



Shingle Replacement Notice

Please be advised that roof replacement at your buildings is scheduled to begin on _____ at 7:00 am and will continue until the job is completed. Work hours are 7:00 am to 8:00 pm. **All dates are weather permitting.**

While your building is being worked on, please remove all personal items from the perimeter of the building. Atlas will be held harmless for any damaged items not removed or covered properly.

As part of the roof replacement, homes with skylights will have them replaced. A team member will need access inside the home to line up the skylights to the rough opening and install the manual blinds to the center pivot roof windows. The vented skylights have the blinds installed at the factory but the manual blinds are not. **If your home has skylights, please remove all items below them and place a drop cloth, sheet, or plastic below to catch any debris. Any painting or caulking repairs will be completed as needed after the project is completed.**

Please see the following page for what to expect during the project.



10340 Viking Drive, Suite 105
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How to prepare for a roofing project and what to expect

1. KEEP CHILDREN AND PETS AWAY FROM THE WORK AREA. DANGER KEEP OUT!
2. **Satellite television service will be disrupted during the re-roofing process. Once the new roof is completed, the dish will be realigned. Let us know if your dish is no longer active and we will remove and dispose of it.**
3. Be prepared for the noise. The Crew generally starts early in the morning. There will be constant hammering during the construction process.
4. Remove all loose items from wall shelves and walls. Hammering creates vibrations that may cause items to shift, move and fall.
5. **Remove all items from around the exterior of your home.** All reasonable efforts are made to protect personal items and landscaping, but construction debris will fall and cause damage to these items. **Atlas will be held harmless from any damage to items not moved.**
6. Driveways, courtyards, patios, and sidewalks will be covered with debris. All debris will be cleaned up before the crew leaves for the day. **Please make sure access inside your patio is available so they can be cleaned up.**
7. A large crane is needed to load materials and remove debris to the dumpsters. The crane will be set up daily in the front of the building on Bank St. and 2nd St respectively.
8. The use of power tools may be needed to complete the approved work. Access to an outlet may be needed. **Please notify us if you have any concerns about this.**
9. Daily cleanup of the job site will be completed. Every effort to pick up nails is made. Magnetic rollers are used, but some nails may be hidden in the grass. Please contact the project manager if additional cleaning is needed.
10. Communication and responsiveness are top priorities. Please feel free to contact us with any questions or concerns. Our mission is to provide high-quality work with as little impact on your community as possible.
11. **Roof cap adaptors used for exhaust ductwork that are connected to the bottom of the roof decking may become dislodged when replacing the vent cap. We suggest owners check their attic after the work is completed and notify us if this occurs. Atlas will be held harmless from any issues arising from the adaptors installed in this manner.**

Thank you in advance for your patience and understanding.

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