

Appendix A – Management Plan

Attach a copy of the firm's management plan for this project. Per the evaluation criteria set forth in the Proposal Evaluation, the management plan shall include the following:

- 1) Provide a brief history and description of your company, including an overview and experience providing similar projects and services relating to the Contract being bid:
 - General Construction
 - Mechanical, Electrical, and Plumbing (MEP)
 - Roofing
- 2) Describe your general understanding of the JOC system to include the joint scoping of work, the preparation of price proposals and Job Order proposals, using the Construction Task Catalog®, meeting the contractual deadlines of proposal development, the rapid mobilization and start-up of Job Orders, and the expedient closeout of Job Orders)
- 3) Provide a subcontracting plan to include the purchasing of subcontractor services, and work to be accomplished with in-house forces. Identify the amount and type of subcontracting anticipated. Demonstrate in writing your ability to coordinate multiple subcontractors on multiple projects at multiple locations.
- 4) Provide a list of contemplated subcontractors.
- 5) The Contractor's input during the development of the Detailed Scope of Work is a valued component of any JOC program. Outline and describe the Value-Engineering processes you have employed over the last 5 years identifying what worked best and what did not.
- 6) Demonstrate your firm's ability to understand the Design and Build environment and how the JOC process can partner with this concept. UNM is seeking a full function contracting relationship that will allow a willing partnership in both design and execution of remodeling projects. Design and flexibility will be crucial to our customer base and successful. Proposers must be willing to cooperate with this process.
- 7) Please provide contact information for the person(s) who will be responsible for the following areas. If not applicable, write "Not Applicable"

Executive Contact:

Contact Person: Jackson Johns

Title: President

Phone: 505-883-3000 Fax: 505-883-1719

Email: estimating@nationalroofing.com

Marketing:

Contact Person: [Jennifer Doherty](#)

Title: [Marketing Manager](#)

Phone: [505-883-3000](#) Fax: [505-883-1719](#)

Email: jenniferd@nationalroofing.com

Account Manager/Sales Lead:

Contact Person: [Lori Gunnare](#)

Title: [Chief Business Development Officer](#)

Phone: [505-883-3000](#) Fax: [505-883-1719](#)

Email: lori@nationalroofing.com

Sales Support:

Contact Person: [Anthony Chowanec](#)

Title: [Business Development Representative](#)

Phone: [505-883-3000](#) Fax: [505-883-1719](#)

Email: anthonyc@nationalroofing.com

Contract Management (if different than sales lead):

Contact Person: [Maribel Munoz](#)

Title: [Head of Contracts & Estimating Department](#)

Phone: [505-883-3000](#) Fax: [505-883-1719](#)

Email: maribel@nationalroofing.com

Financial Reporting:

Contact Person: [Wanda Helms](#)

Title: [Chief Financial Officer](#)

Phone: [505-883-3000](#) Fax: [505-883-1719](#)

Email: wandah@nationalroofing.com

JOB ORDER CONTRACTING PROPOSAL ROOFING MANAGEMENT PLAN

The National Roofing Company Roof Management Plan is a comprehensive program designed to produce the best result for the owners and clients.

TECHNICAL APPROACH

State buildings must follow the New Mexico Energy Conservation Code (NMECC) 2018 that are under the CID jurisdiction. As a major subsystem of the entire building envelope, roofing should be highly integrated into the building LEED™ profile.

Although its primary purpose is weatherproofing, a roof can also lower the heat island effect of a building, provide superior insulating capacity, and can be constructed from recyclable material produced in nearby facilities. National Roofing intends to integrate these aspects into the final roof assembly on any University of New Mexico roofing project.

A roof becomes an asset to the building if it cooperatively meets different entities' design criteria. As the installer, we must take account for wind uplift forces, thermal resistance, reflectivity, long term performance, and preventative maintenance requirements. We must ensure that the system complies with Factory Mutual guidelines, UL guidelines, Energy Star and Cool Roofs Rating council guidelines, ICBO and NMBC codes, ANSI/SPRI ES-1 rating, and the manufacturer warranty requirements.

DESIGN PHASE

At the design phase, National Roofing assigns an internal team that best fits the components of the project to include a Project Coordinator, Estimator and Project Manager. This team will remain through the closeout of the project. During the design phase of construction, National Roofing can work as team members to provide the best value for the University of New Mexico's budget. We work with multiple manufacturers to make certain materials are of high quality and are affordably priced. Although the Construction Task Catalog® does not identify materials by specific manufacturers, we at National Roofing will make sure that the products we install are time-tested and of the highest quality, we will not sacrifice quality for a lower priced product.

In addition to using high quality products, we also work with other trades to ensure all adjoining elements of the building work together to provide a complete envelope. We utilize the latest industry software to provide cost-benefit analysis to the roof and thermal assembly. We assist with roof drainage design. To close-out the design phase, we provide blueprint review and a complete specification package customized to each particular facility.

CONSTRUCTION PHASE

Before the start of all projects National Roofing schedules a project hand-off meeting with the National Roofing Team - Estimator, Project Coordinator, Project Manager and Foreman to review and discuss all aspects of the project. National Roofing will then schedule a Pre-Construction meeting with owner or owner's representative and the National Roofing Team.

Our Project Managers work closely with the Foreman and other trades as partners to foster a cooperative atmosphere with a mutual goal of completing the project on time and error free. The Project Manager conducts site visits to inspect work quality, safety, cleanliness and organization.

The Foreman will supervise a 6 - 12-man workforce on a daily basis. A specific project may have to be treated as a high-production rate project, and it may be necessary to supply an additional crew. The Foreman completes daily progress reports, takes progress photographs, supervises the work, and inspects work quality and completeness.

During the course of the project, we will attend progress meetings and safety meetings typically on a weekly basis, or as needed. Beyond this, we provide multiple points of contact on a 24/7 basis. We can be reached at a moment's notice either telephonically, through email, or through a link on our website. We anticipate upcoming weather trends and take necessary measures to proactively protect the roof and building. Our standard night tie-in is designed to withstand inclement weather for a three-month period and must be able to immediately withstand winds up to sixty miles per hour and an inch of rain. We require the manufacturer to provide an interim inspection of all in-progress work on a monthly basis.

SCHEDULE

Our schedule is driven by the requirements of the project schedule. We provide input as to our capabilities and manage the project to conform to the requirements. We realize this may require working non-standard hours to meet prescribed milestones.

CHALLENGES

All projects present unique challenges. This proposal may present a project that has a material handling challenge. It is conceivable that we will be working on multiple buildings concurrently. To combat this challenge, we have multiples of all major roofing equipment: multiple hydraulic cranes, multiple robotic welders, multiple lifts, etc.

There is also the challenge of combining multiple roof assemblies in a cohesive fashion. We can provide a single source warranty from a primary manufacturer for both a standing seam metal and single-ply roof assemblies.

An additional challenge may be working within a congested area. We have the experience and the capability to overcome the difficulties this challenge presents us. We will provide barricades to protect the public and monitor the site for any safety issues.

CLOSEOUT PHASE

Upon completion, the manufacturer provides a complete inspection of the roof assembly. Any punch list items will be repaired and documented. National Roofing will provide warranties, contact lists, and a proposed maintenance plan. The maintenance plan will be serviced by our Service Department, see below.

SERVICE DEPARTMENT:

Our philosophy at National Roofing Company is to make every effort to save an existing roof and put off expensive reroofing plans as long as feasible. At National Roofing, our Service Technicians provide roof evaluations, maintenance, leak and repair services differently than

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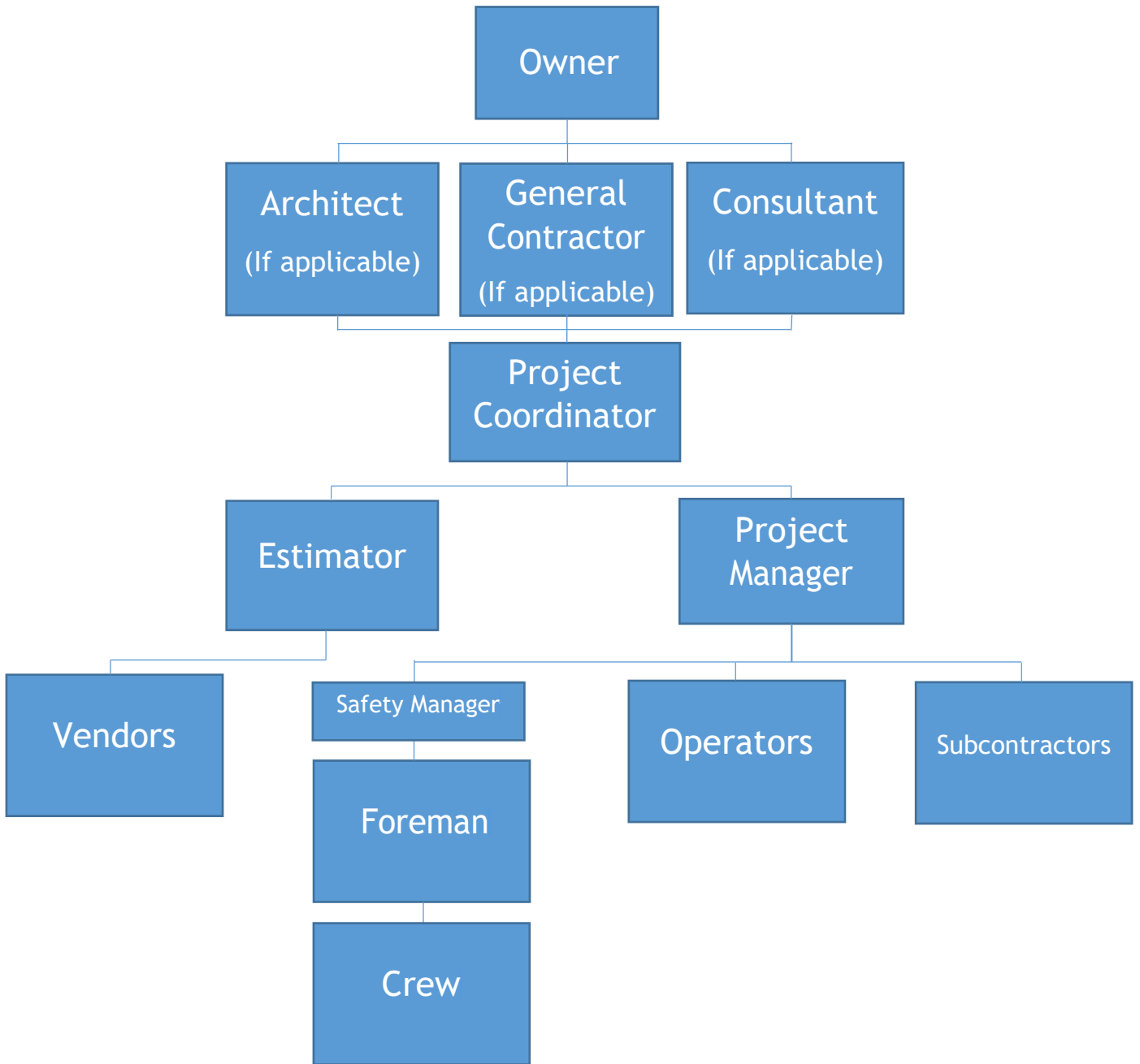
any other roofing companies in New Mexico. We have a staff of fulltime roof maintenance, leak and repair technicians who are available 24/7 for all roofing needs, including emergencies.

Emergency On-call response time is driven by the requirements of the project. We provide input as to our capabilities and man the project to conform to the requirements. We realize this may require working non-standard hours to meet prescribed milestones. Our emergency response is within one hour from time of call to actual job site. We have responded to several emergency calls during non-standard working hours. NRC was first on site at the UNMH helicopter crash on the roof in 2014. NRC was first on site at the roof fire at Taylor Ranch Community in 2015. In both instances NRC helped to coordinate and facilitate other trades needed for massive repairs to the roofing systems of both buildings.

