# SCOTT'S ROOFING

INSTALLATION GUIDE

# Your Dedicated Roofing Specialist

Welcome to Scott's Roofing, where our story began in 2012 as a small, family-run enterprise nestled in Lafayette, Colorado. Since our inception, we have remained steadfast in our pursuit of excellence, driven by a passion for our trade, unwavering integrity, and a deep-rooted connection to our community. Today, we proudly stand as a cohesive team of dedicated professionals, committed to putting our customers first.

Our team comprises highly skilled individuals with extensive expertise spanning all aspect of roofing, including installation, repair, and maintenance. We take great pride in our meticulous attention to detail and our commitment to utilizing only the finest materials available, sourced from reputable suppliers such as **Malarkey Roofing Products** and **Atlas Roofing.** Through the application of industry-leading techniques, we consistently deliver outstanding results on every project we undertake be it residential, commercial, or industrial in nature.

At Scott's Roofing, we approach each endeavor with precision and a focus on exceeding client expectations. Our dedication to quality craftsmanship, coupled with our unwavering commitment to customer satisfaction, sets us apart as a trusted partner in all roofing needs.

## Residential Roofing

Specializing in residential roof replacement throughout Colorado's Front Range, Scott's Roofing offers comprehensive support from initial estimates to meticulous construction and cleanup. Our dedicated team acts as advocates for homeowners, providing thorough inspections, honest recommendations and representation during insurance assessments. With a focus on customer satisfaction, we ensure a stress-free experience and impeccable results, typically completing projects in a single day.

## Commercial Roofing

Understanding the significance of commercial roofing investments, Scott's roofing delivers tailored solutions for diverse property types, including retail spaces, warehouses, offices, and religious centers. Our licensed and insured project managers prioritize timely execution and attentive service, offering expert diagnostics, efficient proposals, and ongoing support. Entrust us with your project, and we'll ensure your needs are met with cost-effective solutions and exceptional craftsmanship.

## Roofing Maintenance and Repairs

Protect your investment and prolong the life of your roof with Scott's Roofing's tailored maintenance and repair services. As your dedicated partners, we swiftly address leaks and repairs, ensuring minimal disruption to your daily life. With our esteemed status as approved vendors and a commitment to prompt service, trust us to preserve the integrity of your property, one shingle at a time.

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# Our Business is a Force for Good

We are on a mission to install Colorado's best quality, environmentally-friendly roofs while pioneering a model for sustainable business. We strive to create a small environmental footprint, using upcycled materials to reduce landfills. We take the same approach to the planet as we do the roofs we build. It's not about what's easy, it's about what's right. There is no greenwashing here. We make every decision grounded in a commitment to our sustainability initiatives. And as we learn more we'll do more.

# Areas of Focus

## Materials & Waste

At Scott's Roofing, we take pride in offering roofing solutions that not only protect your home but also contribute to a cleaner, more sustainable environment. Our commitment to this ethos is evident in our selection of materials and products sourced form industry leaders like Malarkey Roofing Products and Atlas Roofing Corporation. Renowned for their eco-friendly practices and cutting-edge technologies, both Malarkey and Atlas offer solutions that prioritize sustainability without sacrificing performance or durability.

**Malarkey Roofing Products:** Crafted with recycled materials, including tires and plastic water bottles, Malarkey shingles divert waste from landfills, promoting environmental stewardship. Integrating advanced shingles such as Scotchgard™ Protector for long lasting algae resistance, Nexgen™ polymer modified asphalt for enhanced durability, and Zone nailing area for easier installation and improved wind resistance, Malarkey ensures top-notch quality while reducing environmental impact. The incorporation of smog-reducing granules in the shingles further enhances their eco-friendliness, with each installation having the equivalent environmental benefit of planting up to 2 trees.

**Atlas Shingles:** Offering exceptional durability and weather resistance, guaranteeing prolonged protection for your property. Additionally, with 3M's Scotchgard™ Protector, these shingles actively combat air pollution by converting harmful pollutants into harmless compounds, while also providing resistance against black streaks and algae stains, ensuring a pristine appearance and enhanced longevity for your roof.

## B Corp

Scott's Roofing is thrilled to share that we have achieved B Corp Certification, making us the sole roofing company in the United States to earn this esteemed recognition. B Corps, or Certified B Corporations, are businesses that have undergone a rigorous evaluation to ensure they meet the highest standards of social and environmental performance, transparency, and accountability. For us, achieving this certification is not just a badge of honor but a testament to our unwavering commitment to operating as a force for good in our industry and beyond. It reflects our core values, including providing high-quality workmanship, responding with urgency, prioritizing environmental sustainability, and conducting business with honesty and integrity. By joining the global B Corp community, we're excited to collaborate with like-minded organizations and contribute to building a more inclusive and sustainable economy.

