BLAIR
COMMERCIAL ROOFING

4 West Oxmoor Road
Homewood, AL
205-991-8555

WHY BLAIR?

- Locally owned and operated in Alabama since 1965
- NRCA (National Roofing Contractor's Association) Member
- Certified installers for Carlisle, FiberTite, and Soprema low-slope roof systems
- GAF Master Elite certified for asphalt shingle roof systems
- Manufacturer trained and OSHA certified commercial roofing technicians
- Full service maintenance division for roof repairs of any size
- OSHA approved Safety Program
- Quality Assurance Plan
- Scheduled roof maintenance and service programs
- A+ BBB rating
- Ethical business practices
- Fully licensed and insured including $5 million in umbrella coverage

State of Alabama General Contractor's License #47577

CARLISLE SYNTEC SYSTEMS

FiberTite Seaman Corporation
INTELLIGENT ROOFING SOLUTIONS

SOPREMA

NATIONAL ROOFING CONTRACTORS ASSOCIATION
MEMBER

GAF FACTORY CERTIFIED MasterElite WEATHER STOPPER® ROOFING CONTRACTOR

CARLISLE®

AUTHORIZED APPLICATOR

BLAIR COMMERCIAL ROOFING

BIRMINGHAM, AL

For Meeting All Requirements To Become An
Authorized Applicator
Of Carlisle's Single-Ply Roofing Systems

Nicholas J. Shears
Vice President
Sales & Marketing

October 2, 2020 Customer#: 262956

Blair Commercial Roofing
4 W. Oxmoor Rd
Birmingham, AL 35209

To Whom It May Concern;

Blair Commercial Roofing of Birmingham, AL is a Carlisle Authorized Applicator in good standing and is authorized to install and make repairs to Carlisle warranted roofing systems.

Since becoming an Authorized Applicator, Blair Commercial Roofing has consistently acheived Perfect 10 inspection ratings. As such, Blair is enrolled in Carlisle's Early Bird Warranty program. This distinction is reserved for contractors who maintain a commitment to the highest level of quality and service

Please feel free to contact me should you have further questions.

Sincerely,

Shannon Wyatt
South East Regional Sales Manager

EXCELLENCE IN SINGLE-PLY

PRESS RELEASE

FOR IMMEDIATE RELEASE

Media Contact:
Annie McCarren
717.960.4420
annie.mccarren@carlislesyntec.com

Blair Commercial Roofing Receives Carlisle's 2026 Excellence in Single-Ply Award

(CARLISLE, PENNSYLVANIA) – Carlisle SynTec Systems, a leading manufacturer and supplier of single-ply roofing systems, recently honored Blair Commercial Roofing with its 2026 Excellence in Single-Ply (ESP) Award. Created in 1998 to recognize Carlisle's foremost Authorized Applicator partners, ESP has become one of the best-known and most prestigious awards in the commercial roofing industry.

Carlisle selects ESP Award winners based on a number of metrics, including workmanship quality and sales volume. Inclusion in ESP is an acknowledgment that a contractor is an industry leader who consistently delivers outstanding service and first-rate installations.

Carlisle appreciates Authorized Applicators who demonstrate their commitment to high-performance products and outstanding workmanship on each and every job. Blair Commercial Roofing shares Carlisle's dedication to roofing excellence and consistently exemplifies this philosophy in the field," said Jason Taylor, President of Carlisle Construction Materials.

Blair Commercial Roofing stands out among 120 Authorized Applicators in North America as a recipient of the prestigious 2026 ESP Award from Carlisle SynTec Systems. This award, presented annually, celebrates its 29th anniversary this year. Blair Commercial Roofing has emerged as a premier commercial roofing company in both the U.S. and Canada. Their commitment to quality, service, and customer satisfaction is unparalleled. Discover how you can benefit from Blair Commercial Roofing's exceptional services today.

About Carlisle SynTec Systems: Carlisle SynTec Systems, headquartered in Carlisle, Pa., has been manufacturing single-ply membrane roofing systems for more than half a century. Carlisle SynTec Systems is a business segment of Carlisle Construction Materials, LLC, and has membrane manufacturing facilities in Carlisle, Pa.; Greenville, Ill.; Senatobia, Miss.; Tooele, Utah; and Sikeston, Mo. For more information, call 800.479.6832 or visit www.carlislesyntec.com.

