

**LATITE ROOFING & SHEET METAL CO., INC.**  
**ROOF MAINTENANCE PROGRAM**  
**SCHEDULE OF SERVICE AND FEES**

**INSPECTION SERVICES**

Inspections shall be performed twice annually; once in the spring between April 1st and June 30th, and once in the fall between October 1st and December 30th. All inspections are to include comprehensive visual surveys of all components as indicated on the Semiannual Roof Inspection Checklist. No destructive testing will be performed unless authorized in writing by the approved representative of the owner/property manager.

A complete inspection report, including a completed Semiannual Roof Inspection Checklist, will be provided to the owner/property manager after each semiannual inspection. This report will list those items, if any, which require remedial work in order to keep the roof system in compliance with manufacturer's guidelines and good roofing practice. These remedial items will be prioritized for the owner/property manager into three categories: 1) *Must be Done*; 2) *Should be Done*; and 3) *Optional Only*. Items categorized as *Must be Done* or *Should be Done* are those items necessary to be promptly performed in order to maintain either your Manufacturer's Warranty or Latite's Warranty, if applicable. Although this work is deemed "necessary," there is no obligation under the Roof Maintenance Program for the owner/property manager to authorize or have performed any of the recommended work. However, there is likely such an obligation pursuant to any existing Warranty on the roofing system. The repair items listed at the end of the Semiannual Roof Inspection Checklist will be priced on a line item basis so the owner/property manager can make selections of work to be accomplished based on priority and relative cost considerations.

Once the owner/property manager has reviewed the report and makes selections, all work authorized by the owner/property manager will be completed within thirty days of receipt of the Notice to Proceed. All work completed will be confirmed by Latite on the Completed Work Forms and returned to the owner for incorporation into the Roof Maintenance Manual.

**HISTORICAL FILE**

The owner will be provided with a Roof Maintenance Manual for each building covered by a standard Latite Roofing and Flashing Warranty. The Manual will serve as your file folder for all copies of each Inspection Report, Semiannual Roof Inspection Checklist, Notice to Proceed, Completed Work Forms, and a Roof Access Log. The owner shall be responsible for maintaining the Manual, particularly the Roof Access Log, which shall list all trips made onto the roof by any service technicians, maintenance personnel, or any other party which has cause to access said premise. This file is extremely important since it holds a complete history of all repairs, added equipment, damage caused by outside trades, etc., so the owner can clearly determine the actual life cycle cost of a given roof system. Use of the Manual will not only keep pertinent documents organized, but will also provide valuable information in determining when the roof system should be replaced based upon annual cost patterns. In addition, it will aid Latite in selecting an appropriate replacement system recommendation when the time comes.

**TRAINING SEMINARS**

If the owner has full time maintenance personnel on staff, Latite will conduct on-site training seminars geared toward these personnel. These training seminars are not intended to certify the individual to perform full service professional roofing work. However, the seminars are designed to provide the maintenance personnel with a working knowledge of roofing issues that are fundamental in keeping the inside of the structure dry. During the seminar, Latite will point out all areas that should be checked after abnormal weather conditions, primary leak sources, and basic emergency repair methods for the specific roof system which the maintenance personnel staff is responsible for checking on a periodic basis. This service is provided so that the owner may have existing staff more readily able to execute intermediate inspections after service work by other trades (i.e., A/C, refrigeration, restaurant equipment, etc.) and after severe weather incidents. Obviously, this type of inspection can be completed without going to the expense of calling out your roofer unless a problem is discovered. In addition, we will instruct the maintenance personnel in conducting cursory visual inspections of the structure's exterior non-roof components. Often, water leakage has nothing to do with the roof system, but is identified incorrectly as a roof leak, resulting in an unnecessary service call. The training seminar will be conducted upon request, and will be geared toward the specific structure based upon the type of construction, age of the facility, etc., in an effort to maximize the benefit of the time spent with the maintenance personnel.

## **FEE SCHEDULE**

### **1. SEMIANNUAL INSPECTIONS**

<u>Building Size (Roof/Sq. Ft.)</u>	<u>Cost/Year*</u>
10,000 or less	\$ 495.00
10,001 to 25,000	\$ 705.00
25,001 to 50,000	\$ 875.00
50,001 to 75,000	\$ 965.00
75,001 to 100,000	\$ 1085.00
100,001 to 150,000	\$1,255.00
151,000 & over call office for pricing	

\*Due in full upon acceptance hereof and in advance of the commencement date of the Roof Maintenance Program.

### **2. REPAIR SERVICES**

Normal labor charge (Monday-Saturday, 7:00 a.m. to 5:00 p.m.)	\$47.50/man/hour
Emergency labor charges (Sundays and all overtime calls)	\$75.00/man/hour
Material charges (Actual cost divided by .70)	Cost/.70
Minimum charge on any service call (Excluding warranty calls)	\$150.00
Core samples (Does not include cost of minimum service call)	\$50.00/each

### **3. TENANT IMPROVEMENTS**

Flashing of new fan curb up to 4' x 4'	\$385.00/each
Flashing of new A/C curb up to 5' x 5'	\$595.00/each
Supply and install pitch pans up to 6' x 6'	\$85.00/each
Minimum tenant improvement charge	\$225.00/trip

### **4. TRAINING SEMINARS**

2-3 participants	\$150.00/each
4-6 participants	\$100.00/each
Minimum training charge	\$250.00

Training rates are based upon a maximum four hour session at the property owner's establishment. All materials for demonstrations and informative purposes are included. Prices subject to change without notice. Please contact Latite for a current Fee Schedule.

This concludes our Schedule of Services and Fees pursuant to our Roof Maintenance Agreement. If this offer is not accepted as evidenced by returning the executed Roof Maintenance Plan with payment in full within thirty (30) days, then the offer is withdrawn. If you have any questions or require additional information, please feel free to call us at 1-800-NEW-ROOF (639-7663)

**THIS ROOF MAINTENANCE PROGRAM IS NOT A WARRANTY PROGRAM, DOES NOT CONSTITUTE THE EXTENSION OR GRANTING OF A WARRANTY, AND DOES NOT AMEND, ALTER OR EXTEND ANY WARRANTY GIVEN REGARDING THE APPLICABLE ROOFING SYSTEM OR ITS COMPONENTS.**

**Please remember to implement and adhere to a regular maintenance plan performed by an authorized professional roofing contractor. If you ignore the roof after it is installed or allow too much time to lapse between inspections, preventable problems may escalate into serious roof damage. A regular maintenance plan will help to increase life expectancy of the system and reduce life cycle cost.**

*I have read, understand and hereby accept the Latite Roofing & Sheet Metal Co., Inc. Roof Maintenance program and enclose herewith my payment of the first year in the amount of \$ \_\_\_\_\_ (Per the Fee Schedule, Paragraph 1)*

*Date: The \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.*

**Property/Job Name:** Any Commercial Property

**Property Address:** Address, City, Zip Code

**By:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_