

Roofing Scope of Work Template: Free Download (2026)

Free roofing scope of work template with material specs, tear-off details, flashing requirements, and warranty terms. Copy-paste ready for residential roofing jobs.

What Goes in a Roofing Scope of Work

A generic scope of work template will not cut it for roofing. The trade has too many material variables, manufacturer installation requirements, and weather-dependent conditions. Here are the roofing-specific items your scope must address.

Roof Type and System Details

Start with the basics: roof type (asphalt shingle, metal standing seam, concrete tile, TPO/EPDM flat roof), total squares, pitch, number of stories, and number of roof planes. These details drive material quantities, labor rates, and equipment needs. A 30-square roof at 6/12 pitch is a fundamentally different job than a 30-square roof at 12/12 -- your scope should reflect that.

- Roof type: Asphalt shingle, architectural/dimensional, metal panel, concrete tile, modified bitumen, TPO, EPDM
- Total squares: Measured roof area (1 square = 100 sq ft), including waste factor
- Pitch: Expressed as rise/run (e.g., 6/12), affects labor difficulty and safety requirements
- Stories and access: Number of stories, ladder set locations, equipment staging area

Tear-Off and Deck Preparation

Tear-off is where most roofing disputes start. Specify how many existing layers will be removed, whether you are going down to bare deck, and what happens when you find rotten sheathing. The homeowner needs to know before you start whether this is a one-layer tear-off or a two-layer removal -- the labor and dumpster costs are different.

- Existing layers: Number of layers to remove (1 or 2), disposal method
- Deck inspection: Visual inspection of all sheathing after tear-off
- Plywood replacement: Per-sheet allowance for 7/16" OSB or 1/2" CDX plywood, price per sheet, change order threshold
- Re-nailing: Whether existing deck will be re-nailed to rafters per code

Materials Specification

Every component of the roof system needs a material call-out. "New shingles" is not a specification -- it is an argument waiting to happen. Name the manufacturer, product line, color, and warranty class for every material.

- Shingles: Manufacturer, product line, color, warranty class (e.g., GAF Timberline HDZ, Charcoal, Lifetime)
- Underlayment: Synthetic or felt, brand, weight (e.g., GAF FeltBuster, synthetic, or #30 felt)
- Ice and water shield: Brand, placement locations (eaves, valleys, penetrations), width from eave edge
- Drip edge: Material (aluminum, galvanized), profile (D-style, L-style), color
- Ridge vent: Brand and type (e.g., GAF Cobra SnowCountry, Owens Corning VentSure)

- Hip and ridge caps: Manufacturer matching cap shingles or field-cut three-tab
- Starter strip: Manufacturer starter strip or inverted three-tab
- Pipe boots: Material (neoprene, lead, thermoplastic), sizes for each vent pipe
- Step flashing: Material (aluminum, galvanized steel), size (4"x4" minimum)
- Valley flashing: Method (metal W-valley, woven, closed-cut), material if metal
- Fasteners: Nail type (galvanized roofing nails), length (1-1/4" minimum for new deck, 1-3/4" for overlay)

Installation Standards

This is where manufacturer warranty requirements and building code intersect. Every major shingle manufacturer publishes specific installation instructions -- deviate from them and the warranty is void. Your scope should reference these standards explicitly.

- Nailing pattern: Per manufacturer specs (typically 4 nails standard slope, 6 nails high-wind or steep slope)
- Nail placement: In the manufacturer nailing zone, not high-nailed
- Exposure: Per manufacturer (typically 5-5/8" for architectural shingles)
- Offset pattern: Minimum 6" offset between courses per manufacturer requirements
- Starter strip: Along eaves and rakes, overhang dimension (typically 1/4" to 3/4")
- Valley method: Open valley with metal, closed-cut valley, or woven valley -- specify which
- Ventilation: Net free area per IRC R806.1 (1:150 ratio without upper/lower split, 1:300 with balanced intake/exhaust)

Flashing and Penetrations

Every roof penetration is a potential leak point, and every leak point needs a specific flashing call-out in the scope. "Flash as needed" is the most dangerous phrase in a roofing contract -- it gives you no defense when a chimney leak appears six months after the job.

- Chimney flashing: Step flashing plus counter-flashing method (reglet cut, surface-mount, or through-wall)
- Skylight flashing: New flashing kit or re-use existing, manufacturer-specific kit if applicable
- Pipe boots: New pipe boot on every plumbing vent penetration, material and size specified
- Wall step flashing: Where roof meets vertical wall (dormers, second-story walls), kickout diverter at base
- Valley flashing: Material, width, and installation method
- Satellite dish/antenna mounts: Re-install, remove, or homeowner responsibility

Cleanup and Property Protection

Roofing is the most debris-intensive trade. Your scope should specify exactly what cleanup includes so the homeowner does not expect you to power-wash the driveway and replant the flower bed.

- Tarps over landscaping, HVAC units, and vehicles within the drop zone
- Magnetic nail sweep of entire property (minimum two passes)
- Dumpster placement location and removal timeline
- Gutter cleaning after installation
- Daily debris removal if job spans multiple days

Copy/Paste Roofing Scope of Work Template

Customize the placeholders in brackets for your specific job. This template covers a residential asphalt shingle tear-off and re-roof -- adjust sections as needed for metal, tile, or flat roof projects.

ROOFING SCOPE OF WORK

Project: [Project Name / Address]
Client: [Client Name]
Contractor: [Your Company Name], License #[License Number]
Date: [Date]
Valid for: 30 days from date above
Contract #: [Contract Number]

1. PROJECT INFORMATION

Property address: [Full street address, city, state, zip]
Project contact: [Name, phone, email]
Contractor contact: [Name, phone, email, license #]
Project dates: [Estimated start: MM/DD/YYYY, Estimated completion: MM/DD/YYYY]
Work hours: [7:00 AM - 6:00 PM, Monday - Saturday]

2. SCOPE OVERVIEW

Scope: [Full tear-off and re-roof / Overlay / Storm damage repair / New construction]
Roof type: [Asphalt architectural shingle / Metal standing seam / Concrete tile / Flat TPO]
Total squares: [XX] squares ([X,XXX] sq ft measured roof area)
Pitch: [X/12 primary, X/12 secondary sections]
Stories: [X]
Number of roof planes: [X]
Estimated duration: [X] working days (weather permitting)

3. TEAR-OFF AND DECK PREPARATION

Existing material: [Asphalt shingles / Wood shake / Tile / Built-up]
Existing layers: [Remove X layer(s) down to bare deck]
Deck inspection: [Full visual inspection of all sheathing after tear-off]
Plywood replacement: [Replace damaged/rotten sheathing -- up to [X] sheets of
[7/16" OSB / 1/2" CDX plywood] included at \$[XX] per sheet installed.
Beyond [X] sheets requires written change order with photo documentation.]
Re-nailing: [Re-nail existing deck to rafters with 8d ring-shank nails
per code -- YES/NO]
Disposal: [All debris loaded into [XX]-yard dumpster, removal included in price]

4. MATERIALS SPECIFICATION

Shingles: [Brand, product line, color, warranty class
e.g., GAF Timberline HDZ, Charcoal, Lifetime Limited Warranty]
Underlayment: [Brand, type -- e.g., GAF FeltBuster synthetic underlayment,
full deck coverage, cap nailed per manufacturer specs]
Ice and water shield: [Brand -- e.g., GAF WeatherWatch or StormGuard
Placement: Along eaves [X" up from edge / to 24" past interior wall line],
all valleys full length, around all penetrations 18" minimum,
and at all roof-to-wall transitions]
Drip edge: [Material, profile, color -- e.g., Aluminum D-style drip edge,
[color], along all eaves and rakes]
Starter strip: [Brand -- e.g., GAF ProStart or equivalent,
along eaves and rakes]
Ridge vent: [Brand, type -- e.g., GAF Cobra SnowCountry, [X] LF,
ridge cut width [X"]]
Hip and ridge caps: [Brand -- e.g., GAF TimberTex, [color],
matching shingle line]
Pipe boots: [Material -- e.g., Oatey No-Calk thermoplastic,
new boot on every penetration, sizes: [list]]

