equipment that's on the roof

Be sure to follow the manufacturer's maintenance recommendations and always check the roof after any service calls to make sure the roof hasn't been accidentally damaged

Roofs coatings protect the membrane from long-term exposure to the elements and, if reflective, also provide great cooling benefits for the building. Recoating of these materials protects the membrane and allows it to keep doing its job.

Roofs are meant to keep water out... and, if properly designed, can even act as another work area. But most roofs are not designed for this, and repeated, long-term traffic can wear out a roof.

The easiest way to prevent this type of damage is to keep people off the roof who don't belong there!

What's Typically NOT Covered By Commercial Roof Guarantees?



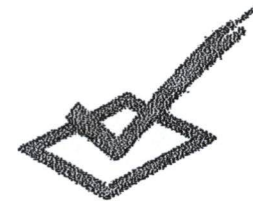
WHY ARE CERTAIN THINGS NOT COVERED BY THE MANUFACTURER'S GUARANTEE?

Generally, because they are out of the manufacturer's control. Certainly, there are things that you can do to protect against damage from these causes. If you would like to know more about a specific issue, just call us!

ITEMS TYPICALLY NOT COVERED BY THE MANUFACTURER'S GUARANTEE

- Lack of routine maintenance or improper repairs by non-authorized contractors
- Structural problems... building movement
- Mother Nature... hail, wind storms, heavy snow loads, etc.
- Contamination of the membrane by harmful chemicals, such as oil or grease
- Damage caused by other trades... e.g., improperly installed new equipment
- Excessive traffic on the roof
- Vandalism, impact from falling objects

Providing Quality Care For Your Roof



We've taken the guesswork out of how to keep up-to-date on the inspection and maintenance work for your roof! **The following pages provide a structured guide for maintaining your roof. But before you jump in, let's consider WHO should do this work – and WHY.**

WHO?

GAF recommends that all inspections and maintenance be performed by properly trained roofing professionals (such as the GAF certified contractor who installed your roofing system or a GAF Certified Maintenance Professional™).

WHY?

It's simple – they are properly trained and can be a critical part of your team to help protect your investment instead of inadvertently causing harm. They know from experience how to perform these duties and may have a much better understanding of how to "cause no harm" to the roofing membrane!

Where To Check	What To Look For	Yes	No	N/A	Notes
Exterior Walls	Check For Signs Of Leaks				
	Staining				
	Missing Mortar				
Interior Walls	Cracks				
	Check For Signs Of Leaks				
Ceiling	Check For Signs Of Leaks				
Interior Roof Deck	Check For Signs Of Leaks				
	Deterioration				
	Mold				
Roof Edges	Check For Deterioration				
	Fascia/Coping/Metalwork	Check For Signs Of Leaks			
Staining					
Missing Mortar					
Check Attachment					
Paint Any Rusted Metal					
Recaulk As Necessary					
Check For Signs Of Leaks					
Expansion Joints	Check For Signs Of Leaks				
Field Of Roof	Excessive Movement				
	Deterioration				
	Substrate Firmness				
	Note Damage/Deficiencies				
Penetrations	Check For Loose Fasteners				
	Redistribute Any Ballast Across Bare Spots				
	Check And Fill All Pitch Pans As Necessary				
	Inspect All Penetration Flashings				
	Recaulk As Necessary				
Drainage System	Check Draw Bands				
	Clean Out All Gutters				
	Downspouts				
	Scuppers				
	Drains				
	Check Strainers				
	Make Sure Drains Are Working				
Base/Curb Flashings	Check Attachment				
	Check Counterflashings				
	Inspect for Signs of Movement				
HVAC Units	Check All Ductwork				
	Doors Are Securely Attached				
	Lines				
	Pipes				
	Sheet Metal Cabinets				
	Gaskets				
Other	Equipment Base/Tie-In				
	Check For Oil Deposits				
	Surface Contamination				
	Soft Areas				
	Vandalism				
	Vegetative Roof Area				
	Solar Panel/Mounting Damage				
	Ponding Water				
	Debris				
	Physical Damage				
Roof Needs Cleaning					
Traffic Patterns/Walkway Pads Needed					

NOTES:

Site Address: _____ Guarantee #: _____

Inspected By: _____ Next Inspection Date: _____ Inspector Phone Number: _____

Today's Date: _____

Where To Check
Exterior Walls :

Interior Walls
Ceiling
Interior Roof Deck

Roof Edges
Fascia/Coping/Metalwork

Expansion Joints

Field Of Roof

Penetrations

Drainage System

Base/Curb Flashings

HVAC Units

Other

What To Look For	Yes	No	N/A	Notes
Check For Signs Of Leaks				
Staining				
Missing Mortar				
Cracks				
Check For Signs Of Leaks				
Check For Signs Of Leaks				
Check For Signs Of Leaks				
Deterioration				
Mold				
Check For Deterioration				
Check For Signs Of Leaks				
Staining				
Missing Mortar				
Check Attachment				
Paint Any Rusted Metal				
Recaulk As Necessary				
Check For Signs Of Leaks				
Excessive Movement				
Deterioration				
Substrate Firmness				
Note Damage/Deficiencies				
Check For Loose Fasteners				
Redistribute Any Ballast Across Bare Spots				
Check And Fill All Pitch Pans As Necessary				
Inspect All Penetration Flashings				
Recaulk As Necessary				
Check Draw Bands				
Clean Out All Gutters				
Downspouts				
Scuppers				
Drains				
Check Strainers				
Make Sure Drains Are Working				
Check Attachment				
Check Counterflashings				
Inspect for Signs of Movement				
Check All Ductwork				
Doors Are Securely Attached				
Lines				
Pipes				
Sheet Metal Cabinets				
Gaskets				
Equipment Base/Tie-In				
Check For Oil Deposits				
Surface Contamination				
Soft Areas				
Vandalism				
Vegetative Roof Area				
Solar Panel/Mounting Damage				
Ponding Water				
Debris				
Physical Damage				
Roof Needs Cleaning				
Traffic Patterns/Walkway Pads Needed				

SPECIAL CONSIDERATIONS: The roof has been through its first full year. Pay close attention to anything that should have been fastened but may have been missed. Also, check for any movement of ballast or surfacing that may be caused by wind so you can reposition if necessary or consider additional steps to prevent wind scour.

Site Address: _____ Guarantee #: _____

Inspected By: _____ Next Inspection Date: _____ Inspector Phone Number: _____

Today's Date: _____

Where To Check	What To Look For	Yes	No	N/A	Notes
Exterior Walls	Check For Signs Of Leaks				
	Staining				
	Missing Mortar				
Interior Walls	Cracks				
	Check For Signs Of Leaks				
Ceiling	Check For Signs Of Leaks				
Interior Roof Deck	Check For Signs Of Leaks				
	Deterioration				
	Mold				
Roof Edges	Check For Deterioration				
	Fascia/Coping/Metalwork	Check For Signs Of Leaks			
Staining					
Missing Mortar					
Check Attachment					
Paint Any Rusted Metal					
Expansion Joints	Recaulk As Necessary				
	Check For Signs Of Leaks				
	Excessive Movement				
Field Of Roof	Deterioration				
	Substrate Firmness				
	Note Damage/Deficiencies				
Penetrations	Check For Loose Fasteners				
	Redistribute Any Ballast Across Bare Spots				
	Check And Fill All Pitch Pans As Necessary				
	Inspect All Penetration Flashings				
	Recaulk As Necessary				
Drainage System	Check Draw Bands				
	Clean Out All Gutters				
	Downspouts				
	Scuppers				
	Drains				
Base/Curb Flashings	Check Strainers				
	Make Sure Drains Are Working				
	Check Attachment				
HVAC Units	Check Counterflashings				
	Inspect for Signs of Movement				
	Check All Ductwork				
	Doors Are Securely Attached				
	Lines				
Other	Pipes				
	Sheet Metal Cabinets				
	Gaskets				
	Equipment Base/Tie-In				
	Check For Oil Deposits				
	Surface Contamination				
	Soft Areas				
	Vandalism				
	Vegetative Roof Area				
	Solar Panel/Mounting Damage				
Ponding Water					
Debris					
Physical Damage					
Roof Needs Cleaning					
Traffic Patterns/Walkway Pads Needed					

SPECIAL CONSIDERATIONS: If this is a white roof, is it still white or does it need cleaning? GAF recommends cleaning on a regular basis to keep the benefits of a white roof.

Site Address: _____ Guarantee #: _____

Inspected By: _____ Next Inspection Date: _____ Inspector Phone Number: _____

Today's Date: _____

Where To Check	What To Look For	Yes	No	N/A	Notes
Exterior Walls	Check For Signs Of Leaks				
	Staining				
	Missing Mortar				
Interior Walls	Cracks				
	Check For Signs Of Leaks				
Ceiling	Check For Signs Of Leaks				
Interior Roof Deck	Check For Signs Of Leaks				
	Deterioration				
	Mold				
Roof Edges	Check For Deterioration				
	Fascia/Coping/Metalwork				
	Check For Signs Of Leaks				
	Staining				
	Missing Mortar				
	Check Attachment				
	Paint Any Rusted Metal				
	Recaulk As Necessary				
	Check For Signs Of Leaks				
Expansion Joints	Excessive Movement				
Field Of Roof	Deterioration				
	Substrate Firmness				
	Note Damage/Deficiencies				
	Check For Loose Fasteners				
Penetrations	Redistribute Any Ballast Across Bare Spots				
	Check And Fill All Pitch Pans As Necessary				
	Inspect All Penetration Flashings				
	Recaulk As Necessary				
Drainage System	Check Draw Bands				
	Clean Out All Gutters				
	Downspouts				
	Scuppers				
	Drains				
	Check Strainers				
Base/Curb Flashings	Make Sure Drains Are Working				
	Check Attachment				
	Check Counterflashings				
HVAC Units	Inspect for Signs of Movement				
	Check All Ductwork				
	Doors Are Securely Attached				
	Lines				
Other	Pipes				
	Sheet Metal Cabinets				
	Gaskets				
	Equipment Base/Tie-In				
	Check For Oil Deposits				
	Surface Contamination				
	Soft Areas				
	Vandalism				
	Vegetative Roof Area				
	Solar Panel/Mounting Damage				
	Ponding Water				
Debris					
Physical Damage					
Roof Needs Cleaning					
Traffic Patterns/Walkway Pads Needed					

SPECIAL CONSIDERATIONS: Check pitch pans carefully; after three years or even sooner, they may need maintenance and filling.

