



(1043919)

September 17, 2012

Cheyney University
1837 University Circle
Cheyney, Pa. 19319

Attention: ~~Mr. Steve LaDuke~~ Quentin Jackson

Please find listed below, our proposal for your general roof maintenance for Cheyney University, 1837 University Circle, Cheyney, Pa. Included with the general maintenance is the cleaning of debris from the roof. Please review the proposal and call me with any questions.

Roof Preventive Maintenance and Inspection Proposal

1. Perform an inspection on all roof areas and additional items that affect the overall roof performance. The roofs to be serviced would be at discretion of the facility manager for this Service Contract over the course of the year.
2. Inspect and clean drains of debris, and re-secure drain fasteners if necessary.
3. Inspect and Repair flashings at all penetrations and curbs, including pipes, walls.
4. Inspect seams in the roof field and expansion joints and repair as necessary.
5. Remove debris from all gutters.
6. Re-secure loose sheet metal items and reseal of cracked or missing caulk joints.
7. Advise the Purchaser of any repairs exceeding the scope of this agreement.
8. All additional deficiencies to be clearly marked on the roof surface with the appropriate marker.
9. Atlantic Roofing will provide a written proposal for the addition deficient items that are not considered general maintenance.
10. All debris from the above outlined service to be removed from the job site by the roofing contractor.

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