Step flashing: [Material, size -- e.g., Aluminum step flashing, 4"x4"x8",
at all wall-to-roof transitions]

Valley flashing: [Method and material -- e.g., 24-gauge painted metal
W-valley, [color] / Closed-cut valley with ice and water shield]

Fasteners: [Type, length -- e.g., 1-1/4" galvanized roofing nails,
ring-shank for sheathing]

5. INSTALLATION STANDARDS

Nailing: [Per manufacturer installation instructions --

[4] nails per shingle (standard slope) / [6] nails per shingle
(high-wind zone or slope greater than 60 degrees)]

Nail placement: [In manufacturer-designated nailing area, not high-nailed]

Shingle exposure: [[5-5/8"] per manufacturer specification]

Offset pattern: [Minimum [6"] offset between courses
per manufacturer requirements]

Starter overhang: [[1/4" to 3/4"] past drip edge at eaves and rakes]

Valley method: [Open valley with metal / Closed-cut valley / Woven valley]

Ventilation requirements: [Balanced intake and exhaust per IRC R806.1

Intake: [Soffit vents -- existing adequate / new continuous soffit vent]

Exhaust: [Ridge vent -- [X] LF / [X] box vents / power vent]

Net free area ratio: [1:300 with balanced system / 1:150 if unbalanced]

Baffles: [Polystyrene rafter baffles at each rafter bay at eaves]]

6. FLASHING AND PENETRATIONS

Chimney: [New step flashing and counter-flashing --

[reglet cut / surface-mount with polyurethane sealant]]

Skylights: [Qty [X] -- [Install new manufacturer flashing kit /
Re-flash existing with new step and apron flashing]]

Pipe boots: [Qty [X] -- New [neoprene/thermoplastic] pipe boot
on each plumbing vent, sizes: [list each]]

Wall step flashing: [[X] LF -- New aluminum step flashing where roof
meets [dormer/second-story wall], minimum 4"x4"]

Kickout diverters: [Install at base of every wall-to-roof transition
per manufacturer specs]

Satellite dish: [Remove and re-install / Remove permanently /
Homeowner responsibility]

Dryer/exhaust vents: [Replace cap with new [color] roof cap -- Qty [X]]

7. CLEANUP AND PROPERTY PROTECTION

Landscaping protection: [Tarps over landscaping, AC units, and vehicles
within [X'] of structure]

Nail sweep: [Magnetic nail sweep of entire property --
minimum [2] passes after tear-off and after completion]

Dumpster: [[XX]-yard dumpster -- placement at [location],
removed within [X] days of completion]

Gutter cleaning: [Clean all gutters and downspouts
after installation -- YES/NO]

Daily cleanup: [Job site broom-cleaned at end of each work day -- YES/NO]

Driveway protection: [Plywood under dumpster if placed on
asphalt or concrete driveway]

8. WARRANTY TERMS

Manufacturer warranty: [e.g., GAF Golden Pledge Limited Warranty --
50-year non-prorated coverage on materials, 25-year workmanship
coverage through GAF. Requires GAF-certified installer and
use of GAF system components.]