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PERFECTION AWARD

PRESS RELEASE

FOR IMMEDIATE RELEASE

Media Contact:
Annie McCarren
717-960-4420
annie.mccarren@carlislesyntec.com

Carlisle SynTec Systems Honors Blair Commercial Roofing with 2026 Perfection Award

(CARLISLE, PENNSYLVANIA) – Carlisle SynTec Systems, a leading manufacturer of single-ply roofing materials, recently honored Blair Commercial Roofing with its 2026 Perfection Award. The Perfection Award is an annual distinction that recognizes Carlisle's most quality-oriented Authorized Applicators.

To qualify for the Perfection Award, Carlisle Authorized Applicators must complete a minimum number of warranted jobs and install a minimum amount of warranted square feet per year. Those with exceptional installation quality that results in a warranty claim performance that ranks in the top 5% of all U.S. and Canadian applicators are eligible to receive the Perfection Award. The Perfection Award is Carlisle's way of recognizing its Authorized Applicators who are committed to perfection and quality on every Carlisle installation.

"It's a pleasure to acknowledge and thank Carlisle Authorized Applicators who are committed to top-quality workmanship," said Tom Metoxen, Senior Manager, Field and Warranty Services. "Perfection Award winners demonstrate their dedication to excellence on every installation, and Blair Commercial Roofing exemplifies this mindset," Metoxen continued.

About Carlisle SynTec Systems: Carlisle SynTec Systems, headquartered in Carlisle, Pa., has been manufacturing single-ply membrane roofing systems for more than half a century. Carlisle SynTec Systems is a business segment of Carlisle Construction Materials, LLC, and has manufacturing facilities in Carlisle, Pa., Greenville, Ill., Senatobia, Miss., and Tooele, Utah. For more information, call 800-479-6832 or visit www.carlislesyntec.com.

CARLISLE SYNTEC SYSTEMS

PERFECTION COUNCIL

PRESS RELEASE

FOR IMMEDIATE RELEASE

Media Contact:
Annie McCarren
717-960-4420
annie.mccarren@carlislesyntec.com

Carlisle SynTec Systems Names Blair Commercial Roofing to 2026 Perfection Council

(CARLISLE, PENNSYLVANIA) – Carlisle SynTec Systems, a leading manufacturer of single-ply roofing materials, has named Blair Commercial Roofing to its 2026 Perfection Council. Their history of exceptional roof installations and excellent warranty claim performance make Blair Commercial Roofing one of only 40 Carlisle Authorized Applicators in North America invited to sit on Carlisle's 2026 Perfection Council.

As a Perfection Council member, Blair Commercial Roofing will serve on an advisory board that helps Carlisle determine how to best support its Authorized Applicator network throughout the upcoming year.

"It's a pleasure to recognize Authorized Applicators whose highest priority is providing exceptional workmanship on every roofing project," said Tom Metoxen, Senior Manager, Field and Warranty Services. "Because Blair Commercial Roofing shares Carlisle's commitment to excellence, their input is invaluable in improving Authorized Applicator support programs," Metoxen continued.

To qualify for Perfection Council, Carlisle Authorized Applicators must complete a minimum number of warranted jobs and install a minimum amount of warranted square feet per year. Perfection Council members are then selected based on installation quality, warranty claim performance with the lowest incident ratings, and their commitment to perfection and quality on every Carlisle installation.

About Carlisle SynTec Systems: Carlisle SynTec Systems, headquartered in Carlisle, Pa., has been manufacturing single-ply membrane roofing systems for more than half a century. Carlisle SynTec Systems is a business segment of Carlisle Construction Materials, LLC, and has manufacturing facilities in Carlisle, Pa., Greenville, Ill., Senatobia, Miss., and Tooele, Utah. For more information, call 800-479-6832 or visit www.carlislesyntec.com.

CARLISLE SYNTEC SYSTEMS

December 29, 2022

Blair Commercial Roofing
Attn: Mr. William Reel
4 W. Oxmoor Rd
Birmingham, AL 35209

Subject: **Quality Recognition Program**
Centurion Status

Dear Mr. Reel,

Congratulations! Your firm has reached the first plateau of excellence, and you are now a Carlisle Centurion, having completed 100 "Perfect 10" installations.

