

Inspection Guideline

1. Initial Inspection
 - a. Inspector will coordinate with the contractor an inspection within 30 days of completion of the job.
 - b. Inspector will state that the contractor should notify the owner of scheduled inspections.
 - c. Contractor is responsible for roof access.
 - d. Contractor should be present for inspection.
 - e. Contractor is responsible for any repairs during the inspection.
 - f. If contractor is not present VFI should be notified in advance to make sure the proper materials are present.

2. Inspection Procedure
 - a. Inspector will confirm that they have proper images, drawings, sketches of the roof to make sure the information is correct and applicable.
 - b. Inspector will walk the roof for the purpose of observing any deviations from the pre-job and post-job forms.
 - i. This could include product deviations, substrate deviations, and/or roof usage deviations.
 - ii. Volatile Free should be notified immediately of any deviations before continuing inspection.
 - c. Once inspector has confirmed initial pre-job and post-job match the existing roof a thorough observation of the existing roof should be performed.
 - i. While walking the roof substrate should be stable with normal roof movement.
 1. Observations could be a spongy roof or backed out fasteners.
 - ii. A general observation includes taking pictures, observing deviations, and checking slope.
 1. Deviations would include the following:

Poor Adhesion	Blisters	Cracking
Ponding	Mechanical Damage	Wet Foam
U.V. Degradation	Exposed Foam	Thin Foam
Popcorn/Tree bark	Off Ratio	Foam Passes <1/2"
Pinholes	Uncured Coating	Thin Coating
Sandwiched Coating	Flashing	Edge Work
Drains	Leaks	Granules

- iii. Inspector should take images of deviation observed on the roof and mark on the drawings or detailed sketches of the roof.
- d. Inspector will take slit/core samples when required at the frequency, locations, and any identified deviations.
 - i. Slit/Core samples should be taken on all roofs except metal substrate roofs where a magnetic digital coating thickness gauge should be used.
 - ii. Slit/Core/Digital Reading samples should be marked on the diagram or picture along with thickness of relevant coatings and/or foam.
 1. Keep Labeled Samples and send to VFI

2. Repairs should be done on slit samples and core samples with core and slit sampling guidelines.
- iii. Any coating thickness that exhibits 80% or less of the specified thickness requires additional sampling. In four separate directions at 15 feet intervals.
 1. Take additional slit samples and record the thickness.
- iv. If additional slits are required beyond the first four slit samples inspector should use their own discretion on which direction the variation in coating thickness is occurring.
 1. Once complete area should be fully mapped where the coating thickness exhibits less than 80% coating thickness.
- v. Minimum Number of Samples Required

Size of Roof (Square)	Slit Samples/Digital Readings
0-100	5
101-200	10
201-400	15
401-600	20
601-1200	25
1201-2000	40
2001 or more	1/50 squares
*Should have equal spacing between samples/readings	

- vi. Core Samples required only for spray polyurethane roof with a coating.

Size of Roof (Square)	Core Samples
0-100	2
101-200	2
201-400	4
401-600	6
601-1200	12
1201-2000	20
2001 or more	Min 20 and then 1/200 squares
*Should have equal spacing between core samples	

- vii. Write up report with findings of deviations and core or slit samples.
- viii. Submit written report to VFI for review.