Manufacturer registration: [Contractor will register warranty

within [30] days of completion and provide homeowner with confirmation number]

Workmanship warranty: [[X] years from completion date -- covers installation defects, leaks caused by improper installation, and flashing failures]

What voids warranty: [Unauthorized modifications, failure to maintain gutters and ventilation, foot traffic damage, acts of nature beyond design wind speed, installation of equipment (solar, satellite) without contractor notification]

9. EXCLUSIONS (work NOT included)

- Structural repairs (rafters, trusses, fascia) beyond sheathing replacement noted above
- Interior damage repair (drywall, paint, insulation) from prior leaks
- Gutter replacement or repair (unless separately specified)
- Painting or staining of any exterior trim
- Permit fees ([included / excluded] -- specify)
- Chimney rebuild, tuckpointing, or cap replacement
- Skylight replacement (flashing only unless otherwise noted)
- Tree trimming or removal for roof access
- Solar panel removal and reinstallation (coordinate with solar company)
- Attic insulation removal or replacement

10. WEATHER DELAYS

Work will not proceed during rain, snow, or when temperatures are below [40F / manufacturer minimum for shingle installation]. Completion date will extend day-for-day for documented weather delays. Contractor will secure any open areas with tarps if work must stop mid-tear-off.

11. PAYMENT SCHEDULE

Deposit: [XX%] due at contract signing -- \$[Amount]
Materials delivered: [XX%] due when materials are delivered to job site -- \$[Amount]
Tear-off and dry-in complete: [XX%] due after underlayment and ice/water shield installed -- \$[Amount]
Final completion: [XX%] due after final inspection and punch list -- \$[Amount]
Total contract price: \$[Total]

12. CHANGE ORDER PROCESS

Any work not described above requires a written change order signed by both parties before work begins. Change orders will be priced at cost-plus [XX%] or per the attached rate sheet. Deck repair beyond the included allowance will be documented with photos and billed per the rate in Section 3.

SIGNATURES

Client: _____ Date: _____

Print name: _____

Contractor: _____ Date: _____

Print name: _____

License #: _____

Pro Tip: Photo-Document the Deck After tear-off, photograph every section of exposed sheathing before installing underlayment. If the homeowner later disputes the number of plywood sheets replaced, you have date-stamped evidence. Take a wide shot of each roof plane and close-ups of any damaged areas. Five minutes of photos can save a \$1,500 argument.

When to Use This Roofing Scope of Work Template

Insurance Claims

Insurance claims require the most detailed scope of work of any roofing scenario. The adjuster will compare your scope line-by-line against their Xactimate estimate. If your scope says "new flashing" and theirs says "re-use existing," that is a supplement fight you will lose without documentation. Match your scope line items to Xactimate codes where possible so the adjuster can cross-reference without guessing. Include ice and water shield, drip edge, starter strip, and pipe boots as separate line items -- adjusters frequently miss these components in initial estimates, and your supplement requests need matching documentation.

Storm Damage Re-Roofs

Storm damage jobs move fast, but your scope should not be rushed. Document the existing damage with photos before you start, specify whether you are doing a partial or full replacement, and include a weather delay clause. If a second storm hits during your job, you need language in the scope that separates your liability from new storm damage. List the specific areas of the roof being repaired and the areas being left as-is.

Full Tear-Off Re-Roofs

The standard residential re-roof. Your scope needs to address every component from tear-off through final nail sweep. The plywood replacement allowance is critical here -- you will not know the deck condition until existing materials are removed. Build in a per-sheet price with a change order threshold so the homeowner is not surprised when you find three sheets of rotten OSB under the old shingles.

New Construction

New construction roofing scopes skip tear-off but add coordination details. You need to specify who provides the sheathing (framer or roofer), when the roof is scheduled relative to framing and HVAC rough-in, and whether you are responsible for temporary dry-in before permanent roofing. Coordinate with the GC on staging area, crane access if needed, and inspection scheduling.