Site Address: _____ Guarantee #: _____

Inspected By: _____ Next Inspection Date: _____ Inspector Phone Number: _____

Today's Date: _____

Where To Check	What To Look For	Yes	No	N/A	Notes
Exterior Walls	Check For Signs Of Leaks				
	Staining				
	Missing Mortar				
Interior Walls	Cracks				
	Check For Signs Of Leaks				
Ceiling	Check For Signs Of Leaks				
Interior Roof Deck	Check For Signs Of Leaks				
	Deterioration				
	Mold				
Roof Edges	Check For Deterioration				
	Fascia/Coping/Metalwork				
Expansion Joints	Check For Signs Of Leaks				
	Staining				
	Missing Mortar				
	Check Attachment				
	Paint Any Rusted Metal				
	Recaulk As Necessary				
	Check For Signs Of Leaks				
Field Of Roof	Excessive Movement				
	Deterioration				
	Substrate Firmness				
	Note Damage/Deficiencies				
Penetrations	Check For Loose Fasteners				
	Redistribute Any Ballast Across Bare Spots				
	Check And Fill All Pitch Pans As Necessary				
	Inspect All Penetration Flashings				
	Recaulk As Necessary				
Drainage System	Check Draw Bands				
	Clean Out All Gutters				
	Downspouts				
	Scuppers				
	Drains				
	Check Strainers				
Base/Curb Flashings	Make Sure Drains Are Working				
	Check Attachment				
	Check Counterflashings				
HVAC Units	Inspect for Signs of Movement				
	Check All Ductwork				
	Doors Are Securely Attached				
	Lines				
	Pipes				
	Sheet Metal Cabinets				
	Gaskets				
	Equipment Base/Tie-In				
	Check For Oil Deposits				
	Surface Contamination				
Other	Soft Areas				
	Vandalism				
	Vegetative Roof Area				
	Solar Panel/Mounting Damage				
	Ponding Water				
	Debris				
	Physical Damage				
	Roof Needs Cleaning				
	Traffic Patterns/Walkway Pads Needed				

SPECIAL CONSIDERATIONS: If this is a white roof, is it still white or does it need cleaning? GAF recommends cleaning on a regular basis to keep the benefits of a white roof.

Site Address: _____ Guarantee #: _____

Inspected By: _____ Next Inspection Date: _____ Inspector Phone Number: _____

Today's Date: _____

Where To Check	What To Look For	Yes	No	N/A	Notes
Exterior Walls:	Check For Signs Of Leaks				
	Staining				
	Missing Mortar				
	Cracks				
Interior Walls	Check For Signs Of Leaks				
	Check For Signs Of Leaks				
Ceiling	Check For Signs Of Leaks				
	Check For Signs Of Leaks				
Interior Roof Deck	Deterioration				
	Mold				
Roof Edges	Check For Deterioration				
	Check For Signs Of Leaks				
Fascia/Coping/Metalwork	Staining				
	Missing Mortar				
	Check Attachment				
	Paint Any Rusted Metal				
	Recaulk As Necessary				
	Check For Signs Of Leaks				
	Excessive Movement				
Expansion Joints	Deterioration				
	Substrate Firmness				
Field Of Roof	Note Damage/Deficiencies				
	Check For Loose Fasteners				
	Redistribute Any Ballast Across Bare Spots				
	Check And Fill All Pitch Pans As Necessary				
Penetrations	Inspect All Penetration Flashings				
	Recaulk As Necessary				
	Check Draw Bands				
Drainage System	Clean Out All Gutters				
	Downspouts				
	Scuppers				
	Drains				
	Check Strainers				
	Make Sure Drains Are Working				
Base/Curb Flashings	Check Attachment				
	Check Counterflashings				
	Inspect for Signs of Movement				
HVAC Units	Check All Ductwork				
	Doors Are Securely Attached				
	Lines				
	Pipes				
	Sheet Metal Cabinets				
Other	Gaskets				
	Equipment Base/Tie-In				
	Check For Oil Deposits				
	Surface Contamination				
	Soft Areas				
	Vandalism				
	Vegetative Roof Area				
	Solar Panel/Mounting Damage				
	Ponding Water				
	Debris				
	Physical Damage				
Roof Needs Cleaning					
Traffic Patterns/Walkway Pads Needed					

SPECIAL CONSIDERATIONS: Are there any signs of traffic patterns on the roof? Do you need walkways or other protection-wearing surfaces installed to protect the membrane?

Site Address: _____ Guarantee #: _____

Inspected By: _____ Next Inspection Date: _____ Inspector Phone Number: _____

Today's Date: _____

Where To Check	What To Look For	Yes	No	N/A	Notes
Exterior Walls	Check For Signs Of Leaks				
	Staining				
	Missing Mortar				
Interior Walls	Cracks				
	Check For Signs Of Leaks				
Ceiling	Check For Signs Of Leaks				
Interior Roof Deck	Check For Signs Of Leaks				
	Deterioration				
	Mold				
Roof Edges	Check For Deterioration				
	Fascia/Coping/Metalwork	Check For Signs Of Leaks			
Staining					
Missing Mortar					
Check Attachment					
Paint Any Rusted Metal					
Recaulk As Necessary					
Check For Signs Of Leaks					
Expansion Joints	Excessive Movement				
	Deterioration				
Field Of Roof	Substrate Firmness				
	Note Damage/Deficiencies				
	Check For Loose Fasteners				
	Redistribute Any Ballast Across Bare Spots				
Penetrations	Check And Fill All Pitch Pans As Necessary				
	Inspect All Penetration Flashings				
	Recaulk As Necessary				
Drainage System	Check Draw Bands				
	Clean Out All Gutters				
	Downspouts				
	Scuppers				
	Drains				
	Check Strainers				
	Make Sure Drains Are Working				
Base/Curb Flashings	Check Attachment				
	Check Counterflashings				
	Inspect for Signs of Movement				
HVAC Units	Check All Ductwork				
	Doors Are Securely Attached				
	Lines				
	Pipes				
	Sheet Metal Cabinets				
	Gaskets				
	Equipment Base/Tie-In				
	Check For Oil Deposits				
	Surface Contamination				
	Soft Areas				
Other	Vandalism				
	Vegetative Roof Area				
	Solar Panel/Mounting Damage				
	Ponding Water				
	Debris				
	Physical Damage				
	Roof Needs Cleaning				
	Traffic Patterns/Walkway Pads Needed				

SPECIAL CONSIDERATIONS: If you haven't replaced any caulks or sealants, check to make sure they are still providing a seal against the weather.

Site Address: _____ Guarantee #: _____

Inspected By: _____ Next Inspection Date: _____ Inspector Phone Number: _____

Today's Date: _____

Where To Check
Exterior Walls

What To Look For	Yes	No	N/A	Notes
Check For Signs Of Leaks				
Staining				
Missing Mortar				
Cracks				
Check For Signs Of Leaks				
Check For Signs Of Leaks				
Check For Signs Of Leaks				
Deterioration				
Mold				
Check For Deterioration				
Check For Signs Of Leaks				
Staining				
Missing Mortar				
Check Attachment				
Paint Any Rusted Metal				
Recaulk As Necessary				
Check For Signs Of Leaks				
Excessive Movement				
Deterioration				
Substrate Firmness				
Note Damage/Deficiencies				
Check For Loose Fasteners				
Redistribute Any Ballast Across Bare Spots				
Check And Fill All Pitch Pans As Necessary				
Inspect All Penetration Flashings				
Recaulk As Necessary				
Check Draw Bands				
Clean Out All Gutters				
Downspouts				
Scuppers				
Drains				
Check Strainers				
Make Sure Drains Are Working				
Check Attachment				
Check Counterflashings				
Inspect for Signs of Movement				
Check All Ductwork				
Doors Are Securely Attached				
Lines				
Pipes				
Sheet Metal Cabinets				
Gaskets				
Equipment Base/Tie-In				
Check For Oil Deposits				
Surface Contamination				
Soft Areas				
Vandalism				
Vegetative Roof Area				
Solar Panel/Mounting Damage				
Ponding Water				
Debris				
Physical Damage				
Roof Needs Cleaning				
Traffic Patterns/Walkway Pads Needed				

Interior Walls
Ceiling
Interior Roof Deck

Roof Edges
Fascia/Coping/Metalwork

Expansion Joints

Field Of Roof

Penetrations

Drainage System

Base/Curb Flashings

HVAC Units

Other

SPECIAL CONSIDERATIONS: If this is a smooth-surface roof with a coating, consider recoating with an ENERGY STAR® - rated coating to both protect the membrane and get the benefits of an energy-efficient coating.