Centurions have a recognized stature within the single-ply roofing industry. The diligence, determination, pride and quality workmanship demonstrated by your company sets you apart from the rest. With great honor, we welcome your firm into this applicator hierarchy.

As a Centurion, you are entitled to complimentary jackets and hats. Simply fill out the enclosed order form and fax to 630.875.4180 or email to Tammy.Glazier@halo.com to initiate your order.

An award will also be presented commemorating your accomplishment. Your Carlisle Regional Manager will contact you soon regarding this event.

Thank you for your efforts, and we wish you continued single-ply success.

Sincerely,

Stephen F. Schwar
President, Carlisle Construction Materials

cc: Roofers Mart Southeast, Shannon Wyatt

May 28, 2024

William Blair Reel Companies
4 West Oxmoor Road
Birmingham, AL 35209

Re: Authorized/Approved/Certified Applicator

To whom it may concern,

William Blair Reel Companies is a SOPREMA Roofing & Waterproofing applicator, authorized to install SOPREMA Roofing & Waterproofing systems that can qualify for SOPREMA warranties.

- SOPREMA SBS roofing and above-grade waterproofing.
- SOPREMA PVC roofing and above-grade waterproofing.
- SOPREMA ALSAN RS (PMMA/PMA) liquid-applied roofing/waterproofing.
- SOPREMA SOPRANATURE products.
- SOPREMA ALSAN roof-coating products.

Please contact Michael Johnson at 228.731.5659 or mjohnson@soprema.us should you have questions or require additional information.

Sincerely,

Shawn Collins
Technical Support Coordinator
Mobile: 330.696.5393
shcollins@soprema.us

cc: Project File
Sales and Technical Staff, SOPREMA

Blair Remodeling

Birmingham, AL (Certified for AL)

Has achieved the exclusive status of
Master Elite™ Weather Stopper™ Roofing Contractor
for GAF, (Residential Roofing Products Division),
North America's Largest Roofing Manufacturer.

Only 2 % of the roofing contractors in North America have achieved Master Elite™ status! Based on their uncompromising commitment to the highest standards in sales, services and installation, they have pledged to ensure that each customer receives their "best choice" in roofing and are authorized to offer the Weather Stopper™ Golden Pledge® Ltd. Warranty, Weather Stopper™ Silver Pledge® Ltd. Warranty and Weather Stopper™ System Plus Ltd. Warranty.

GAF ID: 1003524 | Valid Through: 02/2019 | Member Since: 03/2010

Jim Schnepper
President and CEO, GAF

James R. Slauson
Vice President, Certified Program & Services, GAF

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 2/4/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Sonja Grevois	
MK Insurance PO Box 1597 Birmingham AL 35201	PHONE (A/C, No, Ext): (205)822-7413	FAX (A/C, No):
	E-MAIL ADDRESS: sonja.grevois@mkinsure.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : CSU Producer Resources, Inc.	CSUPRO
INSURED	INSURER B : Employers Mutual Casualty Company	21415
WILLIAM BLAIR REEL COMPANIES, INC. DBA BLAIR COMMERCIAL ROOFING DBA BLAIR EXTERIORS 4 West Oxmoor Road Birmingham AL 35209	INSURER C : Navigators Insurance Company	42307
	INSURER D : Atain Specialty Insurance Company	17159
	INSURER E : Alabama Home Builders	
	INSURER F : Safety National Casualty	15105

COVERAGES **CERTIFICATE NUMBER:** 26/27 GL/UM/WC 25/26 AU **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE / X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY / PRO-JECT / LOC OTHER:			CSU0275254	1/31/2026	1/1/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 100,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
B	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS / SCHEDULED AUTOS HIRED AUTOS / NON-OWNED AUTOS			6E73356	7/1/2025	7/1/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
D	X UMBRELLA LIAB / X OCCUR			AEXL100000066	1/31/2026	1/1/2027	EACH OCCURRENCE	$ 5,000,000
C	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$ 5,000,000
	DED X RETENTION $ 0			HO26EXCZ0N66PIC	1/31/2026	1/1/2027		$
F	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		SP4067497	1/1/2026	1/1/2027	X PER STATUTE / OTH-ER	
E				29816	1/1/2026	1/1/2027	E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
G	Crime			21TP0293584-25	12/10/2025	12/10/2026	Limit/Deductible	250,000/10,000
B	Leased/Rented Equipment			6C73356	7/1/2025	7/1/2026	Limit/Deductible	260,000/1,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