Common Mistakes in Roofing Scope of Work

1. Not Specifying Ice and Water Shield Placement

Building code requires ice and water shield from the eave edge to at least 24 inches past the interior wall line in cold climates. But many roofing contracts say nothing about it, or write "ice and water shield at eaves" without specifying how far up. When an ice dam causes a leak at the second-floor ceiling and the ice and water shield stopped 12 inches short, you own that repair. Specify the exact placement: "Ice and water shield from eave edge to 36 inches past the interior wall line on all eave edges, full coverage in all valleys, and 18 inches minimum around all penetrations."

2. Vague "Replace as Needed" for Decking

"Replace rotten plywood as needed" is the most expensive sentence in roofing. What does "as needed" mean? Who decides? At what price? The homeowner hears "you will fix whatever is wrong." You hear "I will replace obvious damage." The scope should state a specific allowance: "Replace up to 5 sheets of 7/16-inch OSB at \$75 per sheet installed. Damage beyond 5 sheets requires a written change order with photo documentation before proceeding." Quantify it, price it, and set a threshold.

3. Missing Ventilation Requirements

Every major shingle manufacturer requires adequate attic ventilation for the warranty to be valid. IRC R806.1 requires 1 square foot of net free ventilation area per 150 square feet of attic floor (or 1:300 with balanced intake/exhaust). If your scope does not address ventilation and the manufacturer denies a warranty claim because the attic has zero soffit intake, that is your problem. Specify the ventilation system: ridge vent type, linear feet, soffit intake condition, and whether any modifications are needed to meet the required ratio.

4. No Weather Delay Clause

Roofing is the most weather-dependent trade. A job scheduled for three days can stretch to ten if rain rolls in after tear-off. Without a weather delay clause, the homeowner expects the original completion date and blames you for every day past it. Your scope should state that the completion date extends day-for-day for documented weather delays, and that you will secure any open areas with tarps if work must stop mid-tear-off. This is not optional language -- it is liability protection.

5. Not Listing Manufacturer Installation Requirements

GAF, Owens Corning, and CertainTeed all publish specific installation instructions: nailing patterns, exposure dimensions, offset requirements, and approved accessories. If your crew high-nails shingles or installs them with improper exposure, the manufacturer warranty is void -- and you are on the hook for the full replacement. Reference the manufacturer installation guide by name in your scope and state that all installation will comply with those published requirements. This protects you if the manufacturer inspects and finds non-compliant work.

The \$12,000 Lesson A roofing contractor we spoke to lost \$12,000 on an insurance job because the scope said "replace roof" without specifying drip edge, ice and water shield, or pipe boots as separate line items. The adjuster's Xactimate estimate included all three totaling \$2,800. When the roofer submitted his invoice, the insurance company paid the adjuster's line-item estimate -- which was \$2,800 less than the roofer's lump-sum bid because those items were not broken out. The homeowner kept the \$2,800 difference. The roofer had already installed everything. He ate the cost because his scope was a single line item instead of a detailed material list.

How BuildFolio Streamlines Roofing Scope of Work

Writing a roofing scope from scratch for every job takes 30-45 minutes. BuildFolio cuts that to under five minutes with tools built for trade contractors.

- Satellite Roof Measurements: Get total squares, pitch, ridge length, valley length, and eave/rake dimensions from satellite imagery. No ladder, no tape measure, no site visit for the initial estimate. Pre-fill your scope with accurate quantities before you roll a truck.
- AI Photo-to-Quote: Snap a photo of the existing roof and BuildFolio identifies shingle type, approximate age, visible damage, and potential issues. It pre-fills scope line items based on what it sees -- including flashing conditions, vent types, and number of penetrations.
- Living Estimates: Your scope of work becomes a living document the customer can approve digitally. Change orders for deck repair update the original scope in real time so there is always one source of truth -- critical when the insurance adjuster requests documentation six months later.
- Profit Tracking: After the job, see whether your scoped materials (shingle squares, underlayment rolls, sheets

of plywood) matched reality. Over time, your roofing scopes get more accurate because you have data on where estimates drift.

Roofing Scope of Work FAQ

Related Templates & Guides

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