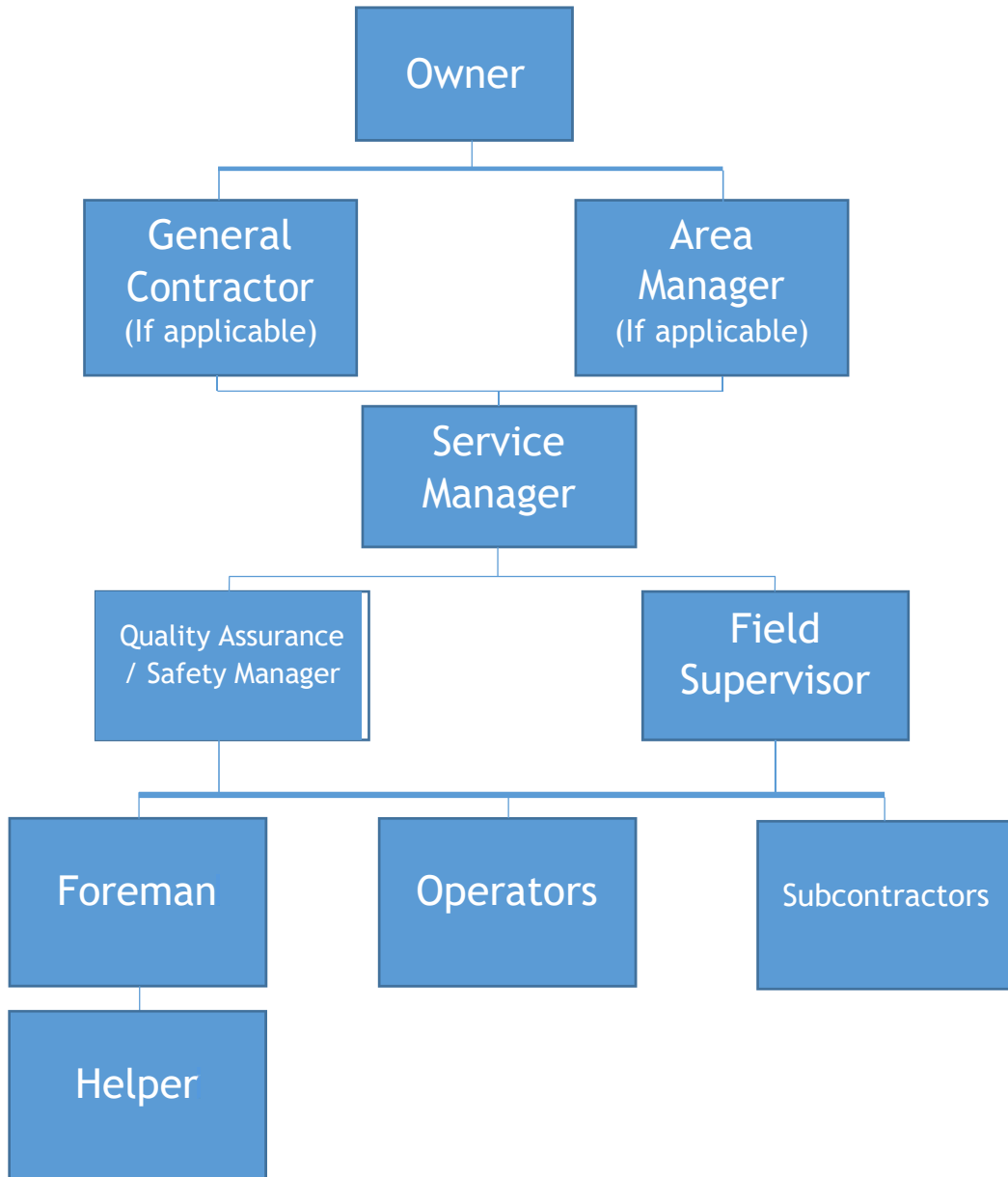
Our Service Technicians have an average of eight years of roof servicing experience and have received special training and are certified to work on most major manufacture roofing systems including, but not limited to, single ply, built-up, shingle, tile, metal and coated roofs. They are also trained in how to dress professionally, speak to building contacts, trace leaks, document and photograph repairs. The National Roofing Service Department has decades of experience in dealing with challenging roofing problems and bring those years of experience into the field to support and continuously train the technicians.

A unique benefit to our multiple property clients is our Internet Customer Portal. After performing work on your properties, our staff will download before-and-after photographs and other valuable information into a cloud-based private portal that only your authorized users may access and have knowledge and information pertaining to your rooftops in real time. This portal allows you to have first-hand information and verification of every repair we make for you and gives us the venue to show you anything we find compelling on your roofs.

NRC Production Department Project Management Diagram



NRC Service Department Project Management Diagram



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List of Subcontractors

B&D Industries - 9720 Bell Avenue SE, Albuquerque, NM 87123 ; 505-299-4464

ISHC - 7500 2nd Street NW, Albuquerque, NM 87107; 505-792-5103

Baca Lightning Protection - 4201 Ellison Street NE, Albuquerque, NM 87109; 505-200-9764

Powers Products Southwest - 8352 Corona Loop NE, Albuquerque, NM 87113; 505-243-2000

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COMPANY PROFILE

Introduction

Thank you for this opportunity to provide you with information about our roofing company.

National Roofing Company (NRC) was founded in 1976, 46 years ago. We are a full service commercial roofing and waterproofing contractor. We provide a full range of building services for both the public and private sectors. National Roofing is the largest roofing contract in the state of New Mexico. We are approved applicators for major roof material manufactures including, but not limited to Elevate (formerly known as Firestone), Tremco, Carlisle, GAF, Sika Sarnafil, and Johns Manville. In addition to GS21 roofing classification NRC holds a GB98 general building classification.

National Roofing's dedication to excellence has earned us some of the highest honors in the industry, including the Firestone "Master Contractor" designation for 22 years, Firestone "Inner Circle of Quality", and the AGC Best Building Awards. These awards recognize contractors who demonstrate quality craftsmanship, professionalism and leadership. National Roofing is also Master Select Contractor for GAF and Sika Sarnafil Materials Corporation. We are able to provide the longest-term warranties offered by all of the above referenced manufacturers.

National Roofing strives to be a new kind of roofing contractor. We seek to provide a customer relationship that is responsive, professional and focused on meeting your roofing needs. Our 46 years of experience has taught us that providing our employees with the proper tools and training allows us to deliver cutting edge products and services to you, our customer.

We have an excellent safety record and active safety program. We utilize an independent safety consulting firm that provides advanced training and random safety audits on our projects to maintain a safe work environment for our employees and partners. In an environment of increasingly condensed schedules, safety remains our highest priority.

We know that roofs are one of the most important components of any building and NRC provides an excellent roof system that is installed as the strongest, safest and most sustainable roof on the market. We combine state of the art materials with superior craftsmanship to give the building owner the results they need. NRC is also committed to completing projects on time and on budget, and offers a 24/7 emergency response. NRC can also provide a manufacturer warranty for up to 30 years for eligible roof systems. In addition, we offer comprehensive maintenance to help protect your roofing investment.

NRC has two roofing divisions as well as a general contractor division. The two roofing divisions are the Service Division, and the New Construction and Reroofing Division. NRC

also employs a staff architect who will be involved in this project when required to help evaluate intent of new construction or existing conditions. His involvement brings an additional level of

review, oversight and expertise to the project. Each division has a dedicated team of managers with decades of experience managing roofing and building projects in their areas of responsibility. Supporting these divisions is an Estimating and Procurement Department. This enables us a unique perspective to planning, cost estimating, roof services and general contracting.

Service work orders can be scheduled 24 hours a day by phone, e-mail or through our web based Customer Portal, which includes all projects in process, completed and proposed and are available in real time. Service work orders are acknowledged, scheduled and put into process usually within two (2) hours.

NRC is licensed and certified by the national organizations of the roofing systems for all types of roofs – flat, sloped, and pitched. NRC holds certifications for shingles, tile, slate, prefab and site-rolled metal roofing, coatings, EPDM, TPO, PVC, metal wall panels and more. We have extensive expertise in repairing and rehabilitating all roof systems, including failed spray foam, and have manufacturer relationships that allow us to bring factory expertise to any project.

Capacity and Capabilities

Analyzing Data:

Firestone Roofing Products, the most respected name in roofing products, has recognized National Roofing Company as one of the best roofing companies in the country and has chosen them as Master Contractor for twenty years in a row. Since we install every type of roof system and likewise provide service on the same, we have decades of experience with each task in the scope of work. We have an architect on staff as well as numerous factory-trained experts to evaluate any roofing issue. All projects are read, studied and analyzed before ever starting work. Roofing crews are dispatched to their jobs with all the products and equipment required to complete their tasks.

Permitting:

NRC Permits all of its new construction, reroofing and large service projects when required by the governing codes.

Fair Wage Payrolls:

NRC performs work with State and Federal wage rate payrolls routinely and works on badge-required background checks statewide.

Building Code:

NRC views the International Building Code as a set of minimum standards. As a bonded roofing contractor, NRC is required to perform all our work to the highest standards. NRC can provide manufacturers No Dollar Limit Warranties for new roof systems for all quality tiers of manufacturers.

Training:

NRC has training programs and continuing education requirements for all roofing personnel. OSHA 10 and OSHA 30, in-house safety tracts, new roofing products and retraining are typical topics of company training. NRC training is required attendance. A site safety evaluation is performed and a safety plan made on every project.

Services Provided

Service Department:

24/7 On-Call service team via phone and web - Infrared Roof Scan - Preventative Maintenance

Low-Slope Roofing / Commercial Roofing:

Built-Up (BUR) - Modified Bitumen - PVC- TPO - EPDM - CSPE - Metal - Architectural - Green Roofs / Roof Gardens

Steep-Slope Roofing:

Clay Tile - Fiberglass Asphalt Shingles - Wood Shingles / Shakes - Metal - Green Roofs / Roof Gardens

Pre-Construction:

Consulting / Roof Analysis - Results of critical analysis in what kind of roof best meets your needs - Estimating - Budgeting - Roof Scan

Construction:

Safety - Quality Assurance - Value Engineered Product - Commitment to The Environment - Project Management Job Packet

Post-Construction:

Maintenance and Emergency DVD specific to your project - Follow-up Project Rating System that lets you grade our level of work. - 24/7 Warranty Service - Preventative Maintenance and Scheduling Program

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MISSION STATEMENT

National Roofing exists to provide the highest quality and best service in New Mexico's roofing market.

We deliver outstanding service, the finest quality and, ultimately, the most value to the marketplace. We aim to be our industry's gold standard, the benchmark by which all other thermal and moisture protection firms are measured.

VISION STATEMENT

In the pursuit of excellence, we must be the most ethical and the most skilled; the two are mutually inclusive.

National Roofing cultivates talent in order to deliver on our stated purpose. We are more than a roofing company; we are the firm that builds the greatest roofers in the market. We go beyond delivering the highest quality roofing solutions: we are the company that develops the people who are able to do that.

In order to deliver excellence, we must have the optimum team, and that's what we aim to create, each and every day, in words, thoughts, and actions, through our customer service, our project execution, and how we train and educate ourselves.

VALUE ENGINEERING PROCESS

Value engineering (also called value analysis) is a strategy to reduce project costs by substituting materials and/or methods with less expensive alternatives, without significant sacrifice to functionality. On negotiated projects, National Roofing Company (NRC) includes incorporating creative cost and time saving solutions as part of our basic service. NRC can also provide enhanced value engineering services on competitive bid projects upon request.

Value-Engineering begins with an analysis of existing conditions on re-roofing projects, or review and evaluation of Project Documents (plans and specifications) on new construction. Depending on the size and complexity of the project, our staff architect will assist the project manager and estimator in evaluating the project information and in developing modifications to the proposed scope of work for pricing. Evaluation may include review and confirmation of code requirements for insulation, drainage and uplift capacity. NRC may suggest alternates to the proposed roofing assembly based on project location, occupancy type, deck type, interface with adjacent walls, number and location of skylights and rooftop equipment, edge conditions, etc. During this review process, NRC also engages our material suppliers for their input and expertise.

