



ROOF REPAIR CHECKLIST

This checklist provides a guide to making repairs to a FORTIFIED roof and how to document that the repairs comply with the FORTIFIED construction standards.

Version 2020.2

INTRODUCTION

FORTIFIED Home is a voluntary set of construction standards designed to strengthen homes against specific types of severe weather such as tornadoes, hailstorms, and hurricanes.

Each of the three levels of FORTIFIED protection requires multiple layers of defenses to prevent a cascade of damage. However, no home is 100% “hurricane-proof,” “tornado-proof” or even “stormproof.” While lab and real-world experience has proven FORTIFIED to be remarkably effective at limiting storm damage, we do expect some homes with FORTIFIED designations to experience limited damage during extreme weather.

The checklist that follows provides a guide to repairing and documenting roofs that have a FORTIFIED designation. Please note, the checklist makes frequent reference to the FORTIFIED Roof™ Standard Details, which can be found at www.fortifiedhome.org/standards.

DOCUMENTATION OF REPAIRS IS REQUIRED

In order to ensure FORTIFIED homes continue to provide the designed protection from severe weather, the home must be repaired in compliance with the standards, and documentation must be provided to IBHS.

- For non-roof damage, a certified FORTIFIED evaluator must be engaged. The evaluator will work with IBHS to address these individual situations on a case-by-case basis.
- For Roof Replacements, a certified FORTIFIED Evaluator must be engaged, and upon successful completion, a new FORTIFIED designation will be issued.
- For Roof repairs, a certified FORTIFIED Roofing Contractor can complete the repairs and submit documentation. If a homeowner elects to use a non-FORTIFIED trained Roofing Contractor, then a certified FORTIFIED evaluator must be engaged to submit required documentation. If the repairs meet the FORTIFIED standards, IBHS will issue a Notice of Continuation.

VERIFICATION IS A KEY COMPONENT TO FORTIFIED

FORTIFIED Homeowners have peace-of-mind when storms hit, in part, because they trust IBHS research has guided them to implement the most critical upgrades to protect their homes from severe weather. That confidence is enhanced by the verification required to achieve a FORTIFIED designation at any level (Roof, Silver or Gold). The documentation provided enables IBHS to enforce the FORTIFIED standards. Requiring appropriate and adequate documentation ensures that sufficiently rated, FORTIFIED-compliant materials are used and installed in compliance with both the FORTIFIED standards and manufacturer requirements. This verification process is equally important during the repair process as it is during initial designation.










GUIDELINES FOR SUBMITTING DOCUMENTATION

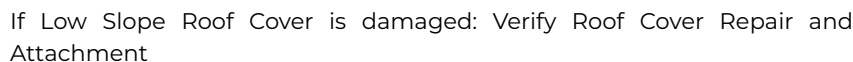
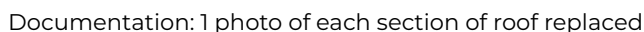
Failure to submit adequate or acceptable documentation of a repair may result in the denial of a FORTIFIED re-designation. Therefore, it is critical to determine who is responsible for collecting the necessary photos and documents. Once submitted, the IBHS audit team will review the documentation to determine if a Notice of Continuation can be issued. To make the process work smoothly, please follow these guidelines:

- Submitted documentation must be unique to the site of the repair
- Photos should be well lit and in focus
- Documents and photos must be legible and easily deciphered
- When necessary, label documentation to provide clarity
- Photos should clearly show what is intended to be documented
- All documents and photos should be oriented correctly to be viewed or read without rotating

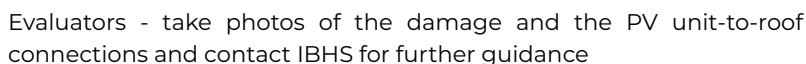
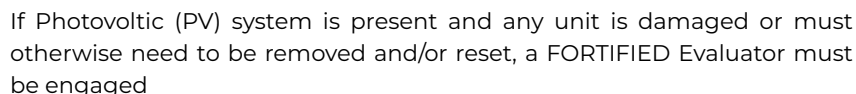
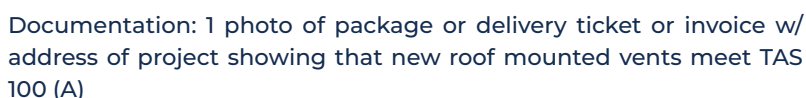
[CLICK HERE TO SUBMIT DOCUMENTATION](#)



- ☒ Verify No Structural Members are Damaged
 - If damaged, a FORTIFIED Evaluator must be engaged
 - For minor damage, refer to prescriptive detail F-RR-2
 - For damage beyond the limits of F-RR-2, a professional engineer will need to assess the damage and provide repair design
- ☒ If roof sheathing is damaged, Verify New/Replaced Roof Deck Thickness
 - Verify new/replaced roof deck meets FORTIFIED minimum thickness requirements. Refer to F-RS-1, F-RS-2, and F-RS-3
 -  Documentation: 1 photo per each panel of new/replaced sheathing type and thickness. i.e. plywood/OSB grade stamp
- ☒ If roof sheathing is damaged, Verify New/Replaced Roof Deck Attachment is installed per F-RR-1
 -  Documentation: 1 photo of fastener used or of carton label
 -  Documentation: 1 photo per replaced panel showing max. nail spacing along panel edges and in the field. Stage photos to include tape measure showing nail spacing OR identify min. 9 nails in a 4' span. Circle nails or make tic marks to identify nails in the photos
- ☒ If SRD is damaged, Verify Sealed Roof Deck Repair
 - For taped seams, damaged tape must be removed and new tape must be applied over affected seams
 - All damaged sections of underlayment must be repaired in accordance with product manufacturer specifications
 -  Documentation: 1 photo of each area of repaired SRD. Take photos after seams are taped or the fully adhered membrane is installed and before underlayment or bond break is installed.
 -  Documentation: 1 photo of underlayment label
 -  Documentation: 1 photo showing underlayment installation with nails/nailing pattern.
- ☒ If damaged, verify damaged drip edge has been removed and replaced with new drip edge and installed per F-DE-1 (Hurricane) or F-DE-3 (High Wind)
 -  Documentation: 1 photo per replaced section showing installation of replaced drip edge including overlaps and nailing pattern
- ☒ If damaged, Verify installation of flashing at roof cover interruptions and terminations.
- ☒ If Steep Slope Roof Cover is damaged: Verify Roof Cover Repair and Attachment
 - Damaged sections of roof cover must be repaired in accordance with manufacturer specifications
 -  Documentation: 1 photo of shingle packaging showing shingle class/rating. For metal, tile or other, provide approved certified test report(s) and engineering documentation
 -  Documentation: For shingle roofs, 1 photo minimum of starter strip installation

[illegible]

- Damaged sections of roof cover must be repaired in accordance with manufacturer specifications



I certify that the above information is true and accurate to the best of my knowledge as of the date shown below and I understand that false or fraudulent information with the intent to deceive will be reported under insurance fraud guidelines.

Signature: _____ Date: _____

Printed Name: _____

Company: _____

Phone Number:

Address: _____

City: _____

State: ZIP: _____

License or Registration Number: