

Scope of Work – Roof Replacement (Apartment Community)

Property / Community Name: _____

Property Address: _____

City/State/ZIP: _____

Number of Buildings: _____

Total Roof Squares (Estimated): _____

Property Owner: _____

Property Manager: _____

Contractor: _____

Proposed Start Date: _____

1. General Requirements:

Contractor must maintain safe access, clear walkways, and resident protection at all times.

Contractor shall comply with:

Missouri State Building Codes

International Residential Code as adopted locally

All City of St. Louis or St. Louis County requirements

Contractor is responsible for coordination with property management throughout the project.

2. Permits, Insurance & Documentation:

Contractor shall obtain all required permits.

Contractor must provide:

Certificate of Insurance (COI) naming owner/management as additional insured

Workers' compensation coverage

Licensing as required by jurisdiction

Daily progress updates provided to management.

3. Resident Communication & Coordination:

Contractor shall coordinate with property management for:

Advance resident notices (minimum 48–72 hours)

Noise and access coordination

Contractor shall not directly communicate with residents unless authorized by management.

Emergency contact information must be provided to management prior to start.

4. Site Protection & Safety:

Protect all:

Landscaping

Sidewalks and drive lanes

HVAC units

Windows, siding, and balconies

Use cones, caution tape, and signage as needed.

No debris may be left unattended in resident common areas.

Magnetic nail sweeps performed daily and at final completion.

5. Tear-Off & Disposal:

Complete tear-off of existing roofing materials down to deck, including:

Shingles

Underlayment

Existing ice & water shield

Debris to be removed daily.

Dumpsters to be properly located and removed promptly.

No overnight loose materials permitted.

6. Decking Inspection & Repairs:

Inspect decking after tear-off.

Replace damaged or rotted decking as needed.

Decking replacement to be billed per sheet ($\frac{1}{2}$ " CDX or OSB) unless otherwise agreed.

Any concealed damage must be reported to management immediately for approval prior to repair.

7. Underlayment & Ice/Water Protection:

Install synthetic underlayment over entire roof deck.

Install ice & water shield at:

All eaves and rakes

Valleys

Roof penetrations

Low-slope transitions

Ice & water shield to extend a minimum of 24" inside the exterior wall line.

8. Drip Edge, Flashing & Metal Work:

Install new metal drip edge on all eaves and rakes.

Replace all flashing at:

Chimneys

Sidewalls and headwalls

Roof-to-wall transitions

Flashing to be corrosion-resistant and sealed per manufacturer specifications.

9. Ventilation:

Evaluate existing attic ventilation for compliance.

Install or replace:

Ridge vents

Box vents

Power or static vents as required

Ventilation to meet IRC net free ventilation requirements.

Bathroom and dryer vents to be properly flashed and exhausted.

10. Roofing System Installation:

Install new architectural asphalt shingles (minimum 30-year rating) unless otherwise specified.

Installation shall follow manufacturer specifications including:

Proper nailing pattern

Starter strips at all eaves

Manufacturer-approved ridge caps

Shingle color: _____

11. Penetrations & Accessories:

Replace all pipe boots with new neoprene or lead boots.

Remove and seal abandoned penetrations.

Satellite mounts or other attachments to be coordinated with management.

12. Daily Cleanup & Project Completion:

Daily cleanup of all work areas.

No loose debris allowed at end of workday.

Final cleanup to include:

Full magnetic sweep

Removal of all debris and equipment

Final walkthrough with property management required.

13. Warranties:

Manufacturer material warranty provided.

Contractor workmanship warranty: _____ years.

Warranty documentation to be delivered at project close-out.

14. Exclusions (Unless Specifically Included):

Structural framing repairs beyond decking

Interior unit repairs (drywall, paint, insulation)

Gutter replacement or repair (unless noted)

Solar panel removal/reinstallation

Mold, asbestos, or hazardous material remediation

15. Optional Add-Alternates:

Gutter replacement

Gutter guards

Upgraded shingle system

- Chimney masonry repair
- Sectional/phased replacement

16. Payment Terms:

Total Contract Amount: \$ _____

Payment Schedule:

- Mobilization
- Progress payments by building
- Retainage held until final completion

17. Signatures:

Contractor: _____ Date: _____

Owner/Management: _____ Date: _____