Examples of successful value-engineering efforts include proposing partial removal and roof recover (when allowed by code and appropriate to the building). Other successful strategies have included: changing roof membrane type or roofing manufacturer; changing methods to achieve slope at roof level; adding or modifying roof drains; improving crickets layout; changing flashing details and/or roof assembly attachment methods; identifying and correcting vapor barrier conditions; locating and improving unsuitable substrates and adjusting project sequencing for improved timelines, or to reduce impact to site or building occupants.

The project estimator will price the approved Scope of Work and provide itemized cost savings of each approved alternate, if required. NRC will present the cost analysis either directly to the Owner, or per project bid / submittal requirements. Once approved, NRC will work with the entire team to execute the revised Scope of Work according to the project schedule.

Over the last five years, we estimate that our Value Engineering process has helped reduce project costs on more than half of those projects awarded to us by competitive bid, and an equal percentage of these projects benefitted from our having developed a detailed Scope of Work. We believe that almost every negotiated project we have executed over the last five years has benefitted from our value engineering process.

Appendix B – Contractor’s Statement of Qualification

1. ORGANIZATION

Name: National Roofing Company Inc. Address:

Principal Office:

Corporation Partnership Sole Proprietorship Joint
Venture
 Other

a. How many years has your organization been in business as a contractor? 46 Years

b. How many years has your organization been in business under its present business name?

46 Years

c. Under what other or former names has your organization operated? N/A

d. Department of Work Force Solutions Contracting Registration # 0191772011629

Effective Dates 06/02/22 to 06/28/24

e. Submit FEIN and Dunn & Bradstreet report. Please see attached

f. Describe any present or past litigation, bankruptcy or reorganization involving supplier. N/A

g. Felony Conviction Notice: Indicate if the supplier

- is a publicly held corporation and this reporting requirement is not applicable; N/A
- is not owned or operated by anyone who has been convicted of a felony; or
- is owned or operated by and individual(s) who has been convicted of a felony and provide the names and convictions. N/A

h. Describe any debarment or suspension actions taken against supplier N/A

2. LICENSING

a. Name of license holder (or qualifying party) exactly as on file with the State of New Mexico Construction Industries Division:

Thomas F. Johns, Christopher Michael Brisson

- b. License Classification: Roofing, Gen. Bldg. License Code: GS-21, GB-98
- c. License Number: 14145
- d. Issue Date: 12/22/1977 Expiration Date: 7/31/2024
- e. Is the firm's contractor's license free of ever being suspended or revoked by the CID or by the appropriate licensing agency in any other state?
 Yes [] No (attach explanation)
- f. Does your firm hold all applicable business licenses required by state and local law?
- License Number: COM-2020-359180 Jurisdiction: City of Albuquerque
Name of License Holder, exactly as it appears on file with jurisdictional authorities.
National Roofing Company Inc.
Issue Date: 3/27/2022 Expiration Date: 3/26/2023
 - License Number: 7BI-20120467 Jurisdiction: Bernalillo County
Name of License Holder, exactly as it appears on file with jurisdictional authorities.
National Roofing Company Inc.
Issue Date: 9/6/2022 Expiration Date: 9/6/2023
 - License Number: 7424 Jurisdiction: City of Rio Rancho
Name of License Holder, exactly as it appears on file with jurisdictional authorities.
National Roofing Company Inc.
Issue Date: 10/13/2022 Expiration Date: 10/31/2023
- g. Is your firm registered with the State of New Mexico's Purchasing Department with a Resident Preference Number? Yes [] No
Resident Preference Number: L1804245424 Issue Date: 2/25/2018
Name of number holder, exactly as it appears on file with State Purchasing.
National Roofing Company Inc.
- h. Is your firm free from formal debarment from public works, federal, state or local jurisdictions?
 Yes [] No (attach explanation*)

3. CAPACITY AND CAPABILITY TO PERFORM THE WORK

a. Resources.

(1) Total number of current employees: 114
Project Managers 8
Estimators 3

Superintendents	<u>3</u>
Foremen	<u>17</u>
Tradesmen	<u>61</u>
Administration	<u>19</u>
Others	<u>4</u>

(2) Does your firm have the immediate capacity to perform the work required for this project?

Yes

No

(3) What is the number and location of support centers, if applicable, and location of corporate offices?

1 Support Center, 6821 Academy Parkway W. NE, Albuquerque, NM 87109

(4) What was your annual construction volume over the last three (3) fiscal years?

\$15,000,000.00

(5) What are your overall public sector sales, excluding Federal Government, for last three (3) years?

Greater than 10 million

(6) What is your strategy to increase market share in the public sector?

Please see attached explanation

(7) What differentiates your company from competitors in the public sector?

Please see attached explanation

(8) Describe any green or environmental initiatives or policies.

Please see attached explanation

(9) Provide any necessary detail as it relates to standard ordering methods and payment terms.

Please see attached explanation

(10) If Contractor requires additional agreements with Participating Public Agencies, provide a copy of the proposed agreement herein.

N/A

4. SURETY

a. Firm's current surety company: Downey & Company

Will this surety be used for the construction contract for this project?

Yes

No (attach explanation*)

Contact Agent: Maria Ankeny Telephone: 505-881-0300

Years utilizing this surety: 8 Years Maximum capacity: \$10,000,000

Aggregate Total of current surety in force: \$20,000,000

- b. Is the surety company to be used on this project licensed to do business in the State of New Mexico?

Yes No (attach explanation*)

- c. Is your firm free of having any construction contracts taken over by a surety for completion in the past five (5) years?

Yes No (attach explanation*)

- d. **Complete Attachment A Provide a letter from your bonding company setting forth your company's available bonding capacity and availability and confirming that, if required, your company could provide labor and material payment bonds and performance bonds for certain projects up to the bonding capacity.** [Please see attached](#)

5. SAFETY

- a. Does your firm have a written safety program compliant with current state regulations?
 Yes No (attach explanation*)

(NOTE: Selected contractor will be required to provide a copy of their firm's written safety program at the time of contracting.)

- b. Provide the Recordable Incident Rate for the past calendar year: 2021 - 6.44

- c. Is your firm free of committing serious or willful violations of federal or state safety laws as determined by a final non-appealable decision of a court or government agency?

Yes No (attach explanation*)

- d. Provide your safety record, safety rating, EMR and worker's compensation rate where available. [Please see attached](#)

6. INSURANCE & CLAIMS HISTORY

- a. Is your firm free from any court judgments, pending litigation, arbitration and final agency decisions filed within the last five (5) years in a construction related matter in which the contractor, or any officer, is or was party?

Yes No (attach explanation*)

- b. Has your firm during the past five (5) years been free of a determination by a court of competent jurisdiction that it filed a false claim with any federal, state, or local government entity?

Yes No (attach explanation*)

- c. Does your firm have the ability to provide the required insurance in the limit stated in the project documents?

Yes No (attach explanation*)

- d. **Complete Attachment B** by providing a letter from an insurance carrier stating that the firm is able to obtain insurance in the limits required in the RFP. [Please see attachment](#)

7. QUALITY ASSURANCE

- a. Does your firm have a written Quality Assurance Program?

Yes No (attach explanation*)

- b. **Complete Attachment C** by providing a copy of the written Quality Assurance Program. [Please see attachment](#)

8. PROJECT SCHEDULING

- a. Has the firm been involved with a construction project within the past five (5) years, where the schedule was not met?

Yes No

If yes, please explain

- Project 1 Name: N/A

Reason for Delay: N/A

- Project 2 Name: N/A

Reason for Delay: N/A

- Project 3 Name: N/A

Reason for Delay: N/A

- b. Has the firm been assessed liquidated damages due to scheduling for any project in the past five (5) years?

Yes No

If yes, please list project(s)

- Project 1 Name: N/A

- Project 2 Name: N/A
- Project 3 Name: N/A

9. LABOR CODE VIOLATIONS

- a. Has your firm, during the past five (5) years, been free of any determinations by a court or an administrative agency of repeated or willful violations of laws and/or regulations pertaining to the payment of prevailing wages or employment of apprentices of public works projects?
 Yes No (attach explanation*)
- b. **Complete Attachment D** by providing requested affidavit of non-violation of labor codes.
- c. Is the firm free of all sub-contractor Fair Practices Act violations for the past five (5) years?
 Yes No (attach explanation*)

10. VALUE STATEMENT

UNM places a strong emphasis on diversity, quality management and sustainable efforts and strives to utilize these practices in its everyday activities. **Complete Attachment E** by describing your firm's value system and note how you would demonstrate such practices on this project? [Please see attachment](#)

11. CONTRACTOR'S COMMENTS

- a. ***Complete Attachment F** if you have selected any answers in the qualification statement that require further explanation. Note the question number and proceed with the explanation. This attachment may also be used if necessary to further clarify any of the answers to the above qualification questions, by noting the question number and posting the clarification.
- b. **Complete Attachment G** if you would like to provide additional information about your firm and/or proposal. [Please see attachment](#)

The undersigned certifies that all of the qualification information submitted with this form is true and correct.

Signature of authorized representative *Jackson Johns*

Printed or typed name Jackson Johns

Title President

Date 11/11/2022

Company name National Roofing Company Inc.

Address 6821 Academy Parkway West NE

City/State/Zip Albuquerque, NM 87109

Telephone 505-883-3000 Fax 505-883-1719

Email estimating@nationalroofing.com

ATTACHMENTS INCLUDED - 12

Please check all attachments included in the proposal

- A Notarized Declaration of Surety
- B Proof of Insurance
- C Copy of Quality Assurance Program
- D Affidavit of Non-Violation of Labor Codes
- E Copy of Value Statement
- F Clarifications, and Explanations
- G Additional Information (Optional)

----- END OF **PRIMARY CONTRACTOR'S** QUALIFICATION STATEMENT -----

Business Information Report Snapshot

NATIONAL ROOFING COMPANY, INC.

D-U-N-S: 08-526-5379

ADDRESS: 6821 Academy Parkway West Ne, Albuquerque, NM, 87109, United States

Date: 11/07/2022

RISK ASSESSMENT

SCORES AND RATINGS				
Max. Credit Recommendation	PAYDEX® SCORE	Delinquency Predictor Percentile	Financial Stress Percentile	Supplier Evaluation Risk Rating
US\$ 50,000	74 LOW RISK	7 HIGH RISK	94 LOW-MODERATE RISK	2 LOW RISK

MAXIMUM CREDIT RECOMMENDATION

Overall Business Risk

LOW

LOW-MODERATE

MODERATE

MODERATE-HIGH

HIGH

Maximum Credit Recommendation

US\$ 50,000

The recommended limit is based on a moderate-high probability of severe delinquency.

Dun & Bradstreet Thinks...

- Overall assessment of this organization over the next 12 months: HEIGHTENED PAYMENT BEHAVIOR CONCERNS
- Based on the predicted risk of business discontinuation: HIGH LIKELIHOOD OF CONTINUED OPERATIONS
- Based on the predicted risk of severely delinquent payments: VERY HIGH POTENTIAL FOR SEVERELY DELINQUENT PAYMENTS

PAYDEX® SUMMARY

3 Months

78

Low Risk (100) High Risk (1)

When weighted by dollar amount, payments to suppliers average 3 days beyond terms. Value is based on payments collected over the last **3 months**.

24 Months

74

Low Risk (100) High Risk (1)

When weighted by dollar amount, payments to suppliers average 9 days beyond terms. Value is based on payments collected over the last **24 months**.

74

Low Risk (100)

High Risk (1)

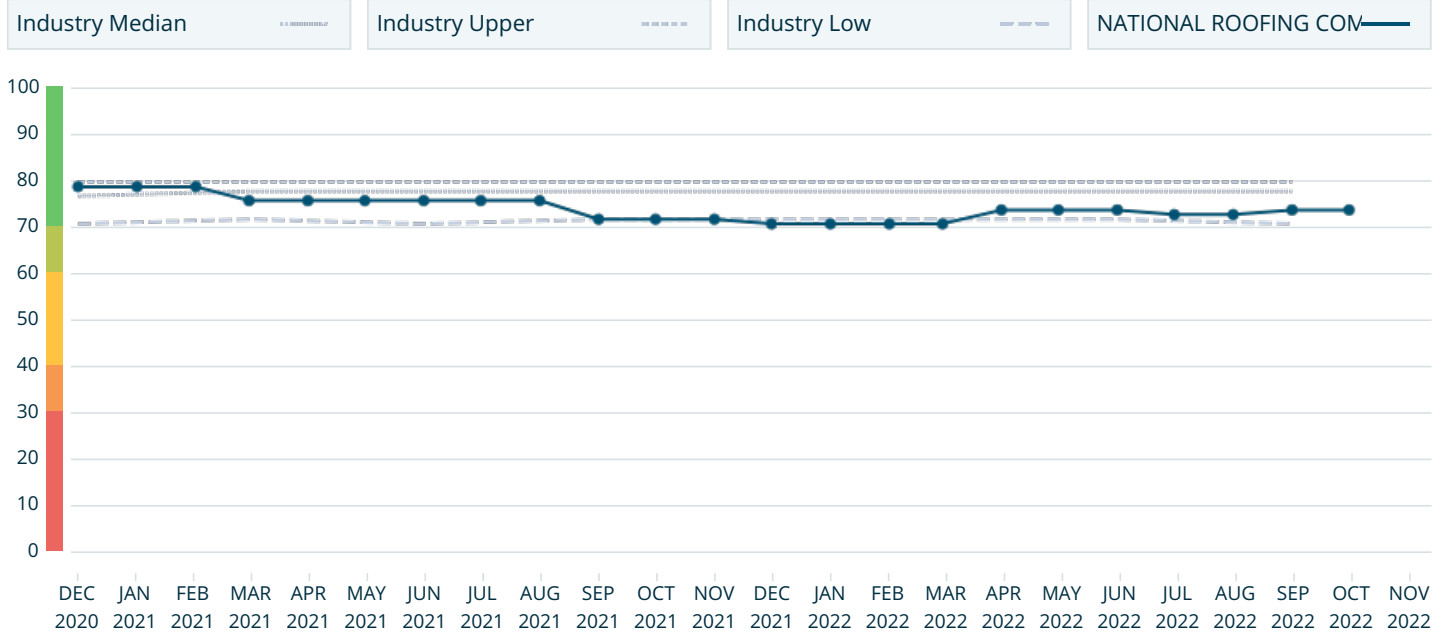
Risk of Slow Pay
LOW

Payment Behavior
9 Days Beyond Terms

Based on a D&B PAYDEX® of h

Business and Industry Trends

1761 - Roofing/siding contractor



DELINQUENCY PREDICTOR SCORE



Based on a D&B Delinquency Predictor Percentile of &

- Evidence of negative trade
- Recent amount past due
- Vendor payment commentary
- Payment information indicates negative payment comments

Level of Risk
HIGH

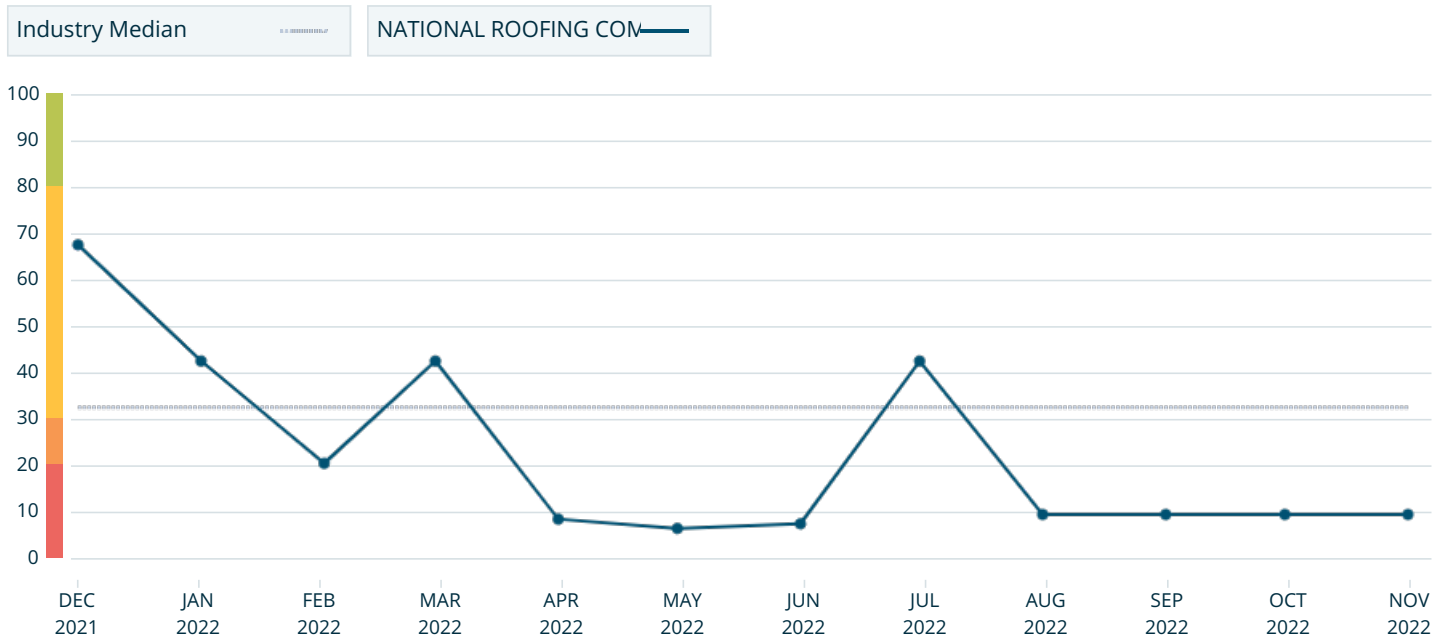
Raw Score
394

Probability of Delinquency
32.12%

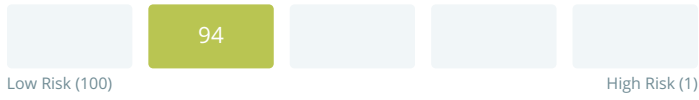
Compared to Businesses in D&B
10.2%

Business and Industry Trends

1761 - Roofing/siding contractor



FINANCIAL STRESS SCORE



- UCC Filings reported
- Low proportion of satisfactory payment experiences to total payment experiences

Based on a D&B Financial Stress Percentile of

Level of Risk
LOW-MODERATE

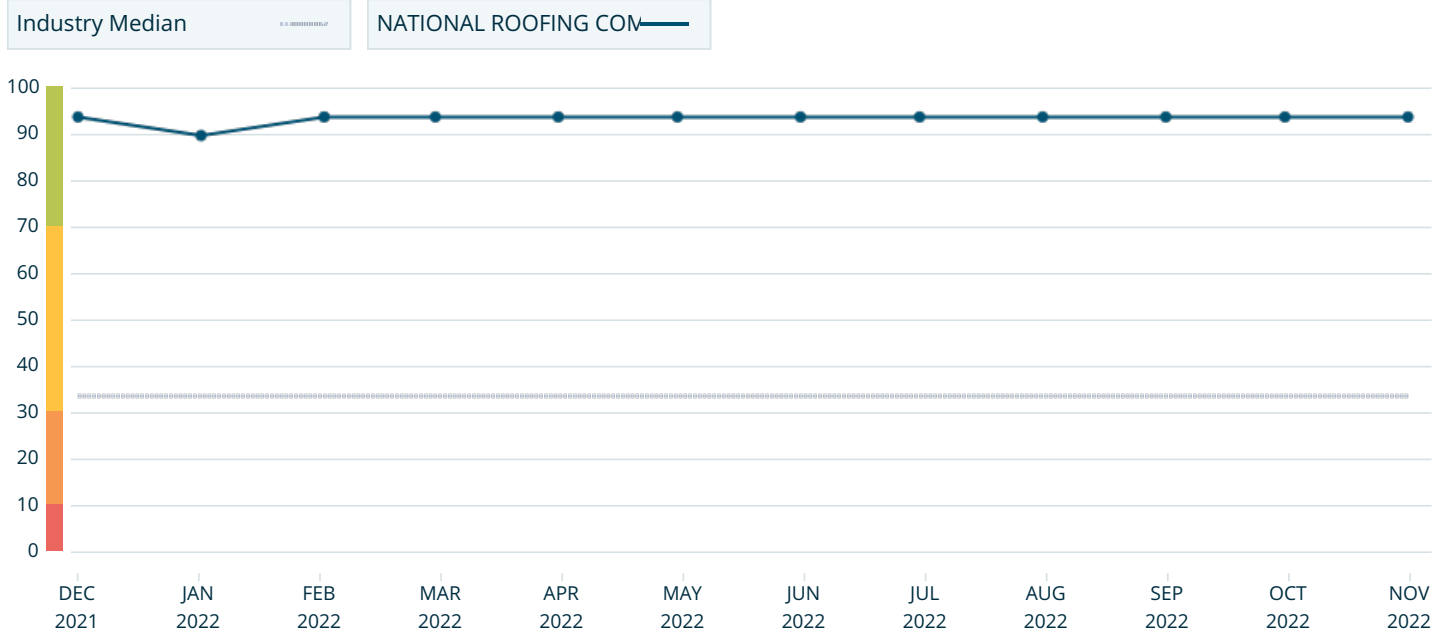
Raw Score
1568

Probability of Failure
0.05%

Compared to Businesses in D&B
0.48%

Business and Industry Trends

1761 - Roofing/siding contractor



SUPPLIER EVALUATION RISK RATING



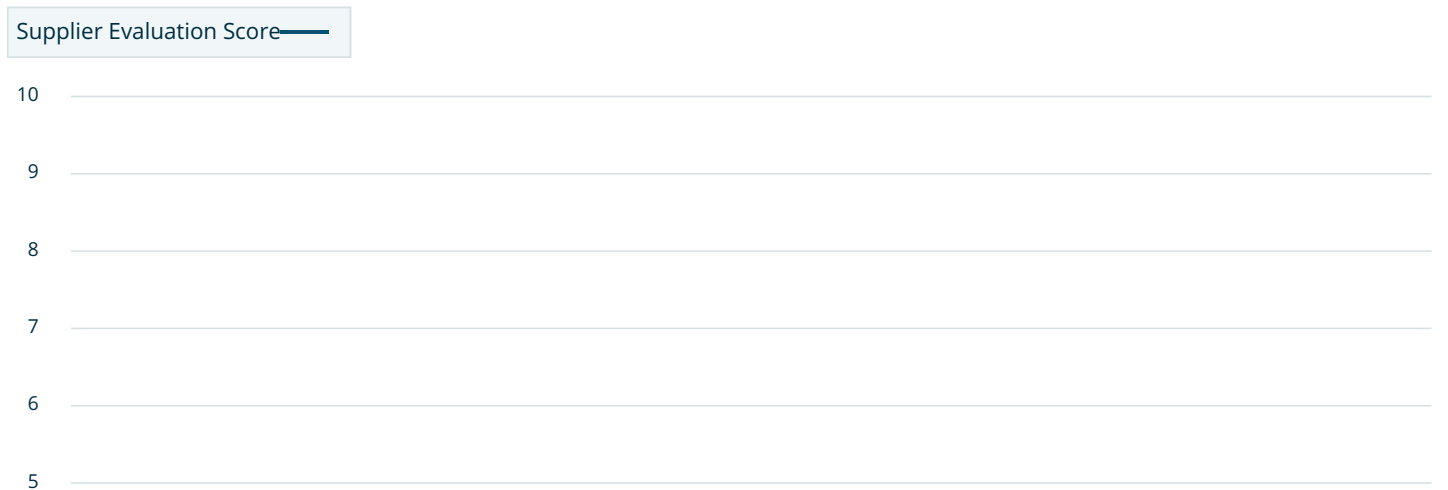
Based on a Supplier Evaluation Risk Rating of -

