Which coating batch was applied to each roof section?

Connect delivery and application records to the section actually coated.

Ask the applicator for a marked roof plan and a daily record linking each product, color and batch or lot to its application area. A delivery ticket tells you what arrived, while the crew's application record identifies where the material went. Where batches changed within a section, ask the crew to mark the transition or state that the precise boundary is unknown. File label images and any retained sample identifiers with those records. Ask the project lead to reconcile leftover and unopened material separately at handover.

Example
Two drums share one delivery ticket. A dated drawing shows the first drum covered the west wing and the second began partway across the loading canopy.

Property / roof section _____ Date _____

01 **Product and lot from the container label**

02 **Roof section, application date and transition**

03 **Supporting label photo, log or sample reference**

How can inspectors repeat the same roof photo next year?

Create a short shot list that a different inspector can reproduce.

Choose the views that will answer a specific question the next time the property is inspected. Ask the authorized inspector to mark each camera position on a roof diagram and record which fixed feature appears in the frame, which way the camera faces, and what detail needs a second close-up. Save an unannotated original beside the marked reference image. When a later visit cannot reproduce a shot, have the inspector mark the new position and reason so reviewers can judge whether the images are comparable.

Example

A close-up of a drain looks different after nearby equipment is moved. The original station card uses the permanent parapet corner as its landmark, so the next inspector can reproduce the wider view.

Property / roof section _____ Date _____

01 Station ID, fixed landmark and direction

02 Feature to keep in frame and paired detail

03 Original photo reference and later viewpoint change

What should the incoming facility manager know about this roof?

Transfer ownership of roof records and open actions when a building changes hands internally.

Build the handover around the next decisions the incoming manager must make. Link the latest roof section plan to active repairs, upcoming appointments, issuer contacts and unanswered reports from tenants. Mark each issue open, under review or closed with evidence. Transfer access to shared records through the organization's normal account process. During handover, ask the incoming manager to find a warranty, trace a recent repair and identify whom to call about an active problem. Record who accepted each outstanding item and the next due date.

Example

A new manager inherits two buildings called Warehouse A. The handover assigns a street address and roof section to each open ticket, preventing the next inspection from being booked at the wrong site.

Property / roof section _____ Date _____

01 Building, roof plan and records location

02 Open item, assigned contact and due date

03 Incoming manager and handover confirmation