



MCH Roofing Phase Specification

A. Purpose of this Document

This document defines both MCH's and contractor's responsibilities as they relate to the roofing phase of construction. It is intended as a checklist that will define MCH's standard of quality and professionalism. The roofing contractor's work will not be considered complete until all specifications contained herein are fully met.

B. Relationship to other Documents

Additional information and/or requirements regarding concrete foundations may be defined in:

1. Architectural & Structural Plans
2. Proposed Site / Grading Plan showing all house options
3. Proposed Elevation Certificate
4. MCH Finished Roofing Phase Specification
5. MCH Master Subcontractor Agreement

C. Safety Requirements, General

1. Each contractor is required to have a competent person that is able to verbally communicate with MCH Project Manager on site at all times. A competent person is one that can identify safety hazards and has the authority to stop work until known hazards have been eliminated before proceeding.
2. Contractor's employees and contractors must adhere to all Federal and State Occupational Safety & Health (OSHA) Regulations.
3. All accidents and injuries must be immediately reported to the MCH Director of Construction.
4. Any and all penalties assessed against MCH due to safety violations of Contractor shall be the liability of the Contractor and subject to reimbursement and possible additional fines from MCH. MCH may issue verbal and/or written warnings, with fines, for safety violations that MCH employees identify on its job sites on which Contractor provides Work, Materials and/or Supplies. In addition, Contractor shall comply with all MCH procedures and policies relative to safety violation enforcement and fines, a copy of which procedures and policies Contractor acknowledges receipt.
5. If a safety device must be removed, the contractor must take remedial measures to protect all workers from the hazard. The devices must be immediately replaced as soon as the work is completed, or a permanent safety device has replaced it.

D. Safety Requirements, Specific

1. Personal Protective Equipment (PPE) must be worn as applicable and required at all times while on MCH job sites.
 - A. Safety glasses/goggles are to be worn when drilling, cutting, hammering, soldering or gluing.
 - B. Proper work boots are to be worn at all times

- C. Hearing protection is to be worn when cutting or drilling.
 - D. Gloves are to be worn when working with sharp objects
 - E. Respirator is to be worn when working with solvents or soldering.
2. Fall protection must be worn at all times when working on a roof, pump jacks or near the leading edge of a deck when safety rails are not present. If working from a ladder, type of ladder and usage must be per OSHA guidelines.

E. Warranty in Labor and Materials:

The contractor shall guarantee the roof, deck knee walls and rubber membranes to be free of any leaks due to improper install/flashing practices for one year. If any part of the work is found to be incomplete, incorrect, deficient, or cause damage to other work, the contractor will be responsible for all material and labor costs and damage incurred.

F. Specifications, General:

The roofing and rubber membrane contractor must supply all labor, tools, and equipment to install shingles, seamed metal roofing and rubber/EPDM membranes. This construction must be done in conformance with all specifications contained herein. Contractor to provide/schedule lift/crane for material stocking when applicable. It is the responsibility of the contractor to proactively protect their work, the project property, and adjacent properties.

G. Specifications, Detailed:

Shingled Roofing

1. Confirm you are working with and referencing the most current and complete set of plans.
2. Contractor to visit the site before install to provide recommended adjustments and ensure all/necessary fascia is installed.
3. MCH will provide a peak of roof elevation prior to install to confirm roofing material will finish below the specified height.
4. Drip edge should be installed at all leading roof lines with appropriate overlaps prior to roofing underlayment.
5. Underlayment shall be lapped from bottom to top of the roof to provide a shingled effect
6. Step flashing should be installed at any roof line that meets with an adjacent wall on top of the underlayment. The step flashing should then be taped to the sheathing with appropriate tape.
 - A. For a house to receive Tyvek house wrap, zip tape should be used.
 - B. For a house to receive Hydrogap self adhering house wrap, Hydroflash tape should be used.
7. Shingles should be installed from the leading edge to the top to provide proper waterproofing and all install best practices should be applied for valleys, ridges and crickets as applicable.
8. It is the contractor's responsibility to ensure all trash and debris from install are cleaned up from the roof, entire lot and all surrounding properties and placed in dumpster provided by MCH.
9. MCH will schedule and communicate when any roof penetrations were made from mechanical installs, harness tie off removal or pump jack removal, and it is the

contractor's responsibility to provide the proper roof boot and install to waterproof the penetration.