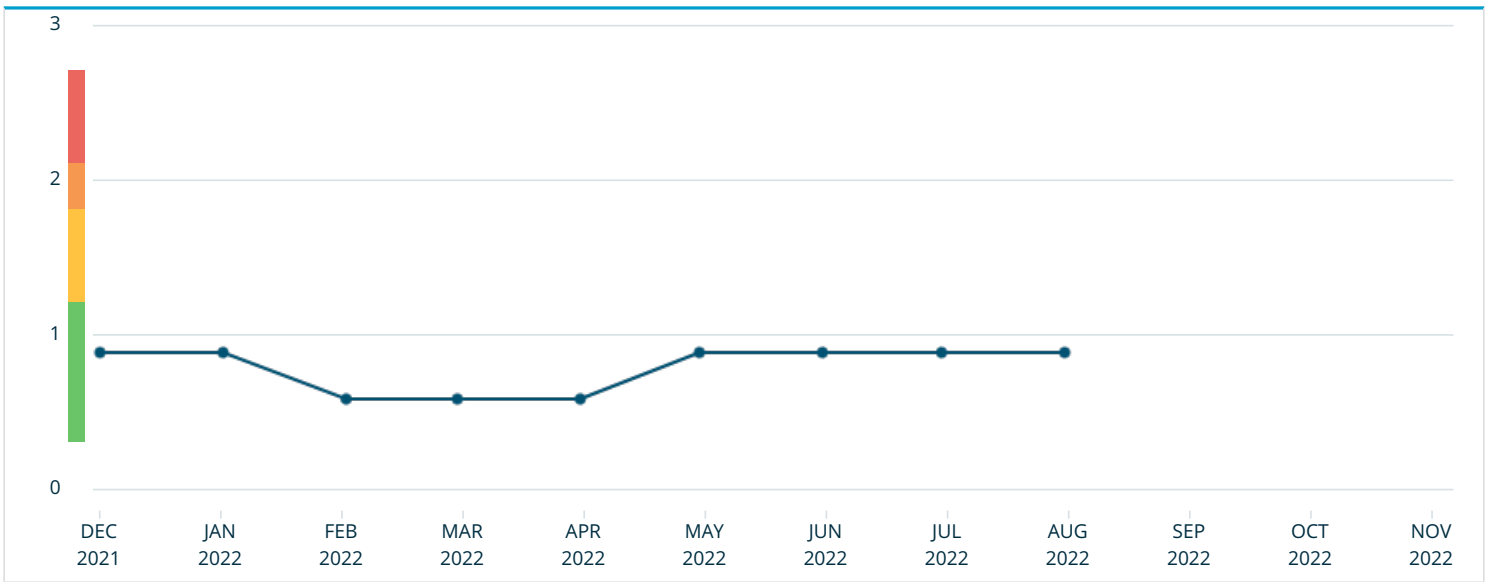
Factors Affecting Your Score

- Proportion of past due balances to total amount owing
- Business belongs to an industry with above average risk of ceasing operations or becoming inactive
- Proportion of slow payment experiences to total number of payment experiences reported

Business and Industry Trends

1761 - Roofing/siding contractor





D&B RATING

Current Rating as of 10-18-2010

Employee Size

1R: 10 employees and over

Risk Indicator

2: Low Risk

Previous Rating

Financial Strength







3A: US\$1,000,000 to
US\$9,999,999 in Net Worth or
Equity

Risk Indicator

2: Low Risk

TRADE PAYMENTS

TRADE PAYMENTS SUMMARY		Based on 24 months of data
Overall Payment Behavior 9 Days Beyond Terms Highest Now Owing: US\$ 15,000	% of Trade Within Terms 89% Total Trade Experiences: 34 Largest High Credit: US\$ 200,000 Average High Credit: US\$ 11,742	Highest Past Due US\$ 10,000 Total Unfavorable Comments : 1 Largest High Credit: US\$ 10,000 Total Placed in Collections: 0 Largest High Credit: US\$ 0

TRADE PAYMENTS BY CREDIT EXTENDED			
\$ CREDIT EXTENDED	% OF PAYMENTS WITHIN TERMS	# PAYMENT EXPERIENCES	TOTAL & DOLLAR AMOUNT
OVER 100,000	 100%	1	\$200,000
50,000 - 100,000	 0%	0	\$0
15,000 - 49,999	 45%	3	\$60,000
5,000 - 14,999	 95%	8	\$52,500
1,000 - 4,999	 96%	7	\$13,000
UNDER 1,000	 98%	9	\$3,300

TRADE PAYMENTS BY INDUSTRY			
Collapse All Expand All			
Industry Category	Number of Payment Experiences	Largest High Credit (US\$)	% Within Terms (Expand to View)
▼61 - Nondepository Credit Institutions	6	10,000	
6159 - Misc Business Credit	5	7,500	100
6153 - Short-trm Busn Credit	1	10,000	100
▼73 - Business Services	6	25,000	
7389 - Misc Business Service	3	20,000	100
7359 - Misc Equipment Rental	2	25,000	23

7353 - Hvy Const Eqpt Rental	1	2,500	100
↘50 - Wholesale Trade - Durable Goods	6	15,000	
5033 - Whol Roof/side/insul	2	15,000	62
5013 - Whol Auto Parts	1	5,000	50
5085 - Whol Industrial Suppl	1	2,500	100
5031 - Whol Lumber/millwork	1	1,000	50
5084 - Whol Industrial Equip	1	100	100
↘28 - Chemicals And Allied Products	2	200,000	
2891 - Mfg Adhesives/sealant	1	200,000	100
2851 - Mfg Paint/allied Prdt	1	500	100
↘29 - Petroleum Refining And Related Industries	1	7,500	
2952 - Mfg Asphalt Felt/coat	1	7,500	100
↘48 - Communications	2	2,500	
4812 - Radiotelephone Commun	1	2,500	100
4813 - Telephone Communictns	1	250	100
↘51 - Wholesale Trade - Nondurable Goods	2	1,000	
5172 - Whol Petroleum Prdts	1	1,000	100
5113 - Whol Service Paper	1	750	100
87 - Engineering Accounting Research Management And ↘Related Services	1	750	
8721 - Accounting Services	1	750	100
34 - Fabricated Metal Products Except Machinery And ↘Transportation Equipment	1	100	
3448 - Mfg Prefab Metal Bldg	1	100	50
35 - Industrial And Commercial Machinery And Computer ↘Equipment	1	100	
3579 - Mfg Misc Office Eqpt	1	100	100

TRADE LINES

Date of Experience	Payment Status	Selling Terms	High Credit (US\$)	Now Owes (US\$)	Past Due (US\$)	Months Since Last Sale
11/2022	Prompt	-	7,500	1,000	0	Between 2 and 3 Months

10/2022	Prompt	-	200,000	0	0	Between 2 and 3 Months
10/2022	Prompt	-	20,000	15,000	0	1 Month
10/2022	Prompt	-	10,000	5,000	0	1 Month
10/2022	Prompt	N30	2,500	100	0	1 Month
10/2022	Prompt	-	1,000	750	0	1 Month
10/2022	Prompt	-	750	0	0	Between 6 and 12 Months
10/2022	Prompt to Slow	-	5,000	500	0	1 Month
10/2022	Prompt to Slow	-	1,000	750	0	1 Month
10/2022	-	-	100	0	0	Between 6 and 12 Months
09/2022	Prompt	-	7,500	7,500	0	1 Month
09/2022	Prompt	-	7,500	0	0	Between 4 and 5 Months
09/2022	Prompt	-	5,000	0	0	Between 6 and 12 Months
09/2022	Prompt	-	5,000	2,500	0	1 Month
09/2022	Prompt	-	5,000	0	0	Between 2 and 3 Months
09/2022	Prompt	-	2,500	2,500	0	1 Month
09/2022	Prompt	-	2,500	2,500	0	1 Month
09/2022	Prompt	-	1,000	0	0	1 Month
09/2022	Prompt	-	750	0	0	Between 6 and 12 Months
09/2022	Prompt	-	500	500	0	1 Month
09/2022	Prompt	-	250	250	0	1 Month
09/2022	Prompt	-	250	250	0	1 Month
09/2022	Prompt	-	100	100	0	1 Month
09/2022	Prompt to Slow	-	15,000	1,000	250	1 Month
09/2022	Prompt to Slow	-	100	0	0	Between 2 and 3 Months
07/2022	-	N30	100	100	0	-
12/2021	Prompt	-	2,500	0	0	Between 6 and 12 Months
11/2021	-	Cash Account	50	-	-	Between 6 and 12 Months

11/2021	-	Cash Account	50	-	-	1 Month
09/2021	Prompt	N30	500	0	0	Between 6 and 12 Months
09/2021	bad debt	-	10,000	10,000	10,000	-
08/2021	Slow	N30	25,000	0	0	Between 6 and 12 Months
05/2021	Prompt	-	100	0	0	Between 6 and 12 Months
10/2020	-	Cash Account	50	0	0	Between 6 and 12 Months

EVENTS

LEGAL EVENTS

The following Public Filing data is for information purposes only and is not the official record. Certified copies can only be obtained from the official source.

SUITS		JUDGEMENTS		LIENS		UCC FILINGS	
TOTAL	0	TOTAL	0	TOTAL	0	TOTAL	20
LAST FILING DATE	-	LAST FILING DATE	-	LAST FILING DATE	-	LAST FILING DATE	07/27/2022

General: The public record items contained in this report may have been paid, terminated, vacated or released prior to the date this was reported. This information may not be reproduced in whole or in part by any means of reproduction.

UCC Filings: There may be additional UCC Filings in the D&B file on this company which are available by contacting 1-800-234-3867.

Suits, Liens, Judgements: There may be additional suits, liens, or judgements in D&B's file on this company available in the U.S. Public Records Database that are also covered under your contract. If you would like more information on this database, please contact the Customer Resource Center at 1-800-234-3867.

Lien: A lien holder can file the same lien in more than one filing location. The appearance of multiple liens filed by the same lien holder against a debtor may be indicative of such an occurrence.

EVENTS

UCC Filing - Continuation

Filing Date	2022-07-27
Filing Number	20229778018I
Received Date	2022-09-28
Original Filing Date	2003-01-23
Original Filing Number	2003012301517
Secured Party	WELLS FARGO BANK NEW MEXICO, NATIONAL ASSOCIATION, SAN ANTONIO, TX
Debtors	NATIONAL ROOFING COMPANY, INC.
Filing Office	SECRETARY OF STATE/OPERATIONS BUREAU/UCC DIVISION, SANTA FE, NM

UCC Filing - Termination

Filing Date	2021-12-08
Filing Number	20219770940B
Received Date	2021-12-20
Original Filing Date	2019-11-25
Original Filing Number	20190085045E

Secured Party	WELLS FARGO EQUIPMENT FINANCE, INC., MINNEAPOLIS, MN
Secured Party	WELLS FARGO EQUIPMENT FINANCE, INC., MINNEAPOLIS, MN
Debtors	NATIONAL ROOFING COMPANY, INC.
Debtors	and OTHERS
Filing Office	SECRETARY OF STATE/OPERATIONS BUREAU/UCC DIVISION, SANTA FE, NM

UCC Filing - Continuation

Filing Date	2020-02-25
Filing Number	20209752038A
Received Date	2020-03-09
Original Filing Date	1995-06-28
Original Filing Number	950628014
Secured Party	NORWEST BANK NEW MEXICO, NATIONAL ASSOCIATION
Secured Party	NORWEST BANK NEW MEXICO, NATIONAL ASSOCIATION, ALBUQUERQUE, NM
Secured Party	WELLS FARGO BANK NEW MEXICO, NATIONAL ASSOCIATION
Secured Party	WELLS FARGO BANK NEW MEXICO, NATIONAL ASSOCIATION, ALBUQUERQUE, NM
Debtors	NATIONAL ROOFING COMPANY, INC.
Filing Office	SECRETARY OF STATE/OPERATIONS BUREAU/UCC DIVISION, SANTA FE, NM

UCC Filing - Original

Filing Date	2019-11-25
Filing Number	20190085045E
Received Date	2019-12-10
Collateral	Equipment
Secured Party	WELLS FARGO EQUIPMENT FINANCE, INC., MINNEAPOLIS, MN
Debtors	NATIONAL ROOFING COMPANY, INC.
Filing Office	SECRETARY OF STATE/OPERATIONS BUREAU/UCC DIVISION, SANTA FE, NM

UCC Filing - Original

Filing Date	2019-10-11
Filing Number	20190083229A
Received Date	2019-10-22
Collateral	Vehicles and proceeds - Equipment and proceeds

Secured Party	WELLS FARGO EQUIPMENT FINANCE, INC., MINNEAPOLIS, MN
Debtors	NATIONAL ROOFING COMPANY, INC.
Filing Office	SECRETARY OF STATE/OPERATIONS BUREAU/UCC DIVISION, SANTA FE, NM

UCC Filing - Original

Filing Date	2017-12-12
Filing Number	20170059462G
Received Date	2018-01-05
Collateral	Equipment
Secured Party	STAR CAPITAL GROUP, L.P., KING OF PRUSSIA, PA
Debtors	NATIONAL ROOFING COMPANY, INC.
Filing Office	SECRETARY OF STATE/OPERATIONS BUREAU/UCC DIVISION, SANTA FE, NM

UCC Filing - Continuation

Filing Date	2017-07-27
Filing Number	20179728491C
Received Date	2017-08-07
Original Filing Date	2003-01-23
Original Filing Number	2003012301517
Secured Party	WELLS FARGO BANK NEW MEXICO, NATIONAL ASSOCIATION, SAN ANTONIO, TX
Secured Party	WELLS FARGO BANK NEW MEXICO, NATIONAL ASSOCIATION, SAN ANTONIO, TX
Debtors	NATIONAL ROOFING COMPANY, INC.
Debtors	and OTHERS
Filing Office	SECRETARY OF STATE/OPERATIONS BUREAU/UCC DIVISION, SANTA FE, NM

UCC Filing - Original

Filing Date	2017-07-12
Filing Number	20170054606j
Received Date	2017-07-28
Collateral	Equipment and proceeds - Vehicles and proceeds
Secured Party	WELLS FARGO EQUIPMENT FINANCE, INC., MINNEAPOLIS, MN
Debtors	NATIONAL ROOFING COMPANY, INC.
Filing Office	SECRETARY OF STATE/OPERATIONS BUREAU/UCC DIVISION, SANTA FE, NM

UCC Filing - Continuation

Filing Date	2014-12-31
Filing Number	20149706262J
Received Date	2015-01-19
Original Filing Date	1995-06-28
Original Filing Number	950628014
Secured Party	NORWEST BANK NEW MEXICO, NATIONAL ASSOCIATION
Secured Party	NORWEST BANK NEW MEXICO, NATIONAL ASSOCIATION, ALBUQUERQUE, NM
Secured Party	WELLS FARGO BANK NEW MEXICO, NATIONAL ASSOCIATION
Secured Party	WELLS FARGO BANK NEW MEXICO, NATIONAL ASSOCIATION, ALBUQUERQUE, NM
Debtors	NATIONAL ROOFING COMPANY, INC.
Filing Office	SECRETARY OF STATE/OPERATIONS BUREAU/UCC DIVISION, SANTA FE, NM

UCC Filing - Continuation

Filing Date	2014-05-30
Filing Number	20140008728C
Received Date	2014-06-03
Original Filing Date	1994-10-25
Original Filing Number	941025063
Secured Party	NORWEST BANK NEW MEXICO, ALBUQUERQUE, NM
Secured Party	NORWEST BANK NEW MEXICO, NATIONAL ASSOCIATION, ALBUQUERQUE, NM
Secured Party	UNITED NEW MEXICO BANK, ALBUQUERQUE, NM
Secured Party	WELLS FARGO BANK, N.A., SAN ANTONIO, TX
Debtors	NATIONAL ROOFING COMPANY, INC.
Debtors	and OTHERS
Filing Office	SECRETARY OF STATE/OPERATIONS BUREAU/UCC DIVISION, SANTA FE, NM

UCC Filing - Continuation

Filing Date	2012-07-27
Filing Number	20120014013F
Received Date	2012-07-31
Original Filing Date	2003-01-23
Original Filing Number	2003012301517

Secured Party	WELLS FARGO BANK NEW MEXICO, NATIONAL ASSOCIATION, SAN ANTONIO, TX
Debtors	NATIONAL ROOFING COMPANY, INC.
Filing Office	SECRETARY OF STATE/OPERATIONS BUREAU/UCC DIVISION, SANTA FE, NM

UCC Filing - Continuation

Filing Date	2010-05-28
Filing Number	20100007849B
Received Date	2010-06-06
Original Filing Date	1995-06-28
Original Filing Number	950628014
Secured Party	NORWEST BANK NEW MEXICO, NATIONAL ASSOCIATION, ALBUQUERQUE, NM
Secured Party	WELLS FARGO BANK NEW MEXICO, NATIONAL ASSOCIATION, ALBUQUERQUE, NM
Debtors	NATIONAL ROOFING COMPANY, INC.
Filing Office	SECRETARY OF STATE/OPERATIONS BUREAU/UCC DIVISION, SANTA FE, NM

UCC Filing - Amendment

Filing Date	2009-09-11
Filing Number	20090014305F
Received Date	2009-09-15
Original Filing Date	1994-10-25
Original Filing Number	941025063
Secured Party	NORWEST BANK NEW MEXICO, ALBUQUERQUE, NM
Secured Party	NORWEST BANK NEW MEXICO, NATIONAL ASSOCIATION, ALBUQUERQUE, NM
Secured Party	UNITED NEW MEXICO BANK, ALBUQUERQUE, NM
Secured Party	WELLS FARGO BANK, N.A., SAN ANTONIO, TX
Debtors	NATIONAL ROOFING COMPANY, INC.
Debtors	and OTHERS
Filing Office	SECRETARY OF STATE/OPERATIONS BUREAU/UCC DIVISION, SANTA FE, NM

UCC Filing - Continuation

Filing Date	2009-09-11
Filing Number	20090014304E

Received Date	2009-09-14
Original Filing Date	1994-10-25
Original Filing Number	941025063
Secured Party	NORWEST BANK NEW MEXICO, ALBUQUERQUE, NM
Secured Party	NORWEST BANK NEW MEXICO, NATIONAL ASSOCIATION, ALBUQUERQUE, NM
Secured Party	UNITED NEW MEXICO BANK, ALBUQUERQUE, NM
Secured Party	WELLS FARGO BANK, N.A., SAN ANTONIO, TX
Debtors	NATIONAL ROOFING COMPANY, INC.
Debtors	and OTHERS
Filing Office	SECRETARY OF STATE/OPERATIONS BUREAU/UCC DIVISION, SANTA FE, NM

UCC Filing - Amendment

Filing Date	2009-08-17
Filing Number	20090012921H
Received Date	2009-08-25
Collateral	All Inventory and proceeds - All Account(s) and proceeds - All General intangibles(s) and proceeds - All Equipment and proceeds - All Chattel paper and proceeds
Original Filing Date	2003-01-23
Original Filing Number	2003012301517
Secured Party	WELLS FARGO BANK NEW MEXICO, NATIONAL ASSOCIATION, SAN ANTONIO, TX
Debtors	NATIONAL ROOFING COMPANY, INC.
Filing Office	SECRETARY OF STATE/OPERATIONS BUREAU/UCC DIVISION, SANTA FE, NM

UCC Filing - Amendment

Filing Date	2008-04-14
Filing Number	20080007180H
Received Date	2008-04-22
Collateral	All Inventory and proceeds - All Account(s) and proceeds - All General intangibles(s) and proceeds
Original Filing Date	2003-01-23
Original Filing Number	2003012301517
Secured Party	WELLS FARGO BANK NEW MEXICO, NATIONAL ASSOCIATION, SAN ANTONIO, TX
Debtors	NATIONAL ROOFING COMPANY, INC.

Filing Office	SECRETARY OF STATE/OPERATIONS BUREAU/UCC DIVISION, SANTA FE, NM
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UCC Filing - Amendment

Filing Date	2008-04-11
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Filing Number	20080007047K
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Received Date	2008-04-22
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Collateral	Inventory and proceeds - Account(s) and proceeds - General intangibles(s) and proceeds - Equipment and proceeds
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Original Filing Date	2003-01-23
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Original Filing Number	2003012301517
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Secured Party	WELLS FARGO BANK NEW MEXICO, NATIONAL ASSOCIATION, SAN ANTONIO, TX
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Debtors	NATIONAL ROOFING COMPANY, INC.
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Filing Office	SECRETARY OF STATE/OPERATIONS BUREAU/UCC DIVISION, SANTA FE, NM
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UCC Filing - Continuation

Filing Date	2007-08-06
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Filing Number	20070015818C
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Received Date	2007-08-22
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Original Filing Date	2003-01-23
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Original Filing Number	2003012301517
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Secured Party	WELLS FARGO BANK NEW MEXICO, NATIONAL ASSOCIATION, SAN ANTONIO, TX
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Debtors	NATIONAL ROOFING COMPANY, INC.
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Filing Office	SECRETARY OF STATE/OPERATIONS BUREAU/UCC DIVISION, SANTA FE, NM
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UCC Filing - Original

Filing Date	2006-12-05
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Filing Number	20060023520A
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Received Date	2006-12-12
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Collateral	Equipment
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Secured Party	WELLS FARGO EQUIPMENT FINANCE, INC., MINNEAPOLIS, MN
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Debtors	NATIONAL ROOFING COMPANY, INC.
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Filing Office	SECRETARY OF STATE/OPERATIONS BUREAU/UCC DIVISION, SANTA FE, NM
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UCC Filing - Amendment

Filing Date	2006-01-06
Filing Number	20060000324J
Received Date	2006-01-19
Collateral	Vehicles - Equipment - Machinery
Original Filing Date	2003-01-23
Original Filing Number	2003012301517
Secured Party	WELLS FARGO BANK NEW MEXICO, NATIONAL ASSOCIATION, SAN ANTONIO, TX
Debtors	NATIONAL ROOFING COMPANY, INC.
Filing Office	SECRETARY OF STATE/OPERATIONS BUREAU/UCC DIVISION, SANTA FE, NM

COMPANY EVENTS

The following information was reported on: 12-17-2020

The New Mexico Secretary of State's business registrations file showed that National Roofing Company, Inc. was registered as Corporation on August 15, 1977.

Business started 1976 by Thomas F Johns. 100% of capital stock is owned by Thomas F Johns.

THOMAS F JOHNS born 1951. 1976-present active here.

TODD JACKSON born 1974. 1996-present active here. .

JILL JOHNS born 1953, not active here. 1974-present active here.

CRISH SMITH born 1971. 1994-present active here.

ED MCFARNANE born 1964. 1995-present active here.

TERESA SERNA born 1955. 2004-present active here. 2002-2004 employed with Axtec Mechanical, Albuquerque, NM. 2000-2002 employed with Wagner Mechanical, Albuquerque, NM. 1986-1999 employed Industrial Mechanical, Albuquerque, NM.

Business address has changed from 3408 Columbia Dr Ne, Albuquerque, NM, 87107 to 6821 Academy Parkway West Ne, Albuquerque, NM, 87109.

SPECIAL EVENTS

12-17-2020

NATIONAL ROOFING COMPANY INC. was reported by the SBA as a recipient of a loan for \$1,224,253 from Nusenda FCU on 04/27/2020 under the Paycheck Protection Program as authorized under the CARES Act of 2020.

07-22-2020

On July 6, 2020, the SBA announced that this business was approved for a loan between \$1M - \$2M from Nusenda FCU through the SBA's Paycheck Protection Program, as part of the CARES Act, in response to the COVID-19 pandemic. The amount of the actual loan may vary from the approved amount.

08-20-2019

Business address has changed from 3408 Columbia Dr Ne, Albuquerque, NM, 87107 to 6821 Academy Parkway West Ne, Albuquerque, NM, 87109.

INCOME STATEMENT

Income Statement data is not available for this company.

BALANCE SHEET

Balance Sheet data is not available for this company.

FINANCIAL RATIOS

Solvency	Fiscal Consolidated 12-31-2008	Fiscal Consolidated 12-31-2007	Fiscal Consolidated 12-31-2006
Current Ratio	2	2.1	1.5
Quick Ratio	1.7	1.9	1.2
Current Liabilities To Net Worth (%)	69.1	58.8	125.8
Total Liabilities/Net Worth (%)	98.9	71	143.1
Current Liabilities To Inventory (%)	999.9	999.9	999.9
Fixed Assets To Net Worth (%)	50.4	46.6	60
Efficiency	Fiscal Consolidated 12-31-2008	Fiscal Consolidated 12-31-2007	Fiscal Consolidated 12-31-2006
Accounts Payable To Sales Ratio	4.5	3.7	5.6
Sales To Working Capital Ratio	11.9	9.4	15.2
Sales To Inventory (%)	468.4	999.9	75.9
Assets/Sales	24.3	27.8	27.9
Profitability	Fiscal Consolidated 12-31-2008	Fiscal Consolidated 12-31-2007	Fiscal Consolidated 12-31-2006
Return On Net Worth (%)	71	27.8	36.4
Return On Assets (%)	35.7	16.3	15
Return On Sales (%)	8.7	4.5	4.2

COMPANY PROFILE

COMPANY OVERVIEW

D-U-N-S

08-526-5379

Mailing Address

6821 Academy Parkway West Ne,
Albuquerque
NM 87109, US

Annual Sales

-

Business Form

Corporation (US)

Telephone

(505) 883-3000

Employees

130

Date Incorporated

08/15/1977

Fax

-

Age (Year Started)

46 years (1976)

State of Incorporation

New Mexico

Website

www.natroof.com

Named Principal

THOMAS F JOHNS, CEO

Ownership

-

Line of Business

Roofing/siding contractor

SIC

1761

OWNERSHIP

FAMILY TREE SUMMARY		
Members in the Tree	Subsidiaries of this Company	Branches of this Company
2	0	1

FAMILY TREE
<ul style="list-style-type: none">HQ National Roofing Company, Inc. 085265379 Albuquerque, NMB National Roofing Company, Inc. 056215533 Santa Fe, NM

ALWAYS ON TOP OF IT

NATIONAL ROOFING

6821 ACADEMY PARKWAY W. NE ALBUQUERQUE, NM 87109
P 505 883 3000 F 505 883 1719 INFO@NATIONALROOFING.COM
NATIONALROOFING.COM

Explanations to Questions 3: Capacity and Capability to Perform the Work

(6)What is your strategy to increase market share in the public sector?

A differentiation strategy built around offering the maxima of both competence and control. It is our intention to offer the lowest lifecycle costs to all of our clients by delivering the highest quality product in our marketplace. We aim to deliver an unrivaled customer service experience through a painstaking documentation process that leaves no box unchecked. Ultimately the secret to both of these is to build a company culture that attracts the best talent through dedication to the belief that technical excellence and ethical behavior are mutually inclusive.

(7) What differentiates your company from competitors in the public sector?

Many things, however, the root cause of our success stems from our company values and the culture that fosters. National Roofing is the only roofing company we are aware of in this marketplace that has ever won an award for our ethical standards and behaviors, and that in turn is reflected in the extremely high quality of our installations, the depth of our technical knowledge, and the support we offer and maintain after project completion.

(8) Describe any green or environmental initiatives or policies.

National Roofing is preparing to transition its entire fleet of trucks to electric vehicles as soon as the technology reaches viability by slowly moving all fleet vehicles over to leases so that we can rapidly retool our fleet as quickly as possible.

Presently we are in preliminary discussions to convert our current facility over to ~100% renewable energy through our own photovoltaic system.

We view all building codes, including energy codes, as minimum standards to be exceeded wherever practical.

We aim to always stay at the forefront of new technology by attending as many industry educational events as practical and we serve on the boards of multiple industry associations in order to both stay educated and to push our environmentalist views beyond our own company.

(9)Provide any necessary detail as it relates to standard ordering methods and payment terms.

Standard ordering methods have been disrupted due to global supply chain issues. Standard operating procedure is to have all material delivered directly from the manufacturer to the jobsite whenever possible to minimize handling costs.

We enjoy discounts for prompt payment from key supply partners. Our expectation for payment terms from clients is to adhere to the New Mexico Prompt Payment Act (NMSA 57-28-5), however that rarely happens, particularly when dealing with public sector projects, and that can hinder our ability to make prompt payment ourselves due to the threat of cashflow insolvency.

DOWNNEY & COMPANY

CONTRACT BONDS AND INSURANCE

November 7th, 2022

UNM Job Order Contracting (JOC) RFP-2379-23

To Whom It May Concern:

Our office has provided bonds for National Roofing Co., Inc., in excess of twenty years. They enjoy an excellent reputation for quality workmanship and timely completion on all of their projects.

At the request of National Roofing Co., Inc., we have established a bond line in the amount of \$10,000,000 single project with an aggregate of \$20,000,000. The execution of bonds would be based on a favorable review of contract documents and underwriting requirements stipulated by the surety at the time the bonds are requested.

Should you require additional information regarding National Roofing Co., Inc., please feel free to contact our office.

Sincerely,



Roger N. Downey

Subscribed and sworn to before me, a Notary Public in and for the State of New Mexico, County of Bernalillo, this 7th day of November, 2022.



Notary Public

STATE OF NEW MEXICO
NOTARY PUBLIC
Maria Y. Ankeny
Commission No. 1098199
June 18, 2023



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/21/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Downey & Company 6565 AMERICAS PARKWAY NE SUITE 750 ALBUQUERQUE NM 87110		CONTACT NAME: Susan Vance PHONE (A/C, No, Ext): (505) 881-0300 E-MAIL ADDRESS: svance@downeyandco.com FAX (A/C, No): (505) 881-0908	
INSURED National Roofing Co., Inc. 6821 Academy Parkway W. NE Albuquerque NM 87109		INSURER(S) AFFORDING COVERAGE INSURER A: National Fire Insurance Company of Hartford INSURER B: The Continental Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 2022-2023

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		7011952454	05/01/2022	05/01/2023	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
							MED EXP (Any one person)	\$ 15,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y		7011969142	05/01/2022	05/01/2023	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0	Y		7012132938	05/01/2022	05/01/2023	EACH OCCURRENCE	\$ 5,000,000
							AGGREGATE	\$ 5,000,000
								\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	7011969173	05/01/2022	05/01/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

SAMPLE

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ALWAYS ON TOP OF IT

NATIONAL ROOFING

National Roofing Company

Quality Assurance / Quality Control Plan

Version: 20220113

6821 ACADEMY PARKWAY W. NE ALBUQUERQUE, NM 87109
P 505 883 3000 F 505 883 1719 INFO@NATIONALROOFING.COM

NATIONALROOFING.COM

PROJECT-SPECIFIC ROOF CONSTRUCTION QUALITY PLAN

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A. NATIONAL ROOFING QUALITY POLICY

The National Roofing Company (NRC) Quality Policy consists of:

- Evaluation of Site Specific Specifications
- Manufacturer Accreditations
- Installer Training and Accreditation
- Documentation and Reporting
- Routine Inspections and Evaluations
- In-house QAP
- 3rd Audits
- Database Tracking

Our commitment to quality means:

- Every National Roofing employee is responsible for fully implementing and complying with provisions of the National Roofing quality system.
- Our quality standards meet or exceed applicable regulations, codes, industry standards, and manufacturer specifications as well as with our customers' contract and individual requirements.
- We stand behind our work. We inspect every work task to assure conformance to the project requirements. Should problems be found, we correct them.
- We are always improving. Employees receive regular training to make systematic improvements to remove quality risks and enhance quality performance.
- We conduct our work with dignity and respect for the customer, our subcontractor and supplier partners, and ourselves.

Quality Assurance and Quality Control (QA/QC) are terms that are sometimes used interchangeably; for the purposes of this Policy, Quality Assurance (QA) is a proactive process which focuses more on preventing defects whereas Quality Control (QC) focuses more on identifying defects in the product.

QA sets forth specific activities to help ensure the methods and processes used to manage and create the deliverables have been followed and are operative. QC ensures that those methods and processes are following correctly and that the project deliverables meet the defined quality standards.

National Roofing Company's Quality Policy uses components of both Quality Assurance and Quality Control to ensure that specific products are installed correctly and that services are being provided to the highest standards. We implement a mobile-first communication and Project Management platform Bluebeam Revu to allow Team members to share information, assign tasks, post media, and track progress on jobs. The software provides full visibility of the project and helps manage trends and reduces defects. Forms included in this QA/QC plan contain sample information of information that may be collected and/or communicated depending on project specific requirements.

Although not specifically part of the QA/QC policy, National Roofing has established a Silica Exposure Control Plan and Respiratory Protection Program in compliance with OSHA-29 CFR. When it has been determined that our employees will be exposed to respirable crystalline silica (RCS), engineering and work practice control methods will be established and followed, and proper respiratory protection will be provided.

Our objective is to safely deliver projects that meet contract and customer expectations the first time, every time.

B. KEY ELEMENTS OF THE ROOF CONSTRUCTION QUALITY PLAN

Key elements of the National Roofing Quality Assurance/Quality Control Plan include:

Quality Management and Responsibilities.

National Roofing fully integrates its quality management system into the organizational structure systems for each project. We:

- Maintain a documented quality system consisting of a quality manual with policies and procedures.
- Tightly control exceptions to the quality system so company standards are applied uniformly to every project
- Systematically maintains quality system documents and records.

Quality Control Personnel.

National Roofing fully integrates its quality management system into the performance management systems for each project. We:

- Appoint a Quality Manager, Project Manager and Project Foreman to each project, each with well-defined quality responsibilities and the authority to carry them out.
- Have well-defined quality responsibilities for every employee with specific quality responsibilities for key job positions.
- Plan project quality records and documentation that will be maintained.
- Enforce policies that monitor work conditions before and during work so that quality results are assured.

Project Quality Coordination and Communication.

National Roofing tightly controls the construction process to ensure quality results. We:

- Plan quality communications through meetings, reporting requirements, and points of contact.
- Have a project startup meeting to communicate project goals and expectations.
- Conduct preparatory meetings in advance of each scheduled work task to communicate requirement details and coordinate work activities.

Quality Assurance Surveillance.

National Roofing audits the quality system to assure it is operating effectively. We:

- Audit the operation of the quality system on each project for conformance to the Project Quality Assurance/Quality Control Plan and the National Roofing Quality System requirements.
- Conduct annual company-wide audits to evaluate effectiveness of the National Roofing Quality System and improve its operation.

Employee Qualifications.

National Roofing ensures that only knowledgeable, capable employees carry out the planning, execution, and control of our projects. We:

- Identify employee qualification requirements, including licensing requirements, training qualifications, responsibilities, and authority for each job position.
- Train field employees on quality standards and procedures for their job position.
- Validate employee capabilities before they are assigned to carry out quality job responsibilities.
- Review ongoing employee qualifications and evaluate quality practices and performance as part of the employee performance management process.

Qualification of Subcontractors and Suppliers.

National Roofing purchases only from subcontractors and suppliers that consistently meet National Roofing standards for quality. We:

- Clearly define outside organization qualification requirements including licensing requirements, compliance with specific quality standards, quality responsibilities, qualification of personnel and quality improvement processes.
- Validate capabilities to meet project quality requirements at planned production levels.
- Verify ongoing quality performance.