FOR INFORMATION ONLY*
CONTACT AGENT FOR CURRENT
CERTIFICATE OF INSURANCE

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Casey O'Quinn/GRESO1

COMMENTS/REMARKS

Insurer G: Hartford Fire Insurance Company
NAIC: 19682

SAFETY PROGRAM

POLICY

It is Company Policy that accident prevention is a prime concern to all of us. No employee is to perform any task that jeopardizes his or her safety, or the safety of others. Our focus must be to "work smart" and to do this, we must always utilize tools, equipment, and material the way they are designed to be used without compromising safety in the process. We do not believe in shortcuts when it comes to the safety of our personnel. We must perform all tasks with safety in mind. Safety takes a commitment from all personnel and we want all employees to be proactive in job safety. Feel free to ask questions or instructions as to how to do something you are unsure of. Accident prevention is an utmost part of our daily activities.

SAFETY TRAINING & MEETINGS

New Employee Training:

All new employees will receive a safety orientation before beginning work. The Supervisor/Foreman or the company president will provide this training. Training will consist of instructing employee in the recognition and avoidance of unsafe conditions, safe working practices, the importance of job site safety and a review of the company safety program. All new employees will be under a "safety probation period" (requires observation by site qualified employees concerning work safety practices) until the supervisor feels the individual is properly trained and qualified concerning job site work practices.

Safety Meetings:

Safety meetings will be conducted at the beginning of every new job to review the work processes and assess safety requirements needed to perform the work safely. All company employees that will perform work on site will attend this meeting. Site safety meetings will be conducted every Monday morning before work begins. Meetings will be a "tool box" type meeting and relevant safety concerns will be discussed. The Supervisor conducting the meeting will identify the subject items discussed and attendees in a written record to be maintained by the company.

Training Materials:

Material and information concerning the continued promotion of job safety can be obtained from:
Federal OSHA web site: www.osha.gov will be used in obtaining additional information for our training program.

SITE INSPECTIONS

The best way of preventing accidents is to identify possible sources that may cause them on the job site. Construction processes are very fluid and conditions change on job sites from minute to minute. Also, many different employees from different trades are on site, therefore, the potential for danger continues to grow bigger. For this reason, it is important for all employees to be alert to situations that may cause accidents and take corrective action.
Daily job site inspections must be made by the supervisor to identify such conditions or hazards that require correction or special attention.
Each employee is responsible for inspection of equipment and tools before use. Equipment or tools that require repair should be immediately red tagged and not used until repaired.
Be alert to any unsafe condition or work practice. Such conditions should be reported to the supervisor.
If you feel safety conditions or practices can be improved on the site, suggest them to the supervisor.

FIRST AID

If a medical emergency occurs on site, professional medical assistance should be called. Medical emergency phone numbers are posted at the job site. If medical assistance is not available within a reasonably accessible distance from the jobsite, a person who has a valid certificate in first aid is to be available at the worksite to render first aid. First aid certification must be obtained from the American Red Cross, U.S. Bureau of Mines, or the equivalent and must be able to be certified by documentary evidence. For minor injuries a first aid kit is available on site with necessary and applicable supplies in an easily accessible location. First aid kits are to be checked before each job and restocked as needed. Emergency washing facilities will be readily accessible where workers may be exposed to injurious corrosive materials.

HOUSEKEEPING

Maintaining a clean job site is a very important part of accident prevention. Disorder of materials and scrap is a source of fires and injuries to employees on the site. It is the responsibility of each employee to maintain good housekeeping in the work area. Some general housekeeping practices are listed below.

- Do not allow waste debris to accumulate.
- Place scrap materials in containers as work progresses.
- Walking & working surfaces shall be kept clean and dry.
- Keep material neatly stacked and organized.
- When containers are not in use they should be sealed.
- A good housekeeping practice reflects safety awareness.