## Advocacy

We're starting to speak up. Through our membership with the Colorado Outdoor Business Alliance (COBA), a coalition of Colorado-based businesses and entrepreneurs advocating for strong conservation policies, we have supported environmental lobbying efforts at the state capital.

# Homeowner Roofing Project Checklist

## Know the Next Step

### WHERE TO START

- [ ] **Inspection:** Contact Scott's Roofing to schedule a thorough inspection of your roof's condition to assess the scope of the project.
- [ ] **Payment Options:** With your project manager's expertise, they can help you determine if filing a claim with your insurance company is in your best interest. Various policy options and deductible rates can significantly impact your financial decision-making process.
- [ ] **Confirm:** Review timeline for installation with your project manager and go over warranties, pricing, and the supplemental process of the scope of loss. Carefully review the "Insurance and Supplemental Overview" document provided.
- [ ] **Contract:** Your project manager will assist you in finalizing the contract, offering options for either a hard copy or electronic signature. To commence work on your project without delay, we kindly ask for payment to be processed promptly.
- [ ] **Permit:** In Colorado, having a permit for roof replacement is a prerequisite. Our team will handle this procedure on your behalf, alleviating any need for your involvement.
- [ ] **Material Selection:** Your project manager can help you choose the appropriate roofing materials based on factors like durability, weather resistance, and aesthetic preferences.
- [ ] **Planning:** After you've signed the contract and your permit has been approved, your contractor will order materials and schedule a date for your project to begin.
- [ ] **Solar Panal Removal: (if applicable)** If you require assistance, Scott's Roofing can help by arranging licensed solar companies to detach and reset your panels or by coordinating directly with your current solar provider for a seamless transition.

### PROJECT BEGINS

- [ ] **Material Delivery:** Your new shingles and other roofing materials will arrive a few days before installation.
- [ ] **Prepare For Installation:** Carefully review and follow the "Preparations and Expectations" document provided for your roof installation day.
- [ ] **Installation:** Your fully licensed and insured roofing crew arrives early and begins your project. They will remove the old roof, inspect the current condition of the roof deck, then begin installing the new materials.
- [ ] **Clean Up:** The crew will remove any debris and dispose of old materials responsibly, leaving the work area clean and tidy. Any surplus materials will be collected in 1-2 days post installation.

### WRAPPING UP

- [ ] **City Inspection:** After completing your roof, you will have one final inspection from your city to ensure the final project is up to code. Kindly retain the permit posted and the set ladder until the inspection is finalized.
- [ ] **Reset Solar: (if applicable)** Once your roof passes inspection, you can have your solar panels reset. If you need help with this process Scott's Roofing is here to assist you.
- [ ] **Final Invoice:** Your prompt final payment upon completion of your roof installation ensures a seamless conclusion to your project.

### SHARE THE LOVE

- [ ] **Write Review:** Your feedback is valuable to us and we would greatly appreciate it if you would take a couple minutes of your time to share your experience with Scott's Roofing. Simply scan the QR code provided with your smartphone camera and you'll be directed to the review platform

**On behalf of Scott's Roofing, we thank you again for entrusting us with your roofing needs.**

SCOTT'S ROOFING

# Insurance & Supplement Process Overview

The summary of damages to your home from your insurance company is called **The Scope of Loss**. This is an estimation of what your roof could cost. Almost always, this scope does not adequately represent all of the damages to the roof/home. Without tearing the roof down to the roof deck, it is almost impossible to know exactly what those damages equate to.

This is where your contractor comes in! We will work off the initial insurance scope provided and "supplement" any additional damages found, code upgrades required by the city, and any missed items that the initial scope did not include. Remember that this process can be time-consuming, but we have a team dedicated to ensuring we get your roof back to the best condition.

The replacement cost value **(RCV)** is the initial amount estimated. However, this number will always increase as a result of the supplement process. You may reference our contract, which states, "plus permit & supplements." This is where the supplement cost comes into play. The insurance company will release additional checks as supplements are sent in throughout the approval process. As explained above, neither the insurance company nor any contractor can know for sure what the project's final cost will be until the end.

The cost of the supplement will be collected at the end of the project when we invoice for the completed repairs. Your insurance company pays this increased amount as we guarantee your only out-of-pocket expense will be your deductible and any optional upgrades you choose with your project manager.

## RCV vs ACV

- RCV is the replacement cost value = the cost of the project based on today's market value.
- ACV is the actual cash value = the cash value of the project at the time of purchase.
- Recoverable depreciation = the difference between actual cash value (ACV) and replacement cost value (RCV). This amount is released at the end of the project once the insurance company has been invoiced for the completed repairs.

## Overhead and Profit (O&P)

Overhead and profit is an allowance provided by your insurance company allocated to the contractor for directing and coordinating the trades. This is an additional 20% added to the job cost. 10% for overhead and 10% for profit. Again, this allowance is provided by your insurance company as it is not expected to be paid out of pocket. Sometimes the insurance company does not include that in the front end so our team would supplement for it.