Site Address: _____ Guarantee #: _____

Inspected By: _____ Next Inspection Date: _____ Inspector Phone Number: _____

Today's Date: _____

Where To Check	What To Look For	Yes	No	N/A	Notes
Exterior Walls	Check For Signs Of Leaks				
	Staining				
	Missing Mortar				
Interior Walls	Cracks				
	Check For Signs Of Leaks				
Ceiling	Check For Signs Of Leaks				
Interior Roof Deck	Check For Signs Of Leaks				
	Deterioration				
	Mold				
Roof Edges	Check For Deterioration				
	Fascia/Coping/Metalwork				
	Check For Signs Of Leaks				
	Staining				
	Missing Mortar				
	Check Attachment				
	Paint Any Rusted Metal				
Expansion Joints	Recaulk As Necessary				
	Check For Signs Of Leaks				
	Excessive Movement				
Field Of Roof	Deterioration				
	Substrate Firmness				
	Note Damage/Deficiencies				
	Check For Loose Fasteners				
Penetrations	Redistribute Any Ballast Across Bare Spots				
	Check And Fill All Pitch Pans As Necessary				
	Inspect All Penetration Flashings				
	Recaulk As Necessary				
	Check Draw Bands				
Drainage System	Clean Out All Gutters				
	Downspouts				
	Scuppers				
	Drains				
	Check Strainers				
	Make Sure Drains Are Working				
Base/Curb Flashings	Check Attachment				
	Check Counterflashings				
	Inspect for Signs of Movement				
HVAC Units	Check All Ductwork				
	Doors Are Securely Attached				
	Lines				
	Pipes				
	Sheet Metal Cabinets				
	Gaskets				
	Equipment Base/Tie-In				
Other	Check For Oil Deposits				
	Surface Contamination				
	Soft Areas				
	Vandalism				
	Vegetative Roof Area				
	Solar Panel/Mounting Damage				
	Ponding Water				
	Debris				
	Physical Damage				
	Roof Needs Cleaning				
Traffic Patterns/Walkway Pads Needed					

SPECIAL CONSIDERATIONS: Be sure to check for any deterioration of metal; better to clean, prime, and protect now than to have to replace later.

Site Address: _____ Guarantee #: _____

Inspected By: _____ Next Inspection Date: _____ Inspector Phone Number: _____

Today's Date: _____

Where To Check
Exterior Walls

What To Look For	Yes	No	N/A	Notes
Check For Signs Of Leaks				
Staining				
Missing Mortar				
Cracks				
Check For Signs Of Leaks				
Check For Signs Of Leaks				
Check For Signs Of Leaks				
Deterioration				
Mold				
Check For Deterioration				
Check For Signs Of Leaks				
Staining				
Missing Mortar				
Check Attachment				
Paint Any Rusted Metal				
Recaulk As Necessary				
Check For Signs Of Leaks				
Excessive Movement				
Deterioration				
Substrate Firmness				
Note Damage/Deficiencies				
Check For Loose Fasteners				
Redistribute Any Ballast Across Bare Spots				
Check And Fill All Pitch Pans As Necessary				
Inspect All Penetration Flashings				
Recaulk As Necessary				
Check Draw Bands				
Clean Out All Gutters				
Downspouts				
Scuppers				
Drains				
Check Strainers				
Make Sure Drains Are Working				
Check Attachment				
Check Counterflashings				
Inspect for Signs of Movement				
Check All Ductwork				
Doors Are Securely Attached				
Lines				
Pipes				
Sheet Metal Cabinets				
Gaskets				
Equipment Base/Tie-In				
Check For Oil Deposits				
Surface Contamination				
Soft Areas				
Vandalism				
Vegetative Roof Area				
Solar Panel/Mounting Damage				
Ponding Water				
Debris				
Physical Damage				
Roof Needs Cleaning				
Traffic Patterns/Walkway Pads Needed				

Interior Walls

Ceiling

Interior Roof Deck

Roof Edges

Fascia/Coping/Metalwork

Expansion Joints

Field Of Roof

Penetrations

Drainage System

Base/Curb Flashings

HVAC Units

Other

SPECIAL CONSIDERATIONS: None at this time.

Site Address: _____ Guarantee #: _____

Inspected By: _____ Next Inspection Date: _____ Inspector Phone Number: _____

Today's Date: _____

Where To Check	What To Look For	Yes	No	N/A	Notes
Exterior Walls	Check For Signs Of Leaks				
	Staining				
	Missing Mortar				
Interior Walls	Cracks				
	Check For Signs Of Leaks				
Ceiling	Check For Signs Of Leaks				
Interior Roof Deck	Check For Signs Of Leaks				
	Deterioration				
	Mold				
Roof Edges	Check For Deterioration				
	Fascia/Coping/Metalwork	Check For Signs Of Leaks			
Staining					
Missing Mortar					
Check Attachment					
Paint Any Rusted Metal					
Recaulk As Necessary					
Check For Signs Of Leaks					
Expansion Joints	Excessive Movement				
	Deterioration				
Field Of Roof	Substrate Firmness				
	Note Damage/Deficiencies				
	Check For Loose Fasteners				
	Redistribute Any Ballast Across Bare Spots				
Penetrations	Check And Fill All Pitch Pans As Necessary				
	Inspect All Penetration Flashings				
	Recaulk As Necessary				
Drainage System	Check Draw Bands				
	Clean Out All Gutters				
	Downspouts				
	Scuppers				
	Drains				
	Check Strainers				
	Make Sure Drains Are Working				
Base/Curb Flashings	Check Attachment				
	Check Counterflashings				
HVAC Units	Inspect for Signs of Movement				
	Check All Ductwork				
	Doors Are Securely Attached				
	Lines				
	Pipes				
	Sheet Metal Cabinets				
Other	Gaskets				
	Equipment Base/Tie-In				
	Check For Oil Deposits				
	Surface Contamination				
	Soft Areas				
	Vandalism				
	Vegetative Roof Area				
	Solar Panel/Mounting Damage				
	Ponding Water				
	Debris				
	Physical Damage				
Roof Needs Cleaning					
Traffic Patterns/Walkway Pads Needed					

SPECIAL CONSIDERATIONS: Ten years is a long time; consider restoring your roof with an elastomeric coating to protect your investment and extend the life of the roof.

Site Address: _____ Guarantee #: _____

Inspected By: _____ Next Inspection Date: _____ Inspector Phone Number: _____

Today's Date: _____

Where To Check	What To Look For	Yes	No	N/A	Notes
Exterior Walls	Check For Signs Of Leaks				
	Staining				
	Missing Mortar				
Interior Walls	Cracks				
	Check For Signs Of Leaks				
Ceiling	Check For Signs Of Leaks				
Interior Roof Deck	Check For Signs Of Leaks				
	Deterioration				
	Mold				
Roof Edges	Check For Deterioration				
	Fascia/Coping/Metalwork				
Expansion Joints	Check For Signs Of Leaks				
	Staining				
	Missing Mortar				
	Check Attachment				
	Paint Any Rusted Metal				
	Recaulk As Necessary				
	Check For Signs Of Leaks				
Field Of Roof	Excessive Movement				
	Deterioration				
	Substrate Firmness				
	Note Damage/Deficiencies				
Penetrations	Check For Loose Fasteners				
	Redistribute Any Ballast Across Bare Spots				
	Check And Fill All Pitch Pans As Necessary				
	Inspect All Penetration Flashings				
	Recaulk As Necessary				
Drainage System	Check Draw Bands				
	Clean Out All Gutters				
	Downspouts				
	Scuppers				
	Drains				
	Check Strainers				
Base/Curb Flashings	Make Sure Drains Are Working				
	Check Attachment				
	Check Counterflashings				
	Inspect for Signs of Movement				
HVAC Units	Check All Ductwork				
	Doors Are Securely Attached				
	Lines				
	Pipes				
	Sheet Metal Cabinets				
	Gaskets				
	Equipment Base/Tie-In				
Other	Check For Oil Deposits				
	Surface Contamination				
	Soft Areas				
	Vandalism				
	Vegetative Roof Area				
	Solar Panel/Mounting Damage				
	Ponding Water				
	Debris				
	Physical Damage				
	Roof Needs Cleaning				
	Traffic Patterns/Walkway Pads Needed				

SPECIAL CONSIDERATIONS: If you haven't replaced any caulks or sealants, check to make sure they are still providing a seal against the weather.