GENERAL SAFETY RULES

- All injuries, regardless of how minor, must be reported to the supervisor immediately.
- Report any unsafe conditions to the supervisor on site.
- Long trousers are required to be worn.
- Substantial leatherwork type boots are required to be worn on job sites.
- Do not run on site or jump from elevations.
- Fighting and horseplay is prohibited.
- Do not remove guards or other safety devices from tools or equipment.
- Inspect power tools and cords daily to insure they are in safe working condition.
- Personal protective equipment shall be worn as determined by the site supervisor.
- Alcohol or non-prescription drugs will not be used or brought onto the jobsite.
- Safety harnesses and lanyards will be used when working 6 feet or higher on unguarded surfaces.
- A portable ABC fire extinguisher must be in close proximity on site.
- Be alert to changing weather conditions and the impact it has on the job site.

LADDERS (Subpart X of 1926)

All employees must have received ladder training prior to using ladders on site.

Portable ladders/stairs must be used when there is an elevation change of more than 19 inches.
Inspect ladders daily, and if damaged, red tag and remove from service.

- No broken or missing rungs or steps.
- Ladder rungs, cleats, and steps must meet OSHA/ANSI specifications when the ladder is in position for use.
- Side rails must extend at least 36 inches above landing and be secured for extension ladders.
- Ladders must have the correct load capacity for the task.
- Always position ladder on level and firm base.
- Stepladders must have locking spreader bars.
- Never use top two steps of a stepladder.
- Do not use metal ladders near possible electrical hazards.
- Extension ladders must be set up at a 4 to 1 ratio.
- Areas around the top and base of ladders must be free of trip hazards.
- Remember the 3-point contact rule.
- Ladders are only to be used as they were designed. Ladders are not to be used as scaffolding, placed on top of make-shift supports, etc.

FALL PROTECTION (Subpart M of 1926)

All employees that may be subject to fall hazards must be trained and training must be documented.

- Employees have received complete fall protection training.
- Ensure structural integrity of working and walking surfaces have adequate strength.
- Every wall opening from which there is a drop of more than 4 feet shall be guarded.
- Each employee on a walking/working surface (horizontal and vertical surface) with an unprotected side or edge which is 6 feet or more above a lower level shall be protected from falling by the use of personal fall arrest systems. Unless there are other means of meeting OSHA'S requirements normally in residential applications.
- All material purchased must meet ANSI, ASTM, and OSHA guidelines, where applicable.
- All individuals understand the limitation of fall protection equipment.
- Employees must be knowledgeable of lifelines, harnesses, lanyards and anchorage points.
- Employees understand the need and requirements of a component person.
- Floor hole covers must be capable of supporting twice the expected load, secured and marked.
- Site specific plans are not utilized.

Blair Commercial Roofing shall retrain any employee who has already been trained and has shown they do not have the understanding and skill required. Circumstances where retraining is required include, but are not limited to, situations where:

- Changes in the workplace render previous training obsolete; or
- Changes in the types of fall protection systems or equipment to be used render previous training obsolete.
- Inadequacies in an affected employee's knowledge or use of fall protection systems or equipment indicate that the employee has not retained the requisite understanding or skill.

Blair Commercial Roofing shall provide for prompt rescue of employees in the event of a fall or shall assure that employees are able to rescue themselves. Blair Commercial Roofing shall conduct accident investigations into the circumstances of the fall or other incident to determine if the fall protection plan needs to be changed and shall implement those changes to prevent similar types of falls or incidents.

SCAFFOLDING (Subpart L of 1926)

Each employee who performs work while on a scaffold will be trained by a person qualified in the subject matter to recognize the hazards associated with the type of scaffold being used and to understand the procedures to control or minimize those hazards. The training shall include the following areas, as applicable:

- The nature of any electrical hazards, fall hazards and falling object hazards in the work area;
- The correct procedures for dealing with electrical hazards and for erecting, maintaining, and disassembling the fall protection systems and falling object protection systems being used;
- The proper use of the scaffold, and the proper handling of materials on the scaffold;
- The maximum intended load and the load-carrying capacities of the scaffolds used; and
- Any other pertinent requirements of this subpart.

Each employee who is involved in erecting, disassembling, moving, operating, repairing, maintaining, or inspecting a scaffold must be trained by a competent person to recognize any hazards associated with the work in question. The training shall include the following topics, as applicable:

- The nature of scaffold hazards;
- The correct procedures for erecting, disassembling, moving, operating, repairing, inspecting, and maintaining the type of scaffold in question;
- The design criteria, maximum intended load-carrying capacity and intended use of the scaffold;
- Any other pertinent requirements of this subpart.

