

Commercial Roof Work Coordination

BEFORE THE CREW ARRIVES

Use this sheet with the roofing contractor and building team to record agreed arrangements. Whether a space can remain occupied depends on the actual work and site conditions. It does not replace a project-specific safety or building operations plan.

Property: _____ Planned dates: _____
Owner contact: _____ Contractor contact: _____
Scope / roof areas: _____

1. BUSINESS HOURS AND OCCUPANT NOTICES

Record opening hours, quiet periods, deliveries, tenant contacts, and any areas that may need temporary closure. Who sends notices and communicates changes?

2. ACCESS, STAGING, AND DAILY ROUTES

Agree on crew access, deliveries, parking, material and waste locations, customer entrances, emergency exits, and accessible routes. Who checks that routes remain usable?

3. EQUIPMENT AND INDOOR CONDITIONS

Identify rooftop equipment contacts and relevant air intakes, sensitive stock, workspaces, and equipment below the work. Ask who coordinates any approved operational changes.

4. DECISIONS AND APPROVALS

Name the person who can approve additional work. Record the documentation, price, and authorization needed for concealed conditions or a changed scope.

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DAILY REVIEW AND PROJECT CLOSEOUT

Agree on the daily check-in and escalation process before work starts. Keep this sheet with the written scope, building contact list, and any tenant notices.

☐ **Confirm the next work area**

Which roof area is planned, what activities may affect the occupied space, and which routes or rooms will be restricted?

☐ **Review noise, dust, and odors**

Ask how the proposed materials and methods affect the plan. Coordinate indoor-air concerns with the building manager and qualified HVAC personnel; do not alter systems yourself.

☐ **Plan for weather and an unexpected condition**

Who decides to pause or change the work? How will temporary protection, affected indoor areas, and occupant communications be handled?

☐ **Close the daily loop**

Confirm cleanup, barriers, deliveries for the next work period, and the contact for a new leak or other concern. Keep occupants away from wet floors or unstable ceiling areas.

☐ **Collect completion records**

Request photos of completed details, the final scope and approved changes, product and care information, applicable warranty documents, and the follow-up contact.

Open questions / next review

Related reading: [Commercial roof leak planning guide](#)

Indoor-air resource: [EPA Building Air Quality Guide for owners and facility managers](#)