Site Address: _____ Guarantee #: _____

Inspected By: _____ Next Inspection Date: _____ Inspector Phone Number: _____

Today's Date: _____

Where To Check	What To Look For	Yes	No	N/A	Notes
Exterior Walls	Check For Signs Of Leaks				
	Staining				
	Missing Mortar				
	Cracks				
Interior Walls	Check For Signs Of Leaks				
	Cracks				
Ceiling	Check For Signs Of Leaks				
Interior Roof Deck	Check For Signs Of Leaks				
	Deterioration				
	Mold				
	Check For Deterioration				
Roof Edges	Check For Signs Of Leaks				
	Staining				
	Missing Mortar				
	Check Attachment				
Fascia/Coping/Metalwork	Paint Any Rusted Metal				
	Recaulk As Necessary				
	Check For Signs Of Leaks				
	Excessive Movement				
Expansion Joints	Deterioration				
	Substrate Firmness				
Field Of Roof	Note Damage/Deficiencies				
	Check For Loose Fasteners				
	Redistribute Any Ballast Across Bare Spots				
	Check And Fill All Pitch Pans As Necessary				
Penetrations	Inspect All Penetration Flashings				
	Recaulk As Necessary				
	Check Draw Bands				
Drainage System	Clean Out All Gutters				
	Downspouts				
	Scuppers				
	Drains				
	Check Strainers				
	Make Sure Drains Are Working				
Base/Curb Flashings	Check Attachment				
	Check Counterflashings				
	Inspect for Signs of Movement				
HVAC Units	Check All Ductwork				
	Doors Are Securely Attached				
	Lines				
	Pipes				
	Sheet Metal Cabinets				
	Gaskets				
	Equipment Base/Tie-In				
	Check For Oil Deposits				
	Surface Contamination				
	Soft Areas				
Other	Vandalism				
	Vegetative Roof Area				
	Solar Panel/Mounting Damage				
	Ponding Water				
	Debris				
	Physical Damage				
	Roof Needs Cleaning				
	Traffic Patterns/Walkway Pads Needed				

SPECIAL CONSIDERATIONS: If this is a white roof, is it still white or does it need cleaning? GAF recommends cleaning on a regular basis to keep the benefits of a white roof.

Site Address: _____ Guarantee #: _____

Inspected By: _____ Next Inspection Date: _____ Inspector Phone Number: _____

Today's Date: _____

Where To Check
Exterior Walls

What To Look For	Yes	No	N/A	Notes
Check For Signs Of Leaks				
Staining				
Missing Mortar				
Cracks				
Check For Signs Of Leaks				
Check For Signs Of Leaks				
Check For Signs Of Leaks				
Deterioration				
Mold				
Check For Deterioration				
Check For Signs Of Leaks				
Staining				
Missing Mortar				
Check Attachment				
Paint Any Rusted Metal				
Recaulk As Necessary				
Check For Signs Of Leaks				
Excessive Movement				
Deterioration				
Substrate Firmness				
Note Damage/Deficiencies				
Check For Loose Fasteners				
Redistribute Any Ballast Across Bare Spots				
Check And Fill All Pitch Pans As Necessary				
Inspect All Penetration Flashings				
Recaulk As Necessary				
Check Draw Bands				
Clean Out All Gutters				
Downspouts				
Scuppers				
Drains				
Check Strainers				
Make Sure Drains Are Working				
Check Attachment				
Check Counterflashings				
Inspect for Signs of Movement				
Check All Ductwork				
Doors Are Securely Attached				
Lines				
Pipes				
Sheet Metal Cabinets				
Gaskets				
Equipment Base/Tie-In				
Check For Oil Deposits				
Surface Contamination				
Soft Areas				
Vandalism				
Vegetative Roof Area				
Solar Panel/Mounting Damage				
Ponding Water				
Debris				
Physical Damage				
Roof Needs Cleaning				
Traffic Patterns/Walkway Pads Needed				

Interior Walls

Ceiling

Interior Roof Deck

Roof Edges

Fascia/Coping/Metalwork

Expansion Joints

Field Of Roof

Penetrations

Drainage System

Base/Curb Flashings

HVAC Units

Other

SPECIAL CONSIDERATIONS: None at this time.

Site Address: _____ Guarantee #: _____

Inspected By: _____ Next Inspection Date: _____ Inspector Phone Number: _____

Today's Date: _____

Where To Check	What To Look For	Yes	No	N/A	Notes
Exterior Walls	Check For Signs Of Leaks				
	Staining				
	Missing Mortar				
Interior Walls	Cracks				
	Check For Signs Of Leaks				
Ceiling	Check For Signs Of Leaks				
Interior Roof Deck	Check For Signs Of Leaks				
	Deterioration				
	Mold				
Roof Edges	Check For Deterioration				
	Fascia/Coping/Metalwork				
Expansion Joints	Check For Signs Of Leaks				
	Staining				
	Missing Mortar				
	Check Attachment				
	Paint Any Rusted Metal				
Field Of Roof	Recaulk As Necessary				
	Check For Signs Of Leaks				
	Excessive Movement				
Penetrations	Deterioration				
	Substrate Firmness				
	Note Damage/Deficiencies				
	Check For Loose Fasteners				
Drainage System	Redistribute Any Ballast Across Bare Spots				
	Check And Fill All Pitch Pans As Necessary				
	Inspect All Penetration Flashings				
	Recaulk As Necessary				
	Check Draw Bands				
Base/Curb Flashings	Clean Out All Gutters				
	Downspouts				
	Scuppers				
	Drains				
	Check Strainers				
	Make Sure Drains Are Working				
HVAC Units	Check Attachment				
	Check Counterflashings				
	Inspect for Signs of Movement				
Other	Check All Ductwork				
	Doors Are Securely Attached				
	Lines				
	Pipes				
	Sheet Metal Cabinets				
	Gaskets				
	Equipment Base/Tie-In				
	Check For Oil Deposits				
	Surface Contamination				
	Soft Areas				
Vandalism					
Vegetative Roof Area					
Solar Panel/Mounting Damage					
Ponding Water					
Debris					
Physical Damage					
Roof Needs Cleaning					
Traffic Patterns/Walkway Pads Needed					

SPECIAL CONSIDERATIONS: Are there any signs of traffic patterns on the roof? Do you need walkways or other protection-wearing surfaces installed to protect the membrane?

Site Address: _____ Guarantee #: _____

Inspected By: _____ Next Inspection Date: _____ Inspector Phone Number: _____

Today's Date: _____

Where To Check	What To Look For	Yes	No	N/A	Notes
Exterior Walls	Check For Signs Of Leaks				
	Staining				
	Missing Mortar				
Interior Walls	Cracks				
	Check For Signs Of Leaks				
Ceiling	Check For Signs Of Leaks				
Interior Roof Deck	Check For Signs Of Leaks				
	Deterioration				
	Mold				
Roof Edges	Check For Deterioration				
	Fascia/Coping/Metalwork				
Expansion Joints	Check For Signs Of Leaks				
	Staining				
	Missing Mortar				
	Check Attachment				
	Paint Any Rusted Metal				
	Recaulk As Necessary				
Field Of Roof	Check For Signs Of Leaks				
	Excessive Movement				
	Deterioration				
Penetrations	Substrate Firmness				
	Note Damage/Deficiencies				
	Check For Loose Fasteners				
	Redistribute Any Ballast Across Bare Spots				
Drainage System	Check And Fill All Pitch Pans As Necessary				
	Inspect All Penetration Flashings				
	Recaulk As Necessary				
	Check Draw Bands				
Base/Curb Flashings	Clean Out All Gutters				
	Downspouts				
	Scuppers				
	Drains				
	Check Strainers				
	Make Sure Drains Are Working				
HVAC Units	Check Attachment				
	Check Counterflashings				
	Inspect for Signs of Movement				
Other	Check All Ductwork				
	Doors Are Securely Attached				
	Lines				
	Pipes				
	Sheet Metal Cabinets				
	Gaskets				
	Equipment Base/Pie-In				
	Check For Oil Deposits				
	Surface Contamination				
	Soft Areas				
Vandalism					
Vegetative Roof Area					
Solar Panel/Mounting Damage					
Ponding Water					
Debris					
Physical Damage					
Roof Needs Cleaning					
Traffic Patterns/Walkway Pads Needed					

SPECIAL CONSIDERATIONS: Fifteen years of service! Be sure to pay attention to any areas that may be seeing the most abuse—from other trades, Mother Nature, etc.—and check all flashings and pipe boots to make sure they are performing.

Site Address: _____ Guarantee #: _____

Inspected By: _____ Next Inspection Date: _____ Inspector Phone Number: _____

Today's Date: _____

Where To Check	What To Look For	Yes	No	N/A	Notes
Exterior Walls	Check For Signs Of Leaks				
	Staining				
	Missing Mortar				
	Cracks				
Interior Walls	Check For Signs Of Leaks				
Ceiling	Check For Signs Of Leaks				
Interior Roof Deck	Check For Signs Of Leaks				
	Deterioration				
	Mold				
Roof Edges	Check For Deterioration				
	Fascia/Coping/Metalwork				
Expansion Joints	Check For Signs Of Leaks				
	Staining				
	Missing Mortar				
	Check Attachment				
	Paint Any Rusted Metal				
	Recaulk As Necessary				
	Check For Signs Of Leaks				
Field Of Roof	Excessive Movement				
	Deterioration				
	Substrate Firmness				
	Note Damage/Deficiencies				
Penetrations	Check For Loose Fasteners				
	Redistribute Any Ballast Across Bare Spots				
	Check And Fill All Pitch Pans As Necessary				
	Inspect All Penetration Flashings				
	Recaulk As Necessary				
Drainage System	Check Draw Bands				
	Clean Out All Gutters				
	Downspouts				
	Scuppers				
	Drains				
	Check Strainers				
	Make Sure Drains Are Working				
Base/Curb Flashings	Check Attachment				
	Check Counterflashings				
	Inspect for Signs of Movement				
HVAC Units	Check All Ductwork				
	Doors Are Securely Attached				
	Lines				
	Pipes				
	Sheet Metal Cabinets				
	Gaskets				
	Equipment Base/Tie-In				
	Check For Oil Deposits				
	Surface Contamination				
	Soft Areas				
Other	Vandalism				
	Vegetative Roof Area				
	Solar Panel/Mounting Damage				
	Ponding Water				
	Debris				
	Physical Damage				
	Roof Needs Cleaning				
	Traffic Patterns/Walkway Pads Needed				

SPECIAL CONSIDERATIONS: If you haven't replaced any caulks or sealants, check to make sure they are still providing a seal against the weather.

