ROOF CAPITAL RESERVE CHECKLIST

This is a checklist for testing the roof line in a capital reserve, whether you are writing it, reviewing one you inherited, or reading one inside a deal.

It assumes the figure already exists. The work is to find out what it rests on.

THE INPUTS

CHECK	WHAT A PROBLEM LOOKS LIKE
☐ Roof area used	A figure from a brochure or a floor plate rather than a roof plan
☐ Roof age	A date nobody can evidence, or one that contradicts the surface
☐ System and build up	Recorded as flat roof with no system named
☐ Deck type	Unknown, which makes tear off cost unknown too
☐ Insulation type and thickness	Missing, which makes a code upgrade unpriceable
☐ Access and logistics	No allowance for crane, hoist, or a roof without vehicle access
☐ Rooftop equipment	Units, arrays and screens not counted in the removal cost

THE ASSUMPTIONS

CHECK	WHAT A PROBLEM LOOKS LIKE
☐ Remaining life	A round number with no basis stated
☐ Basis of the estimate	Age based where a condition based figure exists
☐ Cost per square foot	A national average applied to a specific building
☐ Date of the last revision	Carried forward unchanged for three years or more

CHECK	WHAT A PROBLEM LOOKS LIKE
☐ Inflation treatment	Applied to the cost but not to the timing
☐ Contingency	None, or one too small to absorb a deck finding
☐ Replacement scope	Recover assumed where a tear off is likely

THE TIMING

CHECK	WHAT A PROBLEM LOOKS LIKE
☐ Replacement year against remaining life	The spend scheduled after the roof is expected to fail
☐ Funding available in that year	The year chosen for the budget rather than for the roof
☐ Sequence across a portfolio	Several roofs landing in one year by coincidence
☐ Lease events	A replacement scheduled across a break or a fit out
☐ Seasonality	Work scheduled in the season the roof cannot be opened
☐ Interim repair spend	No allowance for keeping the roof going until the year arrives

THE OMISSIONS

CHECK	WHY IT MATTERS
☐ Tear off and disposal	The largest single item a recover assumption hides
☐ Deck repair	Unknown until the roof is open, and rarely zero
☐ Equipment removal and reinstatement	Often a separate trade and a separate contract
☐ Code required insulation upgrade	Can add materially to a like for like figure
☐ Temporary protection and tenant works	Occupied buildings cost more than empty ones
☐ Design and inspection fees	Small, routinely forgotten, and entirely predictable
☐ Restoration as an alternative	Missing, so the cheaper route is never evaluated

WHAT TO DO WITH IT

1. **Write the basis next to every number.** Condition based or age based, in one word.
2. **Mark the unknowns as unknown.** Deck condition unknown is a useful line; silence is not.
3. **Carry restoration and replacement where both are live.** With the test that decides between them.
4. **Revise after events, not after months.** A storm or a major repair is the trigger.
5. **Walk the roofs inside five years every year.** These are the numbers that move.
6. **Keep the evidence with the figure.** The next reviewer inherits the number either way, and should inherit the reasoning too.

Want the reasoning behind these checks? Read how the roof enters a capital plan and what a remaining life report provides.

> Walked by _____ Date _____ Roof _____