



Village of Arlington Heights
Building & Life Safety Department
847-368-5560
www.vah.com

Commercial Roofing Acknowledgment

- Follow all manufacturer's instructions for the examination, preparation of the roof and installation of insulation.
- Install roofing, insulation, flashings, and accessories in accordance with roofing manufacturer's published instructions and recommendations for the specified roofing system. Where manufacturer provides no instructions or recommendations, follow good roofing practices and industry standards. Comply with federal, state, and local regulations.
- Obtain all relevant instructions and maintain copies at project site for duration of installation period.
- Perform work using competent and properly equipped personnel.
- Temporary closures, which ensure that moisture does not damage any completed section of the new roofing system, are the responsibility of the applicator. Completion of flashings, terminations, and temporary closures shall be completed as required to provide a watertight condition.
- Install roofing membrane only when surfaces are clean, dry, smooth and free of snow or ice; do not apply roofing membrane during inclement weather or when ambient conditions will not allow proper application; consult manufacturer for recommended procedures during cold weather. Do not work with sealants and adhesives when material temperature is outside the range of 60 to 80 degrees F (15 to 25 degrees C).
- Protect adjacent construction, property, vehicles, and persons from damage related to roofing work; repair or restore damage caused by roofing work.
 1. Protect from spills and overspray from bitumen, adhesives, sealants and coatings.
 2. Particularly protect metal, glass, plastic, and painted surfaces from bitumen, adhesives, and sealants within the range of wind-borne overspray.
 3. Protect finished areas of the roofing system from roofing related work traffic and traffic by other trades.
- Until ready for use, keep materials in their original containers as labeled by the manufacturer. Consult membrane manufacturer's instructions, container labels, and Material Safety Data Sheets (MSDS) for specific safety instructions. Keep all adhesives, sealants, primers and cleaning materials away from all sources of ignition.

If you are using a torch, you must:

- Locate at least one "4-A" rated portable fire extinguisher in a readily accessible location on the job site.
- Locate two "2-A" rate fire extinguishers, or a charged water hose, immediately adjacent to any work involving a torch. The extinguishers or hose must be physically located on the roof when torch work of any kind is being performed on a roof.
- Designate at least one employee to remain on the job premises for no less than one hour following completion of the torch work in order to monitor the site for conditions that could cause a fire, such as smoldering embers or a flare-up.

Date: _____ Job Address: _____

Print Name: _____ Signature: _____