Site Address: _____ Guarantee #: _____

Inspected By: _____ Next Inspection Date: _____ Inspector Phone Number: _____

Today's Date: _____

Where To Check
Exterior Walls

Interior Walls
Ceiling
Interior Roof Deck

Roof Edges
Fascia/Coping/Metalwork

Expansion Joints

Field Of Roof

Penetrations

Drainage System

Base/Curb Flashings

HVAC Units

Other

What To Look For	Yes	No	N/A	Notes
Check For Signs Of Leaks				
Staining				
Missing Mortar				
Cracks				
Check For Signs Of Leaks				
Check For Signs Of Leaks				
Check For Signs Of Leaks				
Deterioration				
Mold				
Check For Deterioration				
Check For Signs Of Leaks				
Staining				
Missing Mortar				
Check Attachment				
Paint Any Rusted Metal				
Recaulk As Necessary				
Check For Signs Of Leaks				
Excessive Movement				
Deterioration				
Substrate Firmness				
Note Damage/Deficiencies				
Check For Loose Fasteners				
Redistribute Any Ballast Across Bare Spots				
Check And Fill All Pitch Pans As Necessary				
Inspect All Penetration Flashings				
Recaulk As Necessary				
Check Draw Bands				
Clear Out All Gutters				
Downspouts				
Scuppers				
Drains				
Check Strainers				
Make Sure Drains Are Working				
Check Attachment				
Check Counterflashings				
Inspect for Signs of Movement				
Check All Ductwork				
Doors Are Securely Attached				
Lines				
Pipes				
Sheet Metal Cabinets				
Gaskets				
Equipment Base/Tie-In				
Check For Oil Deposits				
Surface Contamination				
Soft Areas				
Vandalism				
Vegetative Roof Area				
Solar Panel/Mounting Damage				
Ponding Water				
Debris				
Physical Damage				
Roof Needs Cleaning				
Traffic Patterns/Walkway Pads Needed				

SPECIAL CONSIDERATIONS: If this is a white roof, is it still white or does it need cleaning? Do you need to clean on a regular basis to keep the benefits of a white roof?

Site Address: _____ Guarantee #: _____

Inspected By: _____ Next Inspection Date: _____ Inspector Phone Number: _____

Today's Date: _____

Where To Check	What To Look For	Yes	No	N/A	Notes
Exterior Walls	Check For Signs Of Leaks				
	Staining				
	Missing Mortar				
Interior Walls	Cracks				
	Check For Signs Of Leaks				
Ceiling	Check For Signs Of Leaks				
Interior Roof Deck	Check For Signs Of Leaks				
	Deterioration				
	Mold				
Roof Edges	Check For Deterioration				
	Fascia/Coping/Metalwork				
	Check For Signs Of Leaks				
	Staining				
	Missing Mortar				
	Check Attachment				
	Paint Any Rusted Metal				
Expansion Joints	Recaulk As Necessary				
	Check For Signs Of Leaks				
Field Of Roof	Excessive Movement				
	Deterioration				
	Substrate Firmness				
Penetrations	Note Damage/Deficiencies				
	Check For Loose Fasteners				
	Redistribute Any Ballast Across Bare Spots				
	Check And Fill All Pitch Pans As Necessary				
Drainage System	Inspect All Penetration Flashings				
	Recaulk As Necessary				
	Check Draw Bands				
	Clean Out All Gutters				
	Downspouts				
Base/Curb Flashings	Scuppers				
	Drains				
	Check Strainers				
	Make Sure Drains Are Working				
	Check Attachment				
HVAC Units	Check Counterflashings				
	Inspect for Signs of Movement				
	Check All Ductwork				
Other	Doors Are Securely Attached				
	Lines				
	Pipes				
	Sheet Metal Cabinets				
	Gaskets				
	Equipment Base/Tie-In				
	Check For Oil Deposits				
	Surface Contamination				
	Soft Areas				
	Vandalism				
Vegetative Roof Area					
Solar Panel/Mounting Damage					
Ponding Water					
Debris					
Physical Damage					
Roof Needs Cleaning					
Traffic Patterns/Walkway Pads Needed					

SPECIAL CONSIDERATIONS: Be sure to check for any deterioration of metal; better to clean, prime, and protect now than to have to replace later.

Site Address: _____ Guarantee #: _____

Inspected By: _____ Next Inspection Date: _____ Inspector Phone Number: _____

Today's Date: _____

Where To Check
Exterior Walls

What To Look For	Yes	No	N/A	Notes
Check For Signs Of Leaks				
Staining				
Missing Mortar				
Cracks				
Check For Signs Of Leaks				
Check For Signs Of Leaks				
Check For Signs Of Leaks				
Deterioration				
Mold				
Check For Deterioration				
Check For Signs Of Leaks				
Staining				
Missing Mortar				
Check Attachment				
Paint Any Rusted Metal				
Recaulk As Necessary				
Check For Signs Of Leaks				
Excessive Movement				
Deterioration				
Substrate Firmness				
Note Damage/Deficiencies				
Check For Loose Fasteners				
Redistribute Any Ballast Across Bare Spots				
Check And Fill All Pitch Pans As Necessary				
Inspect All Penetration Flashings				
Recaulk As Necessary				
Check Draw Bands				
Clean Out All Gutters				
Downspouts				
Scuppers				
Drains				
Check Strainers				
Make Sure Drains Are Working				
Check Attachment				
Check Counterflashings				
Inspect for Signs of Movement				
Check All Ductwork				
Doors Are Securely Attached				
Lines				
Pipes				
Sheet Metal Cabinets				
Gaskets				
Equipment Base/Tie-In				
Check For Oil Deposits				
Surface Contamination				
Soft Areas				
Vandalism				
Vegetative Roof Area				
Solar Panel/Mounting Damage				
Ponding Water				
Debris				
Physical Damage				
Roof Needs Cleaning				
Traffic Patterns/Walkway Pads Needed				

Interior Walls
Ceiling

Interior Roof Deck

Roof Edges

Fascia/Coping/Metalwork

Expansion Joints

Field Of Roof

Penetrations

Drainage System

Base/Curb Flashings

HVAC Units

Other

SPECIAL CONSIDERATIONS: None at this time.

Site Address: _____ Guarantee #: _____

Inspected By: _____ Next Inspection Date: _____ Inspector Phone Number: _____

Today's Date: _____

Where To Check	What To Look For	Yes	No	N/A	Notes
Exterior Walls	Check For Signs Of Leaks				
	Staining				
	Missing Mortar				
Interior Walls	Cracks				
	Check For Signs Of Leaks				
	Check For Signs Of Leaks				
Ceiling	Check For Signs Of Leaks				
Interior Roof Deck	Check For Signs Of Leaks				
	Deterioration				
	Mold				
Roof Edges	Check For Deterioration				
	Fascia/Coping/Metalwork	Check For Signs Of Leaks			
		Staining			
Missing Mortar					
Expansion Joints	Check Attachment				
	Paint Any Rusted Metal				
	Recaulk As Necessary				
Field Of Roof	Check For Signs Of Leaks				
	Excessive Movement				
	Deterioration				
Penetrations	Substrate Firmness				
	Note Damage/Deficiencies				
	Check For Loose Fasteners				
Drainage System	Redistribute Any Ballast Across Bare Spots				
	Check And Fill All Pitch Pans As Necessary				
	Inspect All Penetration Flashings				
Base/Curb Flashings	Recaulk As Necessary				
	Check Draw Bands				
	Clean Out All Gutters				
HVAC Units	Downspouts				
	Scuppers				
	Drains				
Other	Check Strainers				
	Make Sure Drains Are Working				
	Check Attachment				
Other	Check Counterflashings				
	Inspect for Signs of Movement				
	Check All Ductwork				
Other	Doors Are Securely Attached				
	Lines				
	Pipes				
Other	Sheet Metal Cabinets				
	Gaskets				
	Equipment Base/Tie-In				
Other	Check For Oil Deposits				
	Surface Contamination				
	Soft Areas				
Other	Vandalism				
	Vegetative Roof Area				
	Solar Panel/Mounting Damage				
Other	Ponding Water				
	Debris				
	Physical Damage				
Other	Roof Needs Cleaning				
	Traffic Patterns/Walkway Pads Needed				

SPECIAL CONSIDERATIONS: Twenty years is a long time; consider restoring your roof with an elastomeric coating to protect your investment and extend the life of the roof.

Site Address: _____ Guarantee #: _____

Inspected By: _____ Next Inspection Date: _____ Inspector Phone Number: _____

Today's Date: _____

Where To Check	What To Look For	Yes	No	N/A	Notes
Exterior Walls	Check For Signs Of Leaks				
	Staining				
	Missing Mortar				
Interior Walls	Cracks				
	Check For Signs Of Leaks				
Ceiling	Check For Signs Of Leaks				
Interior Roof Deck	Check For Signs Of Leaks				
	Deterioration				
	Mold				
Roof Edges	Check For Deterioration				
Fascia/Coping/Metalwork	Check For Signs Of Leaks				
	Staining				
	Missing Mortar				
	Check Attachment				
	Paint Any Rusted Metal				
	Recaulk As Necessary				
Expansion Joints	Check For Signs Of Leaks				
	Excessive Movement				
Field Of Roof	Deterioration				
	Substrate Firmness				
	Note Damage/Deficiencies				
	Check For Loose Fasteners				
Penetrations	Redistribute Any Ballast Across Bare Spots				
	Check And Fill All Pitch Pans As Necessary				
	Inspect All Penetration Flashings				
	Recaulk As Necessary				
	Check Draw Bands				
Drainage System	Clean Out All Gutters				
	Downspouts				
	Scuppers				
	Drains				
	Check Strainers				
Base/Curb Flashings	Make Sure Drains Are Working				
	Check Attachment				
	Check Counterflashings				
HVAC Units	Inspect for Signs of Movement				
	Check All Ductwork				
	Doors Are Securely Attached				
	Lines				
Other	Pipes				
	Sheet Metal Cabinets				
	Gaskets				
	Equipment Base/Tie-In				
	Check For Oil Deposits				
	Surface Contamination				
	Soft Areas				
	Vandalism				
	Vegetative Roof Area				
	Solar Panel/Mounting Damage				
Ponding Water					
Debris					
Physical Damage					
Roof Needs Cleaning					
Traffic Patterns/Walkway Pads Needed					

SPECIAL CONSIDERATIONS: None at this time.

