NATIONAL COMMERCIAL RESTORATION

Ask clearly. Decide confidently.

Bring these questions to an inspection or scope conversation. Record who answered, which documents support the answer, and what still needs to be resolved.

PROPERTY / BUILDING ID

MEETING DATE / CONTACTS

01 Understand the findings and proposed scope

01 **Who is responsible for the assessment, estimating, project coordination, and owner updates?**

02 **Which roof areas and details were reviewed? What was inaccessible or remains unverified?**

03 **How do the photographs and observations connect to the proposed repair or restoration work?**

04 **What work, materials, quantities, and interfaces are included in the scope? What is excluded?**

05 **What options were considered, and what property conditions support the recommended approach?**

06 **Which questions require a technical answer from the contractor, a coverage answer from the carrier, or advice from another professional?**

Use the written scope and actual records for decisions. A conversation or worksheet does not establish coverage, price, project scope, or a warranty.

NATIONAL COMMERCIAL RESTORATION

Plan the work. Review the result.

A clear construction plan should account for both the roof and the people using the building. Confirm responsibilities before work starts and record changes as they occur.

07 **How will access, staging, occupied areas, tenant schedules, and day-to-day operations be coordinated?**

08 **What is the plan for weather exposure and temporary protection during the work, and who communicates changes?**

09 **How will proposed changes, additional findings, costs, and approvals be documented before work proceeds?**

10 **Which roof-system products and installation requirements apply? What warranty information will be supplied, and by whom?**

11 **What review checkpoints, issue-escalation contacts, and final acceptance steps are included?**

12 **What closeout records will the owner receive, including completed-work details, applicable product documents, and unresolved items?**

NEXT ACTION / RESPONSIBLE CONTACT

These questions are an organizational guide for commercial property owners. The applicable agreements, manufacturer documents, professional findings, and carrier decisions control their respective matters.