When Blair Commercial Roofing has reason to believe that an employee lacks the skill or understanding needed for safe work involving the erection, use or dismantling of scaffolds, the employer shall retrain each such employee so that the requisite proficiency is regained. Retraining is required in at least the following situations:

- Where changes at the worksite present a hazard about which an employee has not been previously trained; or
- Where changes in the types of scaffolds, fall protection, falling object protection, or other equipment present a hazard about which an employee has not been previously trained; or
- Where inadequacies in an affected employee's work involving scaffolds indicate that the employee has not retained the requisite proficiency.

All scaffolds are to be inspected by a competent person prior to use. Any equipment or conditions found to be unsafe must be tagged, and tags must be complied with.

ELECTRICAL SAFETY (Subpart K of 1926)

All temporary electrical panels on the job site will be protected by a Ground-Fault Circuit Interrupter system (GFCI).

- All electrical tools and equipment must be equipped with a grounding conductor or be double insulated.
- Power cords with any damaged outer insulation; damaged/missing grounding pin or insulation pulled away from connector will be removed from job site.
- Do not splice electrical extension cords.
- Any electrical hazard observed on site should be reported to the supervisor.
- Any open circuits in panel boxes must be effectively closed. All circuits should be labeled to indicate their purpose.
- Romex cable cannot be used as an extension cord.
- All electrical switches must be provided with a protective cover.
-

PERSONAL PROTECTION EQUIPMENT (PPE) (Subpart I of 1910)

All employees are to be trained in the proper use, care, and maintenance of PPE and training must be documented. Employee-provided PPE must comply with all OSHA guidelines and must be maintained in a sanitary and reliable condition. If any employee shows themselves to not have the necessary understanding of proper use and care of PPE, or if there are any changes in the workplace, retraining must occur.

PPE is to be provided in the correct sizing for each employee. Improperly fitted PPE may not afford the necessary protection. All employee-provided PPE is to be assessed by a qualified person to ensure its adequacy, sanitation, and proper maintenance. Any defective equipment, whether provided by Blair Commercial Roofing or employee, is to be removed from service and discarded or repaired before future use. A hazard assessment is to be completed and signed/certified by a qualified person at every job site and must indicate if hazards are, or are likely to be, present.

HAND AND PORTABLE POWER TOOLS (Subpart I of 1926)

A variety of different power tools are used on a job site from electrical, pneumatic, gas and power tools.

Employees must have received training in the proper use of power tools they are expected to operate. All hand and power tools must be maintained in a safe condition.

General:

- Inspect your tools daily to ensure they are in serviceable and safe condition. Do not use damaged or defective tools.
- Ensure all required guards are in place and in serviceable condition. No manipulation of the guard that may compromise its integrity or protection is allowed. The guards are to meet the ANSI B15.1 requirements.
- Never lift or lower tool with cord.
- Use the proper personal protective equipment.
- Tools not in compliance are to be tagged as unsafe or removed from the jobsite.

Electrical Tools:

- Ensure the power cord outer insulation is not damaged or spliced.
- Tool must be double insulated or have a separate grounding connector.

Pneumatic Tools:

- Excess flow valve must be installed at the manifold outlet of each supply line for hand-held tools.
- Pneumatic hose connections must be fastened securely with a locking pin.
- Safety clips or retainers must be on all pneumatic tools to prevent accidental disconnection.

Fuel Powered:

- Motors must be shut down while being refueled.
- Smoking is prohibited during refueling operations.
- Be aware of carbon monoxide exhaust; do not operate in confined spaces.

Powder Actuated Tools:

- Tool operator must have received training from manufacturer's representative and have a certification card from the representative that indicates he/she has received training in tool use.
- Eye protection is required when using powder-actuated tools.

Handheld Hot Air Welders:

- Ensure the power cord outer insulation is not damaged or spliced.
- Once the welder has been turned on, tool operator will not leave proximity of tool until the tool has been shut off and tool has been unplugged.

RIGGING PROCEDURES

Any rigging equipment used at the job site must be inspected before each shift and as needed to ensure safety of its operation. Rigging equipment found to be unsafe will be tagged and all use of defective equipment will be discontinued until it can be adequately repaired or replaced.