## Deductible

The deductible is your out-of-pocket expense. This amount is not included in the insurance payout and will be payable to the contractor by you.

# Preparation and Expectations for Installation Day

## Delivery of Roofing Materials

- Your new shingles and other roofing materials, such as underlayment, vents etc., should arrive a few days prior to installation.
- In most cases materials will be placed on your roof but there are occasions where they will need to be placed in the driveway. Please ensure your driveway is clear of obstructions to accommodate this.

## Home Interior Preparation

- Vibration will occur so please take appropriate measures to secure items in your home such as hanging pictures & art work.
- Ensure that ceiling fixtures such as fans, chandeliers, or lighting fixtures are securely fastened to prevent them from falling during the roof installation.
- If you have pets, you generally don't need to arrange alternate accommodation during your installation provided you keep them secure and away from the work zones.

## Home Exterior Preparation

- Clear outdoor area and remove any obstacles or items around the perimeter of the house that may obstruct roofers access to the roof, such as outdoor furniture, plants, or decorations.
- Protect your landscape and cover delicate plants, flowers and shrubs near the house to shield them from falling debris and foot traffic.
- Our roofing professionals are available to assist you with moving outdoor items to minimize any inconvenience. Any items that cannot be moved will have a protective tarp placed over them.
- Satellite service may temporarily lose connection during the installation and may require recalibration by the provider. You will be reimbursed for any costs associated with recalibration by your insurance provider.
- Ensure your driveway is clear of vehicles to allow easy access for roofing materials and equipment. Additionally, have an alternate plan to park your vehicle(s) on the street to avoid getting trapped in the garage on day of installation.
- Please be aware that during the roof installation process, a significant portion of your yard, including the rear and sides of your property, will be inaccessible for safety reasons. This restriction is necessary to prevent any accidents or injuries that could occur due to falling debris, equipment movement, or other construction-related activities.

## Installation Day

- Your roofing crew will typically arrive between 7:00-8:00 a.m. (Will be notified if different.)
- You are not required to be present during the roof installation, but anticipate noise from the roofing activities and consider arranging to be off-site for the day to mitigate disruptions.
- Expect a dump trailer to be delivered to your home on installation day for collection and removal of construction debris. The trailer is typically removed by the end of day. In case the project extends into the next day, leaving the trailer overnight may be necessary.

## Roof Installation Process

- Removal of the Old Roof: Our roofing crew will begin by removing all existing roofing materials. This phase tends to be the messiest part of the operation.
- Roof Inspection: With the removal of old materials complete, our roofing professionals will conduct a thorough examination of the roof deck to ensure its integrity. This inspection is essential prior to initiating the installation of new materials. It's important to note that regardless of their condition, flashing around vents, chimneys, and valleys will always be replaced to prevent water infiltration.
- Underlayment Installation: Following the replacement of the metal drip edges our roofers will roll out the underlayment across the roof deck. We offer various options for underlayment including ice and water barrier for specific areas like valleys and eaves, and synthetic underlayment for the remaining portions.
- Shingle Installation: The contractor will commence shingle installation by applying starter shingles along the bottom and side edges of the roof deck. Shingles will then be applied in staggered rows and secured with roofing nails. To complete the process, hip and ridge shingles will be utilized along the roof ridge and hips.
- Installation or Replacement of Vents: Depending on your roof's ventilation requirements, existing ridge vents and/or static vents may be replaced or added by the contractor.

## Clean Up

- Our roofing installers conduct a meticulous and comprehensive cleanup post-installation, removing all debris and waste materials from your property.
- The crew will use powerful magnets to sweep the area to detect and collect any stray roofing nails to prevent safety hazards and maintain the integrity of your surroundings.
- Following installation, gutters are typically upgraded and replaced to ensure optimal functionality and enhance protection against water damage. In cases where gutter replacement is not required, we meticulously clear them of any accumulated debris during the installation process.
- Our team diligently orders only the necessary materials for your roof; however, any surplus materials are carefully noted during inspection. These leftovers are promptly collected within 1-2 days post installation to ensure a tidy and organized site.

## Final Inspection

- Final approval from the city or county is necessary to conclude the process.
- Certain jurisdictions mandate the installation of a ladder for inspection purposes. If your location necessitates a ladder, we will notify you accordingly.
- The ladder must be securely positioned the day preceding the scheduled inspection and may not be removed until the inspection has been successfully completed.
- Kindly retain the permit posted until the inspection is successfully finalized.

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If at any time during this process you have any questions, please call your project manager. They can answer any additional questions or concerns you may have. On behalf of Scott's Roofing, we thank you for trusting us with your most valuable possession and we look forward to working with you.