



<b>Installer Name:</b>	<b>Confirmation Date:</b>	<b>WTW Project: #MA-</b>
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To ensure roof installation in accordance with all Weathertight Warranty (WTW) specifications, on-site inspections are required. Your Confirmation of Quotation will indicate the type and projected number of inspections necessary for your project, however the actual number of inspections is subject to change based on project scope, construction schedule and other factors.

**⚠ BEFORE CONSTRUCTION**

- Review the information below about your responsibilities for on-site inspections.
- DO NOT START ROOF CONSTRUCTION** prior to WTW Coordinator confirming inspection progress points.

**INSPECTION FEES**

- Inspection fees are based on travel and scope of project with a minimum charge of \$1,900 per inspection. Incurred travel costs above the budgeted amount will be reflected on the final WTW invoice. In the event an inspection is canceled by the Installer, or needs to be re-scheduled due to an Installer deficiency, a \$150 fee will be charged, plus additional transportation, hotel, travel time and other costs incurred due to re-scheduling.

**SCHEDULING INSPECTIONS**

- Once Roofing Warranty receives your signed Confirmation of Quotation, Pre-Construction Certification and payment of the required WTW deposit, a WTW Coordinator will contact you to establish inspection progress points. **Do not start construction prior to this.**
- Contact Roofing Warranty at [support@roofingwarrantyllc.com](mailto:support@roofingwarrantyllc.com) a minimum of 10 business days in advance of the agreed upon completed project points to schedule all Inspections. Important: **The Final Inspection can not be scheduled until the balance of all WTW and Inspection fees has been paid in full.**

**ROOF ACCESS & SAFETY EQUIPMENT**

- It is the responsibility of the Installer to facilitate free and safe access to the entire roof for WTW Inspectors to complete the necessary review of warranty requirements.
- The Installer must provide the Inspector with all safety equipment, fall equipment, and PPE to meet project and/or OSHA requirements, as well as ladders and man-lifts as requested.
- If WTW Inspector arrives at project site for a scheduled inspection and appropriate safety equipment is not in place, Installer will have 2 hours to put safety equipment in place. If this cannot be done, the inspection will be re-scheduled and the Installer will be responsible for all additional costs as outlined above.

**PERSONNEL**

- A qualified employee of the installation company with proper photo identification is required to meet with the WTW Inspector at the project site for each on-site inspection. No exceptions.

**APPROVED INSTALL DETAILS**

- Ensure that the Metal Alliance approved installation details are always available on the job site. These are available at [www.metalalliance.com](http://www.metalalliance.com).

**DEFICIENCIES & FOLLOW-UP**

- If deficiencies are found during an inspection, they will be shared with the Installer and noted in the Inspection Report. The Installer must correct any deficiencies in accordance with instructions from the Inspector including following up with photos if requested. In some cases, additional inspections may be required to verify that corrections are made.
- In the event additional inspections are conducted, the Installer will be billed for additional inspection fees and all related costs as outlined above. These must be paid in full prior to the issuance of a Weathertight Warranty.

**FINAL INSPECTION**

- The balance of all WTW fees, including Inspection fees, must be paid in full prior to scheduling a Final Inspection date.
- Projects must pass a Final Inspection before a WTW can be issued. If deficiencies are found during the Final Inspection, the Installer will have up to 2 hours after the inspection to satisfactorily correct such defects. If required corrective action cannot be properly completed in 2 hours, re-inspection will be required and must be scheduled after the corrective action has been properly completed. This process will be repeated until the installation passes Final Inspection.

**? For questions about scheduling or preparing for inspections, contact [support@roofingwarrantyllc.com](mailto:support@roofingwarrantyllc.com).**