- All rigging equipment must have permanently affixed and legible identification markings as prescribed by the manufacturer that indicate the recommended safe working load
- Rigging equipment is not to be loaded in excess of its recommended safe working load.
- Employees must be kept clear of loads about to be lifted and of suspended loads.
- A tag line is to be used when rotation of the load may be hazardous.
- All hooks used must be a type that can be closed and locked. No open hooks are permitted.
- Any rigging equipment not currently in use is to be removed from the immediate work area so as to remove any potential hazards.

FIRE SAFETY

An approved portable fire extinguisher will be available in an easily accessible location on every job site. Fire extinguishers are to be inspected monthly and are to be subjected to an annual maintenance check. Blair Commercial Roofing will provide training to familiarize employees with the proper use of fire extinguishers and hazards of incipient stage firefighting. Training will be provided before an employee's first assignment and annually thereafter. Blair Commercial Roofing will assure that alternate and equivalent protection is provided when portable fire extinguishers are removed for maintenance or refilling.

GLOSSARY OF TERMS

APP (Atactic Polypropylene): Generally used to (modify) asphalt to give the resultant membrane a plastic quality. *Commonly referred to as an APP Modified System*.

Asphalt: A bituminous waterproofing agent applied to roofing materials during manufacturing.

Asphalt Plastic Roofing Cement: An asphalt based cement used to bond roofing materials. Also known as flashing cement or mastic.

Ballast: Typically rounded washed river rock or concrete paving stones which are used to anchor the roof system to the structural roof deck by the weight of the ballast material.

Blisters: Bubbles that may appear on the surface of asphalt roofing after installation.

Built-Up Roof: A flat or low-sloped roof consisting of multiple layers of asphalt and ply sheets.

Butt Edge: The lower edge of the shingle tabs.

Caulk: To fill a joint with mastic or asphalt cement to prevent leaks.

Coating: A layer of liquid or foam material applied to protect the roof and maintain the integrity of the system.

Collar: Pre-formed flange placed over a vent pipe to seal the roof around the vent pipe opening. Also called a vent sleeve.

Coping: The piece of material used to cover the top of a wall and protect it from the elements. It can be constructed from metal, masonry, or stone.

Counter Flashing: That portion of the flashing attached to a vertical surface to prevent water from migrating behind the base flashing.

Course: A row of shingles or roll roofing running the length of the roof.

Coverage: Amount of weather protection provided by the roofing material. Depends on the number of layers of material between the exposed surface of the roofing and the deck; i.e., single coverage, double coverage, etc.

Cricket: A peaked saddle construction at the back of a chimney to prevent accumulation of snow and ice and to deflect water around the chimney.

Deck: The surface installed over the supporting framing members to which the roofing is applied.

Densdeck: A fire barrier, thermal barrier and recover board used in various roofing systems.

Downspout: A pipe for draining water from roof gutters, also called a leader.

Drip Edge: A non-corrosive, non-staining material used along the eaves and rakes to allow water run-off to drip clear of underlying construction.

Eaves: The horizontal, lower edge of a sloped roof.

Eaves Flashing: Additional layer of roofing material applied at the eaves to help prevent damage from water back-up.

EPDM (Ethylene Propylene Diene Monomer): A single-ply membrane constructed from flexible rubber material. It is relatively inexpensive and simple to install.

EPS (Expanded Polystyrene): A lightweight foam plastic insulation that is used in built up, modified bitumen and single-ply membrane systems that are ballasted, mechanically fastened or fully adhered.

Fan Fold: An economical insulation option that can be used as a barrier between the roof deck and roofing material.

Fiber Glass Mat: An asphalt roofing base material manufactured from glass fibers.

Flashing: Pieces of metal or roll roofing used to prevent seepage of water into a building around any intersection or projection in a roof such as vent pipes, chimneys, adjoining walls, dormers and valleys. Galvanized metal flashing should be minimum 26-gauge.

Gable: The upper portion of a sidewall that comes to a triangular point at the ridge of a sloping roof.

Gable Roof: A type of roof containing sloping planes of the same pitch on each side of the ridge. Contains a gable at each end.

Gambrel Roof: A type of roof containing two sloping planes of different pitch on each side of the ridge. The lower plane has a steeper slope than the upper. Contains a gable at each end.

Gravel Stop: A flanged sheet metal edge flashing with an upward projection installed along the perimeter of a roof to stop the flow of bitumen over the edge.

