



HURRICANE SEASON

JUNE 1ST - NOVEMBER 30TH

IS YOUR ROOF READY?

ADVANCED ROOFING INC. 2016 HURRICANE SEASON COMMERCIAL ROOF PREPARATION CHECKLIST

Building Name

Responsibility

Checklist Accomplishment Date

ADVANCED ROOFING INC.
2016 HURRICANE SEASON
COMMERCIAL ROOF
PREPARATION CHECKLIST



No.	Action Item	YES	NO	Assign	Request Date	Finish Date	Hours
PRIOR TO THE HURRICANE SEASON							
1	Monitor weather reports often during the Hurricane Season June 1 - November 30 and sign up for weather.com sever alerts						
2	Review your roof warranty to ensure its up to date						
3	Review property insurance regarding water, wind, and hurricane damages, as additional coverage may be needed						
4	Create a list of emergency contacts						
5	Know your evacuation routes						
6	Maintenance and stage generators						
7	Stockpile provisions: gas, ply-wood, food, water, batteries, radio, etc.						
8	Communicate your emergency plan with staff and tenants						
PRIOR TO A HURRICANE							
1	Take photos of your existing roof system prior to a storms arrival						
2	Cover windows with shutters or plywood						
3	Trim trees away from the roof by 3 feet						
4	Use visqueen to cover outdoor valuables subject to damage						
5	Remove all loose objects left behind by tradesmen						
6	Check HVAC condenser units to make sure they are secured						
7	Check all exhaust and intake fan covers for proper securement						
8	Make sure all roof drainage points are clear of obstructions						
9	Check all edge metals for proper securement						
10	Remove skylight lenses and cover with a metal cap or plywood						
*	Optional: Wind Uplift test and Moisture Survey						
DURING A HURRICANE							
1	Take shelter in an interior room without windows until storm passes						
2	Monitor your news stations for storm condition updates						
3	Periodically conduct an internal check of your roof for damages						
AFTER A HURRICANE							
1	Use caution when assessing damage to your property						
2	Look Out For: Storm surge, contaminated drinking water, car accidents, gas and water leaks, unstable structures, stray animals, down powerlines, carbon monoxide poisoning from generators						
3	Take photos of any damage which occurred for comparison						
4	Contact your insurance company as soon as the storm passes						
5	Do not attempt to fix or seal your damaged roof after a storm						
6	Do not give cash deposits or checks to unknown contractors						
7	Call your roofer following a storm to review damages and for repairs						