



75 VICTORIA RD., YOUNGSTOWN, OH 44515 P: 330.793.5646 F: 330.793.8455 www.boakandsons.com

## **ROOF MAINTENANCE PLAN**

**The best Preventative Maintenance that one can do is perform semi-annual inspections to identify and solve problems as they arise. Roofs get more abuse from the elements than any other part of the building and preventative maintenance is the key element to providing a longer service life.**

**Boak & Sons will provide labor, materials and supervision to complete the inspections and the preventative maintenance repair work.**

**Boak & Sons agrees to perform roof inspections at the locations listed below for the amount set forth:**

CUSTOMER NAME: Beaver Local School District

DATE: November 28, 2017

ADDRESS: 46088 Bell School Rd. East Liverpool, OH 43920

PHONE: (330) 385-6831

BUILDING NAME: Beaver Local School

ADDRESS: 46090 Bell School Rd. East Liverpool, OH 43920

CONTACT PERSON: Matt Bostian



### **PREVENTATIVE ROOF MAINTENANCE PROCEDURES AND REPAIRS:**

- Field technician to meet with building owner's representative to discuss any existing leaks, problems or changes in plant operations that would affect roof performance.
- Repair of leaks during service inspection, as directed by building owner's representative.
- Strip-in repairs of open seams on single-ply roofs.
- Coating of bare membrane with appropriate material.
- Redistribution of aggregate or ballast in areas caused by wind scour.
- Repair of blisters, splits and ridges on BUR and modified membrane surfaces.
- Inspection, sealing and securement of clamping ring and strainer on roof drains.
- Removal of debris from roof surface (nails, screws, metal scraps, etc.)
- Removal of debris and obstruction at drain, gutter and scupper locations.
- Refill pitch pockets.
- Inspect and adjust wood blocking under conduits and gas lines.
- Install 3 course membrane and cement repairs at open flashing laps and base flashings.
- Inspect expansion joint flashings, caps and bellows for watertight integrity.

### **REPORTING:**

- Walk-over inspection after maintenance with owner's representative (if requested) to evaluate repairs completed.
- Written report to owner of any observed deficiencies that are beyond the scope of work that can be accomplished during routine maintenance.
- Photos of representative "before & after" repairs.
- Report to owner any damage to roof system that may have been caused by other trades or vandalism.

### **EXCLUSIONS:**

- Routine roof management service repairs and inspections are limited to those areas and components that are accessible to service technician.
- Leaks that occur before or after the service inspection should be reported and repaired immediately. Charges for visits other than scheduled inspections are billable at current labor and material rates.
- An ongoing roof service program performed by qualified technicians is recommended by all major manufacturers of roof systems to extend roof service life and reduce leaks that may occur. Boak & Sons will provide the appropriate material and the best-qualified workmanship to perform these services, but cannot make any assurance regarding how long a roof system will last.



**SCOPE OF SERVICES TO INCLUDE:**

- VISUAL INSPECTION
- ROUTINE MAINTENANCE
- GENERAL HOUSEKEEPING

This agreement shall remain in effect for a term of one (1) year from the date of Purchaser's signature and shall renew automatically for one (1) year periods thereafter for a fee based on Boak & Sons' Preventative Maintenance Price Plan. This agreement may be terminated by either party at any time.

By signing below, I authorize Boak & Sons to begin a Roof Maintenance Program to include **Two (2) Inspections per Year** at the property/properties listed on contract.

Total Price for Two (2) Inspections Per Year: \$ 6,820.00

Contract Start Date: Spring 2018

***Payment will consist of half the monies due after first inspection and the balance remaining due after final inspection.***

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

Building Owner Representative

\_\_\_\_\_

Printed Name & Title

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

Boak & Sons' Authorizing Signature