Gutter: The trough that channels water from the eaves to the downspouts.

Hip: The inclined external angle formed by the intersection of two sloping roof planes. Runs from the ridge to the eaves.

Hip Roof: A type of roof containing sloping planes of the same pitch on each of four sides. Contains no gables.

Insulation: Material used to help maintain a certain temperature in a building by reducing the flow of heat to and from that building.

ISO (Polyisocyanurate): A flexible and durable thermal foam insulation.

GLOSSARY OF TERMS

Lap: To cover the surface of one shingle or roll with another.

LF (Linear Feet): A straight line measurement that is the same as regular feet. No conversion is necessary.

Low Slope Application: Method of installing asphalt shingles on roof slopes between two and four inches per foot.

Membrane: The top portion of the roofing system that serves as the waterproofing material. Can be composed of one material or several materials laminated together.

Mil: A unit of measure equal to 0.001 inches (1/1000 in.) used to indicate the thickness of a roofing membrane.

Modified Bitumen Roof Covering: One or more layers of polymer-modified asphalt sheets. The sheet materials shall be fully adhered or mechanically attached to the substrate held in place with an approved ballast layer.

Overhang: That portion of the roof structure that extends beyond the exterior walls of a building.

Perlite: A low grade insulation layer commonly used as fill between the membrane layer and the deck of a roof system. It holds very little r-value. Perlite is rarely used in a thermoplastic system with that would yield higher r-values.

Pipe Boot: A prefabricated flashing piece used to flash around circular pipe penetrations.

Pitch: The degree of roof incline expressed as the ratio of the rise, in feet, to the span, in feet.

Pitch Pan: A flanged piece of flashing material placed around irregularly shaped roof penetrations and filled with grout and a pourable sealer to seal around the penetration in order to seal it from moisture entry.

Plastic Cement: A compound used to seal flashings and in some cases to seal down shingles as well as for other small waterproofing jobs. Where plastic cement is required for sealing down shingles, use a dab about the size of a quarter unless otherwise specified.

Ply: The number of layers of roofing: i.e. one-ply, two-ply.

PVC (Polyvinyl Chloride): A type of single-ply roof membrane constructed from polyvinyl chloride. It is designed to withstand ponding water and reflect nearly 90% of the heat of the sun.

Rafter: The supporting framing member immediately beneath the deck, sloping from the ridge to the wall plate.

Random Tab Shingles: Shingles on which tabs vary in size and exposure.

Recovery Board: A board to separate the new roof system from the old roof system. An example would be Wood Fiber.

Reflectivity: Represents the fraction of light reflected off the roof.

Ridge: The uppermost, horizontal external angle formed by the intersection of two sloping roof planes.

Roof Covering: The covering applied to the roof deck for weather resistance, fire classification or appearance.

Roof Recover: The process of installing an additional roof covering over a prepared existing roof covering without removing the existing cover.

R-Value: A measure of thermal resistance used in the building and construction industry.

SBS (Styrene Butadiene Styrene): Generally used to (modify) asphalt to give the resultant membrane a rubber quality. *Commonly referred to as an SBS Modified System.*

Single Coverage: Asphalt roofing that provides one layer of roofing material over the deck.

Slope: The degree of roof incline expressed as the ratio of the rise, in inches, to the run, in feet.

Soffit: The finished underside of the eaves.

Square: A unit of roof measure covering 100 square feet.

Tapered Insulation: Rigid roof insulation boards applied to roof decks to promote positive drainage.

Tectum: A fibrous material sometimes used as decking material in institutional buildings. The material is traditionally used as acoustic material.

Top Lap: That portion of the roofing covered by the succeeding course after installation.

TPO (Thermoplastic Polyolefin): A type of single-ply roof membrane constructed from a blend of polymer, rubber, and reinforcement filler material. It is highly resistant to tears, impacts, and punctures with good flexibility to allow for building movement.

Underlayment: A layer of asphalt saturated (sometimes referred to as tar paper) which is laid down on a bare deck before shingles are installed to provide additional protection for the deck.

Valley: The internal angle formed by the intersection of two sloping roof planes to provide water runoff.

Vent: Any outlet for air that protrudes through the roof deck such as a pipe or stack. Any device installed on the roof, gable or soffit for the purpose of ventilating the underside of the roof deck.