Site Address: _____ Guarantee #: _____

Inspected By: _____ Next Inspection Date: _____ Inspector Phone Number: _____

Today's Date: _____

Where To Check
Exterior Walls

What To Look For	Yes	No	N/A	Notes
Check For Signs Of Leaks				
Staining				
Missing Mortar				
Cracks				
Check For Signs Of Leaks				
Check For Signs Of Leaks				
Check For Signs Of Leaks				
Deterioration				
Mold				
Check For Deterioration				
Check For Signs Of Leaks				
Staining				
Missing Mortar				
Check Attachment				
Paint Any Rusted Metal				
Recaulk As Necessary				
Check For Signs Of Leaks				
Excessive Movement				
Deterioration				
Substrate Firmness				
Note Damage/Deficiencies				
Check For Loose Fasteners				
Redistribute Any Ballast Across Bare Spots				
Check And Fill All Pitch Pans As Necessary				
Inspect All Penetration Flashings				
Recaulk As Necessary				
Check Draw Bands				
Clean Out All Gutters				
Downspouts				
Scuppers				
Drains				
Check Strainers				
Make Sure Drains Are Working				
Check Attachment				
Check Counterflashings				
Inspect for Signs of Movement				
Check All Ductwork				
Doors Are Securely Attached				
Lines				
Pipes				
Sheet Metal Cabinets				
Gaskets				
Equipment Base/Tie-In				
Check For Oil Deposits				
Surface Contamination				
Soft Areas				
Vandalism				
Vegetative Roof Area				
Solar Panel/Mounting Damage				
Ponding Water				
Debris				
Physical Damage				
Roof Needs Cleaning				
Traffic Patterns/Walkway Pads Needed				

Interior Walls

Ceiling

Interior Roof Deck

Roof Edges

Fascia/Coping/Metalwork

Expansion Joints

Field Of Roof

Penetrations

Drainage System

Base/Curb Flashings

HVAC Units

Other

SPECIAL CONSIDERATIONS: Are there any signs of traffic patterns on the roof? Do you need walkways or other protection-wearing surfaces installed to protect the membrane?

Site Address: _____ Guarantee #: _____

Inspected By: _____ Next Inspection Date: _____ Inspector Phone Number: _____

Today's Date: _____

Where To Check	What To Look For	Yes	No	N/A	Notes
Exterior Walls	Check For Signs Of Leaks				
	Staining				
	Missing Mortar				
Interior Walls	Cracks				
	Check For Signs Of Leaks				
Ceiling	Check For Signs Of Leaks				
Interior Roof Deck	Check For Signs Of Leaks				
	Deterioration				
	Mold				
Roof Edges	Check For Deterioration				
	Fascia/Coping/Metalwork	Check For Signs Of Leaks			
Staining					
Missing Mortar					
Check Attachment					
Paint Any Rusted Metal					
Recaulk As Necessary					
Check For Signs Of Leaks					
Expansion Joints	Excessive Movement				
	Deterioration				
Field Of Roof	Substrate Firmness				
	Note Damage/Deficiencies				
	Check For Loose Fasteners				
Penetrations	Redistribute Any Ballast Across Bare Spots				
	Check And Fill All Pitch Pans As Necessary				
	Inspect All Penetration Flashings				
	Recaulk As Necessary				
Drainage System	Check Draw Bands				
	Clean Out All Gutters				
	Downspouts				
	Scuppers				
	Drains				
	Check Strainers				
	Make Sure Drains Are Working				
Base/Curb Flashings	Check Attachment				
	Check Counterflashings				
	Inspect for Signs of Movement				
HVAC Units	Check All Ductwork				
	Doors Are Securely Attached				
	Lines				
	Pipes				
	Sheet Metal Cabinets				
	Gaskets				
	Equipment Base/Tie-In				
	Check For Oil Deposits				
	Surface Contamination				
	Soft Areas				
Other	Vandalism				
	Vegetative Roof Area				
	Solar Panel/Mounting Damage				
	Ponding Water				
	Debris				
	Physical Damage				
	Roof Needs Cleaning				
	Traffic Patterns/Walkway Pads Needed				

SPECIAL CONSIDERATIONS: If this is a white roof, is it still white or does it need cleaning? GAF recommends cleaning on a regular basis to keep the benefits of a white roof.

Site Address: _____ Guarantee #: _____

Inspected By: _____ Next Inspection Date: _____ Inspector Phone Number: _____

Today's Date: _____

Where To Check	What To Look For	Yes	No	N/A	Notes
Exterior Walls	Check For Signs Of Leaks				
	Staining				
	Missing Mortar				
Interior Walls	Cracks				
	Check For Signs Of Leaks				
Ceiling	Check For Signs Of Leaks				
Interior Roof Deck	Check For Signs Of Leaks				
	Deterioration				
	Mold				
Roof Edges	Check For Deterioration				
Fascia/Coping/Metalwork	Check For Signs Of Leaks				
	Staining				
	Missing Mortar				
	Check Attachment				
	Paint Any Rusted Metal				
	Recaulk As Necessary				
	Check For Signs Of Leaks				
Expansion Joints	Excessive Movement				
Field Of Roof	Deterioration				
	Substrate Firmness				
	Note Damage/Deficiencies				
Penetrations	Check For Loose Fasteners				
	Redistribute Any Ballast Across Bare Spots				
	Check And Fill All Pitch Pans As Necessary				
	Inspect All Penetration Flashings				
	Recaulk As Necessary				
Drainage System	Check Draw Bands				
	Clean Out All Gutters				
	Downspouts				
	Scuppers				
	Drains				
	Check Strainers				
Base/Curb Flashings	Make Sure Drains Are Working				
	Check Attachment				
	Check Counterflashings				
HVAC Units	Inspect for Signs of Movement				
	Check All Ductwork				
	Doors Are Securely Attached				
	Lines				
	Pipes				
	Sheet Metal Cabinets				
	Gaskets				
	Equipment Base/Tie-In				
	Check For Oil Deposits				
	Surface Contamination				
Other	Soft Areas				
	Vandalism				
	Vegetative Roof Area				
	Solar Panel/Mounting Damage				
	Ponding Water				
	Debris				
	Physical Damage				
	Roof Needs Cleaning				
	Traffic Patterns/Walkway Pads Needed				

SPECIAL CONSIDERATIONS: If you haven't replaced any caulks or sealants, check to make sure they are still providing a seal against the weather.

Site Address: _____ Guarantee #: _____

Inspected By: _____ Next Inspection Date: _____ Inspector Phone Number: _____

Today's Date: _____

Where To Check
Exterior Walls

What To Look For

Yes No N/A Notes

Check For Signs Of Leaks

Staining

Missing Mortar

Cracks

Interior Walls

Check For Signs Of Leaks

Ceiling

Check For Signs Of Leaks

Interior Roof Deck

Check For Signs Of Leaks

Deterioration

Mold

Roof Edges

Check For Deterioration

Fascia/Coping/Metalwork

Check For Signs Of Leaks

Staining

Missing Mortar

Check Attachment

Paint Any Rusted Metal

Recaulk As Necessary

Expansion Joints

Check For Signs Of Leaks

Excessive Movement

Deterioration

Field Of Roof

Substrate Firmness

Note Damage/Deficiencies

Check For Loose Fasteners

Redistribute Any Ballast Across Bare Spots

Penetrations

Check And Fill All Pitch Pans As Necessary

Inspect All Penetration Flashings

Recaulk As Necessary

Check Draw Bands

Drainage System

Clean Out All Gutters

Downspouts

Scuppers

Drains

Check Strainers

Make Sure Drains Are Working

Base/Curb Flashings

Check Attachment

Check Counterflashings

Inspect for Signs of Movement

HVAC Units

Check All Ductwork

Doors Are Securely Attached

Lines

Pipes

Sheet Metal Cabinets

Gaskets

Equipment Base/Tie-In

Other

Check For Oil Deposits

Surface Contamination

Soft Areas

Vandalism

Vegetative Roof Area

Solar Panel/Mounting Damage

Ponding Water

Debris

Physical Damage

Roof Needs Cleaning

Traffic Patterns/Walkway Pads Needed

SPECIAL CONSIDERATIONS: Twenty-five years of service! Be sure to pay attention to any areas that may be seeing the most abuse—from other trades, Mother Nature, etc.—and check all flashings and pipe boots to make sure they are performing. If you would like additional maintenance checklists, please contact us!

