



Lic. # PRITCRI981BB
9112 Highland AV Lakewood WA 98498
Office: 253-584-7772 Fax: 253-588-0507 Mobile: 253-677-0510.

Thank you for choosing Pritchett's Roofing as your roofing contractor. We would like to now take the time to inform you on how the process of getting your new roof, will proceed. We hope to answer most of your questions.

Scheduling

Doing a roof is largely dependent on the weather. Living in Washington State, you are aware of how the weather can drastically change from one day to another. Since this is the case, our schedule often fluctuates and we appreciate your understanding of this.

Usually we can offer you a general time period of when your roof will be done, like the middle of June, end of June, etc. but offering a specific date is almost impossible. We will however try to give you approximately one week's notice before we start the work on your roof, this too will be dependent on the weather.

Sometimes we can only give you a day or two's notice because of our fluctuating schedule and it is up to you to have us do it or have us waiting. When it comes time to have your roof done the process will take place as follows.

The day of the tear off

The first day of our arrival is usually dedicated to removing the old roofing, making necessary repairs and installing the felt paper. When we arrive at the jobsite the foreman will knock on the door and let you know that we have arrived, while the rest of the crew will get the dump truck parked in a strategic spot, usually the driveway. Then we cover the grounds, below the area that we are going to start tearing off, with tarps. The tarps are used to catch the debris that will fall off the roof during the removal.



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Generally, the debris is minimal unless it's a very steep roof or there is no dump truck access to the house and we have to ground drop all of the garbage. Once we get the dump truck parked and the grounds covered with tarps the tearing off of the old roofing begins. Once the shingles are removed and the debris is thrown into the dump truck all of the old fasteners in the field are hammered down flat and the fasteners in the exposed overhang are removed. Please note that the fasteners in the overhang can only be removed if the head of the fastener is not rusted away and broken off. Following this the foreman will inspect the roof deck and make any repairs as necessary. If the repairs are significant we will discuss with you the situation and how you would like us to handle them.

Skylights, if any, will be taken off the curb and the old flashing will be removed. In order for us to do this the skylights can not be sealed down to the curb, if they are sealed down to the curb, we will have to either re-use the old flashing if it is in good working condition, or forcefully remove the glued down skylight. If we have to forcefully remove the glued down skylight there is a strong chance that it will be broken. If this happens it is your responsibility to pay for the replacement of the skylight. Once all the repairs are made we will cut in the necessary roof vents or continuous ridge vent and install felt paper on the section of the roof that was torn off. We will then move our ground tarps to the area below where we will next be tearing off and then repeat the same process. The felt paper that is installed after the tear off will be fastened down and will act as a temporary waterproof membrane, and the roof will then be ready for the installation of the new roofing material.

Installing the new roof

The new roofing will usually be installed the day after the tear off. This is dependent on whether or not we are able to get our materials delivered on the roof the day of the tear off or first thing in the morning the day of installing the new roof. Sometimes we have to wait one day before we can get started shingling. The installation of the new roof usually takes one or two days



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depending on the size of the house and how complicated it is. Before our crew comes out to install the new roofing the foreman will go over with the entire crew all of the areas of the roof that need special attention. It is during installation that new flashing is installed around skylights, chimneys, plumbing pipes, etc.

We will also paint any furnace vents, tops of plumbing pipes or the chimney counter flashing. Following the installation of the roofing we pick up all our garbage on the roof as well as on the ground and haul it away, leaving our customer a new roof without any garbage. In order for this entire to proceed smoothly there are some things that we need from you.

Homeowner's responsibilities

1. Move cars out of the driveway and/or the garage before we arrive at the jobsite.
2. Provide a good supply of power for us to plug in our compressor and saw.
3. Provide access to a bathroom.
4. Cover anything that is under your skylights. There will be debris that will fall into the house during the removal of them.
5. Move any hanging plants deck or lawn furniture away from the perimeter of the roofline to allow for the installation of our tarps. Twenty feet away is far enough.