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| moseal | STATE OF MISSOURI  OFFICE OF ADMINISTRATION  DIVISION OF FACILITIES MANAGEMENT, DESIGN AND CONSTRUCTION  **ROOFING SYSTEM DESCRIPTION** | | | | | | | | |  | |
| PROJECT NUMBER | |
| GENERAL INFORMATION | | | | | | | | | | | |
| AGENCY NAME | | | | | | | | | | | |
| AGENCY CODE | | | | ASSET (FACILITY) NUMBER | | | SITE NUMBER | | | | |
| BUILDING NAME | | | | | | | | | | | |
| BUILDING ADDRESS | | | | | | CITY | | | STATE | | ZIP CODE |
| DATE OF ROOF COMPLETION | | | ROOF SLOPE | | | ROOF AREA | | ROOF HEIGHT (AGL) | | | |
| ROOF CONSULTANT | | | | | | BUILDING USE | | | | | |
| ROOF ACCESS | | | | | | ADMIN/INSPT | | | | | |
| WARRANTY | | | | | | ROOF MANUFACTURER | | | | | |
| ROOF INSTALLER | | | | | | GENERAL CONTRACTOR | | | | | |
| **COMPONENT** | | TYPE | | | **COMMENTS** | | | | | | |
| **SURFACING**  RIVER GRAVEL, PEA GRAVEL, COATING, PAVERS, NONE | |  | | |  | | | | | | |
| MEMBRANE  BUILT-UP, EDPM-FA, EDPM-B,  EDPM-MF, METAL-SS, METAL-AR, SHINGLE, PVC, FOAM, TPO, OTHER | |  | | |  | | | | | | |
| INSULATION  POLYSTYRENE, ISO BOARD, FIBERGLASS, FIBERBOARD, PERLITE, URETHANE, NONE, OTHER | |  | | |  | | | | | | |
| THICKNESS | |  | | |  | | | | | | |
| ATTACHMENT | |  | | |  | | | | | | |
| VAPOR BARRIER  KRAFT, FELT, ALUMINUM FOIL,  POLY, PLASTIC, OTHER | |  | | |  | | | | | | |
| DECK  STEEL, WOOD, GYPSUM (SLAB OR PLANK), LT. WT. CON., REG. CON., OTHER | |  | | |  | | | | | | |
| **STRUCTURAL SYS.**  STEEL JOIST, WOOD TRUSSES, CONCRETE, METAL PURLINS | |  | | |  | | | | | | |
| **DESCRIPTION OF ROOF-TOP ACCESSORIES** | | | | | | | | | | | |
|  | | | | | | | | | | | |

MO 300-1409 (03/05)

**ROOFING SYSTEM DESCRIPTION**

**GENERAL INFORMATION – PROJECT NUMBER (FMDC PROJECT NUMBER)**

1. Site and Asset (Facility) number from website (link below).

(<https://oa.mo.gov/facilities/vendor-links/architectengineering-forms>)

1. Agency Name and Code:

B MDC-Dept. of Conservation

C DOC-Dept. of Corrections

D DED-Dept. Economic. Development

E DESE-Dept. Elem. & Secondary Education

F MDA-State Fairgrounds

H DSS

H DOSS-Dept. of Social Services- Youth Services

J DHSS-Dept. of Health & Senior Services

K MoDOT-Dept. of Transportation

L DOLIR-Dept. of Labor & Industrial Relations

M DMH-Dept. of Mental Health

N DOR-Dept. of Revenue

O Office of Administration

P DHE-Dept. of Higher Education

Q DPS-Dept. of Public Safety - General

R DPS-MSHP-Highway Patrol

T DPS-MONG-National Guard

U DPS-MVC-Veteran's Commission

V DNR-Dept. of Natural Resources - General

W DNR-Geology and Land Survey

X DNR-Parks and Historic Preservation

Y DNR-Environmental Quality

Y DNR-Hazardous Waste

Y DNR-Solid Waste

1. Roof Slope should be average slope over entire roof area.
2. Building Use – describe the type of occupancy such as office, food service, boiler, warehouse, swimming pool, etc.
3. Roof access – describe what is necessary to reach the roof. Is it necessary to bring a ladder? Is there a roof hatch? If so, where?
4. Admin/Inspt – FMDC Construction Administrator or other inspector used during roof installation for quality control.
5. Warranty – If there is a roof warranty, indicate length of warranty and attach a copy to this report. Secure copy of warranty at the end of new or re-roof projects.
6. Roof Manufacturer – List name of primary materials supplier, company issuing the warranty. For single-ply roofs and Modified bitumen roofs secure 8 inch by 8 inch sample of roof membrane or cap sheet from actual material used on job.
7. Roof Installer – List company name and phone number.
8. General Contractor – List company name and phone number.
9. Component, Type, Comments – Describe system used and any unusual characteristics of the system.
10. Description of Roof Top Accessories – Indicate type and size or number of vents, skylights, roof-type HVAC units, roof piping, etc.

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