

# POST-INSTALLATION CHECKLIST

It is dangerous to climb or walk on your roof, so only do it if you accept the liability in case of injury.  
Consider calling an insured roofing contractor instead.

**WORK ORDER NUMBER:**

**DATE:**

**CONTRACTOR:**

**SITE LOCATION:**

**SUMMARY OF WORK PERFORMED:**



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## HAVE THE FOLLOWING CONDITIONS BEEN MET UPON PROJECT COMPLETION?

ITEMS	Y/N	COMMENTS
Has the work been completed in accordance with the roofing contract?	<input type="checkbox"/>	
Have all tasks outlined in the roofing contract been completed?	<input type="checkbox"/>	
If any tasks were not completed, were they discussed with the customer and agreed upon?	<input type="checkbox"/>	
Have any changes or alterations to the work specified been discussed and agreed upon by both parties?	<input type="checkbox"/>	
Have any pricing changes been discussed and agreed upon by both parties?	<input type="checkbox"/>	
Has the work site been cleaned up, including removal of all old roofing materials, contractor tools, materials, garbage and vehicles?	<input type="checkbox"/>	
Have reasonable and appropriate measures been taken to clean up and/or restore the surrounding landscape that may have been affected by the work performed?	<input type="checkbox"/>	
Has payment been collected, and if not, has a payment date been established and agreed upon by both parties?	<input type="checkbox"/>	
Has a post-installation inspection been scheduled?	<input type="checkbox"/>	
Has a customer satisfaction survey been sent to the customer?	<input type="checkbox"/>	

### ADDITIONAL NOTES/COMMENTS:

