

COMMERCIAL ROOFING CONTRACTOR CHECKLIST

www.infiniteroofing.com.au

FOR BRISBANE BUSINESS OWNERS AND PROPERTY MANAGERS

Choosing a commercial roofing contractor is not the same as choosing a residential one. The roof sits over a working building, so experience, insurance, warranties and site management matter as much as price.

USE THIS CHECKLIST TO COMPARE CONTRACTORS ON:

- ✓ Relevant commercial experience and QBCC licensing
- ✓ A detailed written estimate and project scope
- ✓ Material and workmanship warranties
- ✓ Insurance, WorkCover and project safety documents
- ✓ Site management, weather planning and watertightness
- ✓ References and comparable commercial projects



PROJECT DETAILS

Business / property _____

Site address _____

Contact person _____

Contractor being assessed _____

Date _____

 (07) 3220 0683
 accounts@infiniteroofing.com.au
 infiniteroofing.com.au
 Unit 5/47 Musgrave Rd, Coopers Plains QLD 4108

COMMERCIAL ROOFING CONTRACTOR CHECKLIST

www.infiniteroofing.com.au

STEP 1

CONFIRM RELEVANT COMMERCIAL EXPERIENCE

The contractor should have experience with buildings and operating conditions similar to yours. Warehouses, factories, retail centres, strata properties and office buildings can all have different roof systems, access restrictions and drainage needs.

- ☐ They can show experience with the same or a similar building type.
- ☐ They understand the roof system, access restrictions and drainage paths for the site.
- ☐ They have explained how work will be completed without unnecessarily disrupting normal business operations.
- ☐ They can identify any project-specific access, plant or operational constraints before quoting.



QBCC LICENCE CHECK

- ☐ Contractor holds an appropriate QBCC licence.
- ☐ Licence number has been checked on the QBCC register.
- ☐ No relevant disciplinary action was identified during the check.

NOTES



(07) 3220 0683



accounts@infiniteroofing.com.au



infiniteroofing.com.au



Unit 5/47 Musgrave Rd, Coopers Plains QLD 4108

COMMERCIAL ROOFING CONTRACTOR CHECKLIST

www.infiniteroofing.com.au

STEP 2

ASK FOR A DETAILED WRITTEN ESTIMATE

Compare at least two or three quotes where practical. The cheapest quote is not necessarily the best value if key work, safety requirements or site costs are missing.

- ☐ The scope of work is clearly described.
- ☐ Roofing materials and products are specified.
- ☐ Costs are itemised rather than shown only as one total figure.
- ☐ Rooftop equipment or related project costs are included where relevant.
- ☐ Labour costs are included.
- ☐ Required safety measures are identified.
- ☐ Site cleanup and waste removal costs are stated.
- ☐ The expected project timeframe is included.
- ☐ Any exclusions, assumptions or potential variations are clearly identified.



QUICK COMPARISON

Quote 1 \$ _____ Quote 2 \$ _____ Quote 3 \$ _____



(07) 3220 0683



accounts@infiniteroofing.com.au



infiniteroofing.com.au



Unit 5/47 Musgrave Rd, Coopers Plains QLD 4108

COMMERCIAL ROOFING CONTRACTOR CHECKLIST

www.infiniteroofing.com.au

STEP 3

CHECK MATERIAL AND WORKMANSHIP WARRANTIES

Material warranties and workmanship warranties are separate. Ask what each warranty covers, who provides it and what could void it.

MATERIAL WARRANTY

- ☐ Warranty provider and warranty period are stated in writing.
- ☐ Any conditions relating to coastal proximity have been checked.
- ☐ The warranty is appropriate for a commercial or industrial property.
- ☐ The contractor is licensed where required by the warranty.
- ☐ Approved flashing, fasteners and accessories will be used.



WORKMANSHIP WARRANTY

- ☐ Warranty period and coverage are defined in the contract.
- ☐ Exclusions for other trades have been reviewed.
- ☐ Rules for future solar panels, HVAC units or other roof-mounted equipment are understood.
- ☐ Storm and weather exclusions are understood.
- ☐ Drainage, standing water and maintenance exclusions are understood.

ARTICLE NOTE: Commercial and industrial properties are not protected by the QBCC home warranty insurance coverage.

 (07) 3220 0683
 accounts@infiniteroofing.com.au
 infiniteroofing.com.au
 Unit 5/47 Musgrave Rd, Coopers Plains QLD 4108

COMMERCIAL ROOFING CONTRACTOR CHECKLIST

www.infiniteroofing.com.au

STEP 4

VERIFY INSURANCE, SAFETY AND SITE MANAGEMENT

DOCUMENTS TO REQUEST BEFORE WORK STARTS

- ☐ Certificate of Currency for public liability insurance - article recommends up to \$20 million.
- ☐ WorkCover policy coverage for on-site employees.
- ☐ A Safe Work Method Statement tailored to the project.
- ☐ Certificate expiry dates have been checked against the expected project duration.

SITE MANAGEMENT QUESTIONS

- ☐ How will staff, customers and foot traffic move safely around the property?
- ☐ How will workers, staff and customers be protected from the work area?
- ☐ How will dust and debris be controlled?
- ☐ Can disruptive work be scheduled outside normal business hours?
- ☐ What is the plan if heavy rain occurs?
- ☐ Who will communicate progress and changes to business management?



(07) 3220 0683



accounts@infiniteroofing.com.au



infiniteroofing.com.au



Unit 5/47 Musgrave Rd, Coopers Plains QLD 4108

COMMERCIAL ROOFING CONTRACTOR CHECKLIST

www.infiniteroofing.com.au

STEP 5 PROTECT THE BUILDING DURING THE JOB

On a re-roof, part of the building may be open during the work. Get the contractor's weather and temporary sealing plan before the contract is signed.

- ☐ The contractor has explained how much roof area may be opened at one time.
- ☐ Temporary sealing methods have been explained.
- ☐ Responsibility for water ingress and damage to stock, fit out or equipment is clearly addressed.
- ☐ There is a clear plan for unexpected rain or changing weather.
- ☐ Sensitive internal areas, equipment or stock have been identified before work starts.



ONGOING ROOF INSPECTIONS

The article recommends documented commercial roof inspections to support long-term performance, warranty compliance and repair budgeting. Inspections may identify membrane punctures, material deterioration, early structural concerns and moisture issues.

PROJECT-SPECIFIC WEATHER / WATERPROOFING NOTES



(07) 3220 0683



accounts@infiniteroofing.com.au



infiniteroofing.com.au



Unit 5/47 Musgrave Rd, Coopers Plains QLD 4108

COMMERCIAL ROOFING CONTRACTOR CHECKLIST

www.infiniteroofing.com.au

STEP 6 REVIEW REFERENCES AND PAST COMMERCIAL PROJECTS

Look for projects that closely match your own. Photographs of completed commercial work can help you assess the contractor beyond testimonials alone.

- ✓ Portfolio includes comparable commercial or industrial projects.
- ✓ Relevant services are demonstrated, such as maintenance, repairs or replacement.
- ✓ High-quality project photographs are available.
- ✓ At least three previous commercial client references have been reviewed.
- ✓ References indicate projects were completed on time.
- ✓ References indicate projects were completed within budget.



REFERENCE NOTES

Client / Project	Similar to our job?	On time?	Within budget?



(07) 3220 0683



accounts@infiniteroofing.com.au



infiniteroofing.com.au



Unit 5/47 Musgrave Rd, Coopers Plains QLD 4108

COMMERCIAL ROOFING CONTRACTOR CHECKLIST

www.infiniteroofing.com.au

FINAL REVIEW

CONTRACTOR COMPARISON SCORECARD

Score each area from 1 to 5, where 1 is weak and 5 is strong. Use the notes column for any conditions that must be resolved before signing.

Assessment area	Score /5	Notes
Relevant commercial experience		
QBCC licensing check		
Quote detail and transparency		
Material warranty		
Workmanship warranty		
Insurance and safety documents		
Site management plan		
Weather / watertightness plan		
References and past projects		

FINAL DECISION

Preferred contractor _____

Quoted price _____

Proposed start date _____

Outstanding conditions before signing _____

 (07) 3220 0683
 accounts@infiniteroofing.com.au
 infiniteroofing.com.au
 Unit 5/47 Musgrave Rd, Coopers Plains QLD 4108