Seamed Metal Roofing

1. Confirm you are working with and referencing the most current and complete set of plans.
2. Contractor to visit the site before install to provide recommended adjustments and ensure all/necessary fascia is installed.
3. MCH will provide a peak of roof elevation prior to install to confirm roofing material will finish below the specified height.
4. Drip edge should be installed at all leading roof lines with appropriate overlaps prior to roofing underlayment.
5. Underlayment shall be lapped from bottom to top of the roof to provide a shingled effect
6. C Channel should be installed at any roof line that meets with an adjacent wall on top of the underlayment. The step flashing should then be taped to the sheathing with appropriate tape.
 - C. For a house to receive Tyvek house wrap, zip tape should be used.
 - D. For a house to receive Hydrogap self adhering house wrap, Hydroflash tape should be used.
7. Metal roofing should be installed from the leading edge to the top with appropriate overlaps at seams and portions that one length can not cover to provide proper waterproofing, and all install best practices should be applied for valleys, ridges and crickets as applicable.
8. It is the contractor's responsibility to ensure all trash and debris from install are cleaned up from the roof, entire lot and all surrounding properties and placed in dumpster provided by MCH.
9. MCH will schedule and communicate when any roof penetrations were made from mechanical installs, harness tie off removal or pump jack removal, and it is the contractor's responsibility to provide proper roof boot and install to waterproof the penetration.

Rubber and EPDM Roofing

1. Confirm you are working with and referencing the most current and complete set of plans.
2. Contractor to visit the site before install to provide recommended adjustments and ensure all/necessary fascia is installed.
3. MCH will provide a peak of roof elevation prior to install to confirm roofing material will finish below the specified height.
4. In areas where a roof was framed flat, it is the contractor's responsibility to build up the roof under the rubber/EPDM to allow for drainage.
5. Appropriate flashing should be installed at all points that rubber/EPDM roofing will meet shingles or metal roofing to facilitate water passing onto the next section of roof.

6. If rubber/EPDM meets an adjacent wall or knee wall, it should wrap up or over the wall appropriately. The rubber/EPDM should then be taped to the sheathing with appropriate tape.
 - A. For a house to receive Tyvek house wrap, zip tape should be used.
 - B. For a house to receive Hydrogap self adhering house wrap, Hydroflash tape should be used.
7. It is the contractor's responsibility to ensure all trash and debris from install are cleaned up from the roof, entire lot and all surrounding properties and placed in dumpster provided by MCH.
8. MCH will schedule and communicate when any roof penetrations were made from mechanical installs, harness tie off removal or pump jack removal, and it is the contractor's responsibility to provide proper roof boot and install to waterproof the penetration.

H. Construction in Inclement Weather

1. It is the responsibility of the contractor to proactively protect their work and this includes but is not limited to following appropriate cold weather procedures. When weather conditions dictate, contractor is expected to take precautionary measures to protect the home and materials against damage (from wind, flooding, freezing temperatures, hail, sleet, rain, etc.).

I. Clean-Up & Damage

1. Contractor must remove dirt or mud left on streets adjacent to the site as a result of his work on a daily basis. The street is expected to be broom swept as necessary. Any disturbed silt fence (removed, knocked down, ran over) is the contractor's responsibility to replace /repair at their expense.
2. The MCH Project Manager, Roofing Contractor, and suppliers will direct delivery truck(s) to the designated storage / delivery area on jobsite. At no time will deliveries be unloaded or stored anywhere other than the property that is under construction.
3. The contractor shall be responsible for all damages to street, curbs, site, and adjacent properties incurred as a result of contractor negligence. The contractor shall be responsible for any future charges resulting from the repair/replacement of those items.

J. Responsibilities

MCH Responsibilities

1. To supply the most timely and accurate information possible.
2. To provide regular supervision and direction from the MCH Project Manager.
3. To provide the following plans / drawings / information:
 - a. Selection Sheet / Change Orders
 - b. Architectural Plans / Details
4. Provide an adequate construction access and curb protection.
5. Notify contractor immediately of any dimensional or tolerance discrepancies discovered.

Roofing Contractor's Responsibilities

1. To act in every way possible in an effort to protect and preserve their own work, work that has already been completed, the property and adjacent properties.
2. To comply with all OSHA regulations and requirements.
3. To check accuracy of plans, selections, and redlines with MCH Project Manager before proceeding and to conform completely to all labor and materials specifications.
4. Contractor is expected to meet MCH's construction schedule as provided.
5. To complete and sign the Roofing Checklist upon job completion and submit attached to invoice with MCH Project Manager's signature.
6. To provide water source as necessary. Using water from adjacent properties is never an acceptable option.
7. Contractor will respond and attempt to resolve customer service work, including Punch List items, within 24 hours from date of request and if necessary, will attend to customer work before attending to new production work. Notice with explanation must be provided to MCH immediately if contractor cannot resolve service issues within 24 hours due to mobilization, weather, equipment failure, or other extenuating circumstances.

Company: _____
Signature: _____
Print Name: _____
Review Date: _____

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