Site Address: _____ **Guarantee #:** _____

Inspected By: _____ **Next Inspection Date:** _____ **Inspector Phone Number:** _____

Today's Date: _____

Where To Check	What To Look For	Yes	No	N/A	Notes
Exterior Walls	Check For Signs Of Leaks				
	Staining				
	Missing Mortar				
	Cracks				
Interior Walls	Check For Signs Of Leaks				
Ceiling	Check For Signs Of Leaks				
Interior Roof Deck	Check For Signs Of Leaks				
	Deterioration				
	Mold				
Roof Edges	Check For Deterioration				
Fascia/Coping/Metalwork	Check For Signs Of Leaks				
	Staining				
	Missing Mortar				
	Check Attachment				
	Paint Any Rusted Metal				
	Recaulk As Necessary				
	Check For Signs Of Leaks				
	Excessive Movement				
Expansion Joints	Deterioration				
	Substrate Firmness				
	Note Damage/Deficiencies				
Field Of Roof	Check For Loose Fasteners				
	Redistribute Any Ballast Across Bare Spots				
	Check And Fill All Pitch Pans As Necessary				
Penetrations	Inspect All Penetration Flashings				
	Recaulk As Necessary				
	Check Draw Bands				
Drainage System	Clean Out All Gutters				
	Downspouts				
	Scuppers				
	Drains				
	Check Strainers				
	Make Sure Drains Are Working				
	Check Attachment				
Base/Curb Flashings	Check Counterflashings				
	Inspect for Signs of Movement				
	Check All Ductwork				
HVAC Units	Doors Are Securely Attached				
	Lines				
	Pipes				
	Sheet Metal Cabinets				
	Gaskets				
Other	Equipment Base/Tie-In				
	Check For Oil Deposits				
	Surface Contamination				
	Soft Areas				
	Vandalism				
	Vegetative Roof Area				
	Solar Panel/Mounting Damage				
	Ponding Water				
	Debris				
	Physical Damage				
	Roof Needs Cleaning				
Traffic Patterns/Walkway Pads Needed					

SPECIAL CONSIDERATIONS: If you haven't replaced any caulks or sealants, check to make sure they are still providing a seal against the weather.

Site Address: _____ Guarantee #: _____

Inspected By: _____ Next Inspection Date: _____ Inspector Phone Number: _____

Today's Date: _____

Where To Check	What To Look For	Yes	No	N/A	Notes
Exterior Walls	Check For Signs Of Leaks				
	Staining				
	Missing Mortar				
Interior Walls	Cracks				
	Check For Signs Of Leaks				
Ceiling	Check For Signs Of Leaks				
Interior Roof Deck	Check For Signs Of Leaks				
	Deterioration				
Roof Edges	Mold				
	Check For Deterioration				
Fascia/Coping/Metalwork	Check For Signs Of Leaks				
	Staining				
	Missing Mortar				
	Check Attachment				
	Paint Any Rusted Metal				
Expansion Joints	Recaulk As Necessary				
	Check For Signs Of Leaks				
	Excessive Movement				
Field Of Roof	Deterioration				
	Substrate Firmness				
	Note Damage/Deficiencies				
	Check For Loose Fasteners				
Penetrations	Redistribute Any Ballast Across Bare Spots				
	Check And Fill All Pitch Pans As Necessary				
	Inspect All Penetration Flashings				
Drainage System	Recaulk As Necessary				
	Check Draw Bands				
	Clean Out All Gutters				
	Downspouts				
	Scuppers				
	Drains				
	Check Strainers				
Base/Curb Flashings	Make Sure Drains Are Working				
	Check Attachment				
	Check Counterflashings				
HVAC Units	Inspect for Signs of Movement				
	Check All Ductwork				
	Doors Are Securely Attached				
	Lines				
Other	Pipes				
	Sheet Metal Cabinets				
	Gaskets				
	Equipment Base/Tie-In				
	Check For Oil Deposits				
	Surface Contamination				
	Soft Areas				
	Vandalism				
	Vegetative Roof Area				
	Solar Panel/Mounting Damage				
	Ponding Water				
Debris					
Physical Damage					
Roof Needs Cleaning					
Traffic Patterns/Walkway Pads Needed					

SPECIAL CONSIDERATIONS: None at this time.

Site Address: _____ Guarantee #: _____

Inspected By: _____ Next Inspection Date: _____ Inspector Phone Number: _____

Today's Date: _____

Where To Check	What To Look For	Yes	No	N/A	Notes
Exterior Walls	Check For Signs Of Leaks				
	Staining				
	Missing Mortar				
	Cracks				
Interior Walls	Check For Signs Of Leaks				
	Check For Signs Of Leaks				
Ceiling	Check For Signs Of Leaks				
	Check For Signs Of Leaks				
Interior Roof Deck	Check For Signs Of Leaks				
	Deterioration				
Roof Edges	Mold				
	Check For Deterioration				
Fascia/Coping/Metalwork	Check For Signs Of Leaks				
	Staining				
	Missing Mortar				
	Check Attachment				
	Paint Any Rusted Metal				
	Recaulk As Necessary				
	Check For Signs Of Leaks				
	Excessive Movement				
	Deterioration				
	Substrate Firmness				
Expansion Joints	Note Damage/Deficiencies				
	Check For Loose Fasteners				
	Redistribute Any Ballast Across Bare Spots				
	Check And Fill All Pitch Pans As Necessary				
Field Of Roof	Inspect All Penetration Flashings				
	Recaulk As Necessary				
	Check Draw Bands				
	Clean Out All Gutters				
Penetrations	Downspouts				
	Scuppers				
	Drains				
	Check Strainers				
	Make Sure Drains Are Working				
	Check Attachment				
Drainage System	Check Counterflashings				
	Inspect for Signs of Movement				
	Check All Ductwork				
Base/Curb Flashings	Doors Are Securely Attached				
	Lines				
	Pipes				
	Sheet Metal Cabinets				
HVAC Units	Gaskets				
	Equipment Base/Tie-In				
	Check For Oil Deposits				
	Surface Contamination				
	Soft Areas				
	Vandalism				
	Vegetative Roof Area				
	Solar Panel/Mounting Damage				
	Ponding Water				
	Debris				
Other	Physical Damage				
	Roof Needs Cleaning				
	Traffic Patterns/Walkway Pads Needed				

SPECIAL CONSIDERATIONS: None at this time.

Site Address: _____ Guarantee #: _____

Inspected By: _____ Next Inspection Date: _____ Inspector Phone Number: _____

Today's Date: _____

Where To Check	What To Look For	Yes	No	N/A	Notes
Exterior Walls	Check For Signs Of Leaks				
	Staining				
	Missing Mortar				
Interior Walls	Cracks				
	Check For Signs Of Leaks				
Ceiling	Check For Signs Of Leaks				
Interior Roof Deck	Check For Signs Of Leaks				
	Deterioration				
	Mold				
Roof Edges	Check For Deterioration				
	Fascia/Coping/Metalwork				
Fascia/Coping/Metalwork	Check For Signs Of Leaks				
	Staining				
	Missing Mortar				
	Check Attachment				
	Paint Any Rusted Metal				
	Recaulk As Necessary				
	Check For Signs Of Leaks				
Expansion Joints	Excessive Movement				
	Deterioration				
Field Of Roof	Substrate Firmness				
	Note Damage/Deficiencies				
	Check For Loose Fasteners				
	Redistribute Any Ballast Across Bare Spots				
Penetrations	Check And Fill All Pitch Pans As Necessary				
	Inspect All Penetration Flashings				
	Recaulk As Necessary				
Drainage System	Check Draw Bands				
	Clean Out All Gutters				
	Downspouts				
	Scuppers				
	Drains				
	Check Strainers				
	Make Sure Drains Are Working				
Base/Curb Flashings	Check Attachment				
	Check Counterflashings				
	Inspect for Signs of Movement				
HVAC Units	Check All Ductwork				
	Doors Are Securely Attached				
	Lines				
	Pipes				
Other	Sheet Metal Cabinets				
	Gaskets				
	Equipment Base/Tie-In				
	Check For Oil Deposits				
	Surface Contamination				
	Soft Areas				
	Vandalism				
	Vegetative Roof Area				
	Solar Panel/Mounting Damage				
	Ponding Water				
	Debris				
Physical Damage					
Roof Needs Cleaning					
Traffic Patterns/Walkway Pads Needed					

SPECIAL CONSIDERATIONS: None at this time.

Site Address: _____ Guarantee #: _____

Inspected By: _____ Next Inspection Date: _____ Inspector Phone Number: _____

Today's Date: _____

Where To Check	What To Look For	Yes	No	N/A	Notes
Exterior Walls	Check For Signs Of Leaks				
	Staining				
	Missing Mortar				
Interior Walls	Cracks				
	Check For Signs Of Leaks				
Ceiling	Check For Signs Of Leaks				
Interior Roof Deck	Check For Signs Of Leaks				
	Deterioration				
	Mold				
Roof Edges	Check For Deterioration				
	Fascia/Coping/Metalwork				
Fascia/Coping/Metalwork	Check For Signs Of Leaks				
	Staining				
	Missing Mortar				
	Check Attachment				
	Paint Any Rusted Metal				
	Recaulk As Necessary				
	Check For Signs Of Leaks				
Expansion Joints	Excessive Movement				
	Deterioration				
	Field Of Roof				
Field Of Roof	Substrate Firmness				
	Note Damage/Deficiencies				
	Check For Loose Fasteners				
	Redistribute Any Ballast Across Bare Spots				
Penetrations	Check And Fill All Pitch Pans As Necessary				
	Inspect All Penetration Flashings				
	Recaulk As Necessary				
Drainage System	Check Draw Bands				
	Clean Out All Gutters				
	Downspouts				
	Scuppers				
	Drains				
	Check Strainers				
	Make Sure Drains Are Working				
Base/Curb Flashings	Check Attachment				
	Check Counterflashings				
	Inspect for Signs of Movement				
HVAC Units	Check All Ductwork				
	Doors Are Securely Attached				
	Lines				
	Pipes				
	Sheet Metal Cabinets				
	Gaskets				
	Equipment Base/Tie-In				
	Check For Oil Deposits				
	Surface Contamination				
	Soft Areas				
Other	Vandalism				
	Vegetative Roof Area				
	Solar Panel/Mounting Damage				
	Ponding Water				
	Debris				
	Physical Damage				
	Roof Needs Cleaning				
	Traffic Patterns/Walkway Pads Needed				

SPECIAL CONSIDERATIONS: None at this time.

