

# DRY-TECH COMMERCIAL ROOFING SERVICES, INC.

## SERVICE WORK ORDER

COMPANY NAME ABC CORP. DATE 9-10-05  
 ADDRESS 177 W. INDUSTRIAL ST. AUTHORIZATION P.O. # 100472  
WINSTON-SALEM, NC 23456 CUSTOMER NUMBER 3725  
 REQUEST CALLED IN BY JOHN SMITH PHONE 336-123-4567  
 WORK SITE CONTACT SAME PHONE SAME  
 WORK SITE ADDRESS SAME  
 EXPLANATION OF SERVICE REQUEST HAS LEAK IN WAREHOUSE OVER RACK 45  
AND HAS LEAK IN OFFICES BY COPY ROOM.

**LEAK IDENTIFICATION**

LEAK 1 WAREHOUSE LEAK 5 \_\_\_\_\_  
 LEAK 2 OFFICES LEAK 6 \_\_\_\_\_  
 LEAK 3 \_\_\_\_\_ LEAK 7 \_\_\_\_\_  
 LEAK 4 \_\_\_\_\_ LEAK 8 \_\_\_\_\_

LEAKS THAT MAY NOT BE BILLABLE \_\_\_\_\_ WHY? \_\_\_\_\_  
 IS THE REPAIR WORK COMPLETE? YES  NO  IF NOT, WHY? \_\_\_\_\_  
 IS ROOF UNDER WARRANTY? YES  NO  IF YES, BY WHO? \_\_\_\_\_

QTY	DESCRIPTION OF MATERIAL	QTY	DESCRIPTION OF MATERIAL
5 gal.	ROOF MASTIC		
20 FT.	FABRIC 6"		
1 gal	ASPHALT PRIMER		
1 TUBE	HIGH GRADE SEALANT		

EMPLOYEE NAME	DATE	START	FINISH
BOB JONES	9-14-05	8:00 AM	12:00 PM
TIM BROWN	9-14-05	8:00 AM	12:00 PM

CUSTOMER SIGNATURE John Smith DATE 9/14/05  
 PRINT NAME John Smith TITLE MAINT. MGR.

**DRY-TECH COMMERCIAL ROOFING SERVICES, INC. - REPAIR DEFECT SHEET**

CUSTOMER ABC Corp.

WORK ORDER# 005321

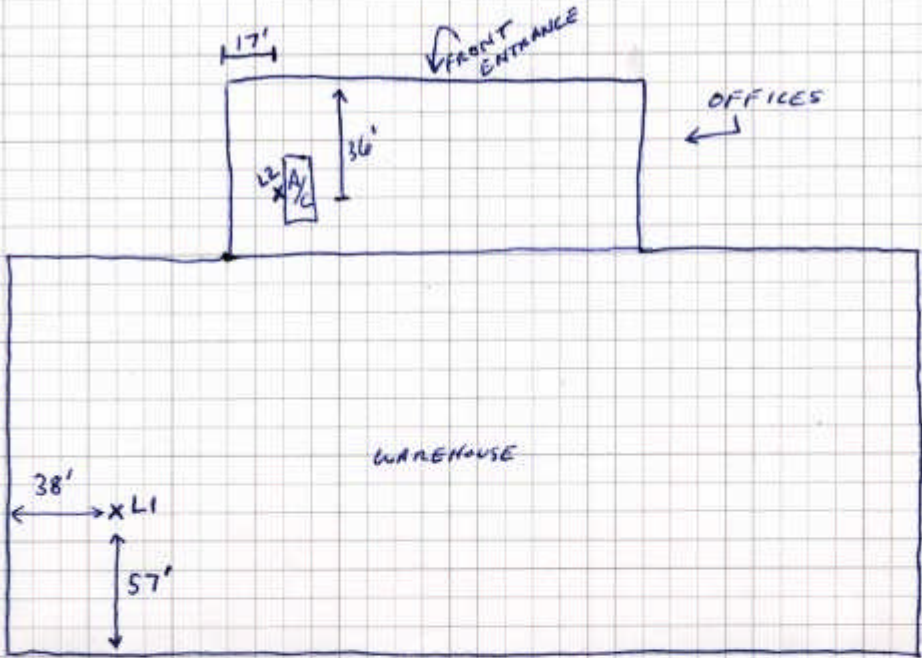
LEAK(S)	DEFECT DESCRIPTION	NOTES/COMMENTS
	<b>FLASHING AND TERMINATION</b>	
	OPEN FLASHING	
	HOLE/CUT IN FLASHING	
L2	SPLIT/TEAR IN FLASHING	BY EAST WALL A/C UNIT
	DETERIORATED FLASHING	
	LOOSE/OPEN FLASHING LAP	
	BRIDGED FLASHING	
	LOOSE FLASHING TERMINATION	
	MISSING FLASHING TERMINATION	
	DETERIORATED CAULK/SEALANT	
	<b>ROOF MEMBRANE - FIELD OF ROOF</b>	
	FIELD BLISTER	
	FISHMOUTH/VOID IN MEMBRANE	
	HOLE/CUT IN MEMBRANE	
L2-L1	SPLIT/TEAR IN MEMBRANE	BUR. MEMBRANE SPLIT AND OPEN
	DETERIORATED MEMBRANE	
	LOOSE/OPEN SEAM IN MEMBRANE	
	LOOSE MEMBRANE SECUREMENT	
	VEGITATION GROWTH/DAMAGE	
	PONDING WATER DAMAGE	
	FOOT TRAFFIC DAMAGE	
	MECHANICAL EQUIPMENT DAMAGE	
	ROOFTOP DEBRIS DAMAGE	
	CHEMICAL/OIL DAMAGE	
	<b>METAL DETAILS AND METAL ROOFING</b>	
	OPEN/LOOSE VERTICAL PANEL LAP	
	OPEN/LOOSE HORIZONTAL PANEL SEAM	
	LOOSE/MISSING PANEL FASTENER	
	DETERIORATED/RUSTED PANEL	
	DAMAGED METAL PANEL	
	HOLE/CUT/CRIMPED METAL PANEL	
	MISSING METAL FLASHING	
	OPEN JOINTS/LAP IN METAL FLASHING	
	LOOSE METAL FLASHING	
	DETERIORATED/MISSING METAL SEALANT	
	HOLE IN METAL FLASHING	
	DAMAGED METAL FLASHING	
	<b>MISCELLANEOUS ITEMS</b>	
	DUCT WORK DEFECT	
	MECHANICAL EQUIPMENT DEFECT	
	SKYLIGHT SEAL/PANEL OPEN	
	OPEN PENETRATION FLASHING	
	OPEN PITCHPOCKET	
	CLOGGED DRAIN/SCUPPER/GUTTER/D.S.	
	LOOSE OR MISSING WALKPADS	
	MISSING/BROKEN SHINGLES	
	FASTENER OR NAIL BACKOUT	
	IMPROPER MATERIALS (BY OTHERS)	
	IMPROPER WORK/REPAIR (BY OTHERS)	
	MASONRY OR WALL DEFECT	
	<b>OTHER DEFECT</b>	

NOTE: DRAWING SHOWING LEAK LOCATIONS MUST BE INCLUDED WITH THIS FORM.

DRY-TECH COMMERCIAL ROOFING SERVICES, INC. - LEAK LOCATION DRAWING

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DRAW ROOF AND LEAK REFERENCE AREA ABOVE

TYPE OF ROOF SYSTEM B.U.R. GRAVEL CONDITION FAIR

TYPE OF DECKING METAL DIRECTION OF DECK   $\rightleftarrows$    $\updownarrow$

ADDITIONAL OBSERVATIONS OR COMMENTS NOTICED OTHER MISC. DEFECTS WHILE ON ROOF. RECOMMEND INSPECTION AND MINOR REPAIRS TO PROLONG LIFE OF ROOF.