Site Address: _____ Guarantee #: _____

Inspected By: _____ Next Inspection Date: _____ Inspector Phone Number: _____

Today's Date: _____

Where To Check	What To Look For	Yes	No	N/A	Notes
Exterior Walls	Check For Signs Of Leaks				
	Staining				
	Missing Mortar				
	Cracks				
Interior Walls	Check For Signs Of Leaks				
	Check For Signs Of Leaks				
Ceiling	Check For Signs Of Leaks				
	Check For Signs Of Leaks				
Interior Roof Deck	Check For Signs Of Leaks				
	Deterioration				
Roof Edges	Mold				
	Check For Deterioration				
Fascia/Coping/Metalwork	Check For Signs Of Leaks				
	Staining				
	Missing Mortar				
	Check Attachment				
	Paint Any Rusted Metal				
	Recaulk As Necessary				
	Check For Signs Of Leaks				
	Excessive Movement				
Expansion Joints	Deterioration				
	Substrate Firmness				
Field Of Roof	Note Damage/Deficiencies				
	Check For Loose Fasteners				
	Redistribute Any Ballast Across Bare Spots				
	Check And Fill All Pitch Pans As Necessary				
Penetrations	Inspect All Penetration Flashings				
	Recaulk As Necessary				
	Check Draw Bands				
Drainage System	Clean Out All Gutters				
	Downspouts				
	Scuppers				
	Drains				
	Check Strainers				
	Make Sure Drains Are Working				
	Check Attachment				
Base/Curb Flashings	Check Counterflashings				
	Inspect for Signs of Movement				
	Check All Ductwork				
HVAC Units	Doors Are Securely Attached				
	Lines				
	Pipes				
	Sheet Metal Cabinets				
Other	Gaskets				
	Equipment Base/Tie-In				
	Check For Oil Deposits				
	Surface Contamination				
	Soft Areas				
	Vandalism				
	Vegetative Roof Area				
	Solar Panel/Mounting Damage				
	Ponding Water				
	Debris				
	Physical Damage				
	Roof Needs Cleaning				
Traffic Patterns/Walkway Pads Needed					

SPECIAL CONSIDERATIONS: None at this time.

Site Address: _____ Guarantee #: _____

Inspected By: _____ Next Inspection Date: _____ Inspector Phone Number: _____

Today's Date: _____

Where To Check	What To Look For	Yes	No	N/A	Notes
Exterior Walls	Check For Signs Of Leaks				
	Staining				
	Missing Mortar				
	Cracks				
Interior Walls	Check For Signs Of Leaks				
	Check For Signs Of Leaks				
Ceiling	Check For Signs Of Leaks				
	Check For Signs Of Leaks				
Interior Roof Deck	Check For Signs Of Leaks				
	Deterioration				
	Mold				
Roof Edges	Check For Deterioration				
	Check For Signs Of Leaks				
Fascia/Coping/Metalwork	Staining				
	Missing Mortar				
	Check Attachment				
	Paint Any Rusted Metal				
	Recaulk As Necessary				
	Check For Signs Of Leaks				
	Excessive Movement				
Expansion Joints	Deterioration				
	Substrate Firmness				
	Note Damage/Deficiencies				
Field Of Roof	Check For Loose Fasteners				
	Redistribute Any Ballast Across Bare Spots				
	Check And Fill All Pitch Pans As Necessary				
Penetrations	Inspect All Penetration Flashings				
	Recaulk As Necessary				
	Check Draw Bands				
Drainage System	Clean Out All Gutters				
	Downspouts				
	Scuppers				
	Drains				
	Check Strainers				
	Make Sure Drains Are Working				
	Check Attachment				
Base/Curb Flashings	Check Counterflashings				
	Inspect for Signs of Movement				
	Check All Ductwork				
HVAC Units	Doors Are Securely Attached				
	Lines				
	Pipes				
Other	Sheet Metal Cabinets				
	Gaskets				
	Equipment Base/Tie-In				
	Check For Oil Deposits				
	Surface Contamination				
	Soft Areas				
	Vandalism				
	Vegetative Roof Area				
	Solar Panel/Mounting Damage				
	Ponding Water				
	Debris				
Physical Damage					
Roof Needs Cleaning					
Traffic Patterns/Walkway Pads Needed					

SPECIAL CONSIDERATIONS: None at this time.

Site Address: _____ Guarantees #: _____

Inspected By: _____ Next Inspection Date: _____ Inspector Phone Number: _____

Today's Date: _____

Where To Check	What To Look For	Yes	No	N/A	Notes
Exterior Walls	Check For Signs Of Leaks				
	Staining				
	Missing Mortar				
	Cracks				
Interior Walls	Check For Signs Of Leaks				
	Check For Signs Of Leaks				
Ceiling	Check For Signs Of Leaks				
	Check For Signs Of Leaks				
Interior Roof Deck	Check For Signs Of Leaks				
	Deterioration				
Roof Edges	Mold				
	Check For Deterioration				
Fascia/Coping/Metalwork	Check For Signs Of Leaks				
	Staining				
	Missing Mortar				
	Check Attachment				
	Paint Any Rusted Metal				
	Recaulk As Necessary				
	Check For Signs Of Leaks				
	Excessive Movement				
	Deterioration				
	Substrate Firmness				
Expansion Joints	Note Damage/Deficiencies				
	Check For Loose Fasteners				
	Redistribute Any Ballast Across Bare Spots				
Field Of Roof	Check And Fill All Pitch Pans As Necessary				
	Inspect All Penetration Flashings				
Penetrations	Recaulk As Necessary				
	Check Draw Bands				
Drainage System	Clean Out All Gutters				
	Downspouts				
	Scuppers				
	Drains				
	Check Strainers				
	Make Sure Drains Are Working				
	Check Attachment				
Base/Curb Flashings	Check Counterflashings				
	Inspect for Signs of Movement				
HVAC Units	Check All Ductwork				
	Doors Are Securely Attached				
	Lines				
Other	Pipes				
	Sheet Metal Cabinets				
	Gaskets				
	Equipment Base/Tie-In				
	Check For Oil Deposits				
	Surface Contamination				
	Soft Areas				
	Vandalism				
	Vegetative Roof Area				
	Solar Panel/Mounting Damage				
	Ponding Water				
	Debris				
	Physical Damage				
Roof Needs Cleaning					
Traffic Patterns/Walkway Pads Needed					

SPECIAL CONSIDERATIONS: None at this time.

Site Address: _____ Guarantee #: _____

Inspected By: _____ Next Inspection Date: _____ Inspector Phone Number: _____

Today's Date: _____

Where To Check	What To Look For	Yes	No	N/A	Notes
Exterior Walls	Check For Signs Of Leaks				
	Staining				
	Missing Mortar				
Interior Walls	Cracks				
	Check For Signs Of Leaks				
Ceiling	Check For Signs Of Leaks				
Interior Roof Deck	Check For Signs Of Leaks				
	Deterioration				
Roof Edges	Mold				
	Check For Deterioration				
Fascia/Coping/Metalwork	Check For Signs Of Leaks				
	Staining				
	Missing Mortar				
	Check Attachment				
	Paint Any Rusted Metal				
	Recaulk As Necessary				
	Check For Signs Of Leaks				
Expansion Joints	Excessive Movement				
	Deterioration				
Field Of Roof	Substrate Firmness				
	Note Damage/Deficiencies				
	Check For Loose Fasteners				
	Redistribute Any Ballast Across Bare Spots				
Penetrations:	Check And Fill All Pitch Pans As Necessary				
	Inspect All Penetration Flashings				
	Recaulk As Necessary				
Drainage System	Check Draw Bands				
	Clean Out All Gutters				
	Downspouts				
	Scuppers				
	Drains				
	Check Strainers				
	Make Sure Drains Are Working				
Base/Curb Flashings	Check Attachment				
	Check Counterflashings				
	Inspect for Signs of Movement				
HVAC Units	Check All Ductwork				
	Doors Are Securely Attached				
	Lines				
	Pipes				
	Sheet Metal Cabinets				
Other	Gaskets				
	Equipment Base/Tie-In				
	Check For Oil Deposits				
	Surface Contamination				
	Soft Areas				
	Vandalism				
	Vegetative Roof Area				
	Solar Panel/Mounting Damage				
	Ponding Water				
	Debris				
	Physical Damage				
Roof Needs Cleaning					
Traffic Patterns/Walkway Pads Needed					

SPECIAL CONSIDERATIONS: None at this time.

Site Address: _____ Guarantee #: _____

Inspected By: _____ Next Inspection Date: _____ Inspector Phone Number: _____

Today's Date: _____