Project-Specific Quality Standards.

National Roofing clearly defines standards and specifications that apply to each project. We:

- Identify relevant regulations, codes and industry standards.
- Identify specifications for materials that meet contract as well as regulatory requirements.
- Specify quality and certification requirements for materials and equipment that affect quality.
- Identify special requirements for calibration of quality measuring devices.
- Supplement the contract and published standards with National Roofing quality standards as required to reduce quality risks and assure quality results.

Inspections and Test Plan.

National Roofing quality inspection processes ensure that all work activities comply with the documented standards and specifications. We:

- Identify inspections and tests required by contract specifications and industry standards.
- Record the result of each quality inspection and test.
- Use independent laboratories certified by nationally recognized accreditation agencies

Work Task Quality Inspections.

National Roofing quality inspection processes ensure that all work activities comply with the documented standards and specifications. We:

- Identify required quality inspections and tests at key milestones during the project.
- Identify each work task that is subject to a series of quality inspections and quality control activities
- Conduct a series of quality inspections for each construction task: before work begins, at first article completion, while work is in process, and at completion.
- Inspect all materials before use.
- Record the result of pertinent work task inspections.

Quality Control of Corrections and Nonconformances.

National Roofing nonconformance control processes ensure that we prevent all nonconformances from cover-up, inadvertent use, and corrected. We:

- Mark the item to clearly identify it for correction.
- Make corrections in a timely manner and validate their effectiveness.
- Require customer approval before accepting any nonconforming items.
- Identify nonconformance items for future prevention.
- Address nonconformance causes systematically by updating standards and specifications; improving process and employee capabilities; setting new requirements for outside organizations; and enhancing the effectiveness of field and third party quality inspections.
- Validate actions taken to prevent nonconformances and their effectiveness.

Project Completion Inspections. National Roofing conducts a series of inspection near the completion of major milestones and end of the project to assure that the contracted work is completed to specifications. We:

- Perform a rigorous inspection by senior managers.
- Correct any deviations and reinspect prior to submittal to the customer for final review.
- Participate in the customer's final inspection quickly address any issues found.

C. PROJECT QUALITY COORDINATION AND COMMUNICATION

National Roofing has regular, planned communications with customers, subcontractors, and suppliers to coordinate quality expectations, priorities, activities, and improvements.

The process begins when we hold a pre-construction meeting where we discuss how quality of the project will be controlled and the quality responsibilities of key personnel. We also coordinate a schedule for weekly production meetings, monthly quality management meetings, and protocols for telephone and internet communications.

Throughout the project, National Roofing holds preparatory meetings prior to the start of upcoming milestones, tasks, or phases of work. These meetings are attended by key company, subcontractor personnel responsible for carrying out, supervising, or inspecting the work, and interested customer representatives. We review quality requirements, coordinate quality inspections and hold points. In the process, we listen to each stakeholder to understand their concerns for critical details. We add the critical details to inspection checklists. We also train production personnel on these details in toolbox talk meetings.

National Roofing team toolbox meetings deploy findings of the preparatory meeting to field personnel. The venue is used to train personnel on technical requirements, reinforce critical details for heightened awareness, and institute improvements to work methods. It is also a forum for team communications and coordination.

**National Roofing
Point Of Contact List**

Version 20140419

Project ID	Project Name	Preparer	Date
[ProjectNumber]	[ProjectName]	[ProjectManagerName]	

Company	Name	Job Position(s)	Phone Contact Numbers	Email
National Roofing	[PresidentName]	President		
National Roofing	[ProjectManagerName]	Project Manager		
National Roofing	[Project ForemanName]	Project Foreman		
National Roofing	[QualityManagerName]	Quality Manager		
National Roofing	[SafetyManagerName]	Safety Manager		

SAMPLE

National Roofing Project Quality Communications Plan

Version 20140419

Project ID	Project Name	Preparer	Date
[ProjectNumber]	[ProjectName]		
Distribution of project organization chart and assigned responsibility and authority of the Project Manager, Quality Manager, and Project Foreman:			
Points of contact list distribution:			
Project startup meeting participants, date, location:			
Work task quality plan meeting participants, nominal location:			
Weekly project communication meeting participants, and nominal day of week, time, and location:			
Daily quality report distribution, frequency, and due date:			
Monthly project quality status report distribution and due date:			
Distribution of quality inspection and test records, and due date:			
Nonconformance report distribution and customer approval authority:			

Location of project quality records storage and point of contact for records access:
Nominal frequency of project quality audits and the job position that will conduct the audits:
Warehousing of customer supplied materials/equipment location, security, damage prevention.

SAMPLE

D. PROJECT QC PERSONNEL

National Roofing ensures that quality control personnel remain independent from the pressures of production through our organizational lines of authority as defined by our QC Organization Chart.

The President appoints a Quality Manager, Project Foreman, and Project Manager, and then assigns each with specific quality responsibilities and authorities of their job position.

PROJECT QC JOB POSITION ASSIGNMENTS

Table D-1 shows the job positions assigned to personnel on this project.

Table D-1

QC Personnel Name	Job Position
[PresidentName]	President
[ProjectManagerName]	Project Manager
[Project ForemanName]	Project Foreman
[QualityManagerName]	Quality Manager
[SafetyManagerName]	Safety Manager

DUTIES, RESPONSIBILITIES, AND AUTHORITY OF QC PERSONNEL

The President has overall responsibility for implementation safety including performance and results of the National Roofing Quality System, including quality on this project.

QC personnel assigned to this project have the duties, responsibilities and authority defined by their job position.

Key project personnel have accepted their appointments and declared their ability to carry out the appointments.

QUALITY RESPONSIBILITIES

PROJECT QUALITY MANAGER: QUALITY DUTIES, RESPONSIBILITIES, AND AUTHORITY

The Quality Manager is responsible for ensuring the overall effectiveness of the Quality System for a specific project. Regardless of other duties, the Quality Manager is responsible for:

- Planning project quality controls required by the National Roofing quality systems and contract requirements
- Fully implementing all provisions of the National Roofing Quality System and related documents on the project.
- Manage the operation of the National Roofing Quality System on the project.
- Implement and manage all phases of quality control
- Communicating project-specific quality requirements to all affected departments, subcontractors and suppliers, and customers
- Ensuring that the Quality System is established and implemented by persons doing work that impacts quality
- Monitoring progress of activities
- Ensuring that the Quality System is maintained
- Acting as the project quality liaison with parties outside the company on matters relating to quality
- Reporting to senior management on performance of the Quality System, including needed improvements
- Review and approval of all project Quality System records
- Review and approval of project quality-related contract submittals
- Managing all project inspection and quality control activities
- Controlling corrective actions
- Resolving quality nonconformances

The Quality Manager has the authority to:

- Stop work when continuing work may adversely affect quality or cover up a defect
- Prevent the use of equipment or materials that may adversely affect quality or cover up a defect
- To direct the removal and replacement of any non-conforming work, equipment, or material by National Roofing, any subcontractor, or any supplier.
- Suspend work and/or supply of materials by any staff member, subcontractor personnel, or supplier as deemed necessary to assure quality results.

Alternate Quality Managers acting in the role of the project Quality Manager have the same quality duties, responsibilities and authority as the project Quality Manager.

PROJECT FOREMAN: QUALITY DUTIES, RESPONSIBILITIES, AND AUTHORITY

A Project Foreman verifies that work performed by subcontractors, suppliers and National Roofing work crews conforms to National Roofing quality standards. The President appoints one or more Project Foremen for each project.

A Project Foreman has specific responsibilities for:

- Ensuring that work meets government regulatory and code requirements, customer requirements, contract requirements, contract technical specifications, contract drawings, approved contract submittals, and company quality standards and specifications
- Ensuring that subcontractors and suppliers begin work in accordance with National Roofing start-work policies
- Ensuring that subcontractors and suppliers receive a notice to work only when conditions will not adversely affect quality results
- Conducting quality inspections, tests, and recording findings
- Accurately assessing subcontractor quality and on-time performance

- Ensuring that quality standards are achieved before approving subcontractor or work crew completion of work

The Project Foreman has the authority to:

- Stop work when continuing work may adversely affect quality or cover up a defect
- Prevent the use of equipment or materials that may adversely affect quality
- Direct the removal or replacement of any non-conforming work, equipment, or material
- Suspend work and/or supply of materials as deemed necessary to assure quality results

Alternate Project Foreman has the same quality duties, responsibilities and authority as the Project Foreman. Multiple Project Foremen may be assigned to the project.

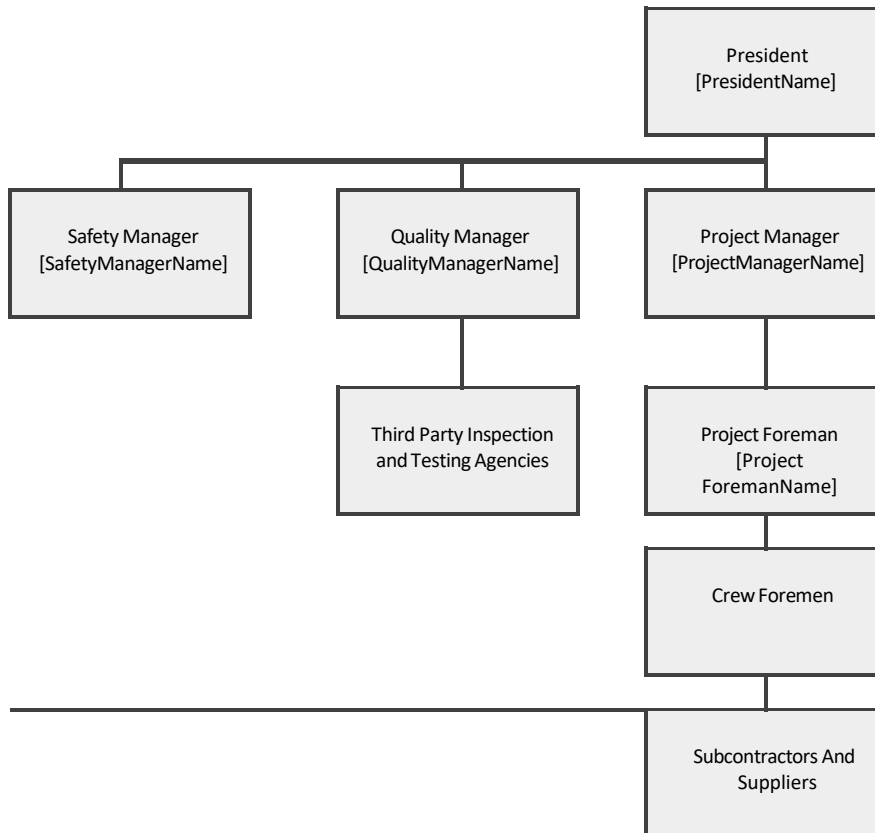
PROJECT QC ORGANIZATION CHART

The Project QC Organization Chart shows the QC organizational structure. The chart includes job positions along with the name of each person appointed to that position. Figure A-1 shows the QC Organization Chart for this project.

The President defines the organization chart for the project. The organizational chart includes job titles, names of assigned personnel, and organizational and administrative interfaces with the customer. The organization chart defines lines of authority as indicated by solid connection; dotted lines indicate lines of communication. The lines of authority preserve independence of quality control personnel from the pressures of production.

The President assesses the qualification requirements for each position on the project organization chart, qualifications of each person, and then appoints only qualified persons to the project organization.

Figure A-1



E. PERSONNEL QUALIFICATIONS

National Roofing ensures that only knowledgeable, capable employees carry out the planning, execution, and control of the project.

We train our employees on quality standards and procedures based on project requirements as well as their job positions. Then we validate their capabilities before they are assigned to carry out their quality job responsibilities on the project. Ongoing monitoring of performance continually validates qualifications of each employee.

The Quality Manager qualifies employee capabilities to ensure that they are capable of completely carrying out their assigned quality responsibilities including the following capabilities:

- Knowledge of Company quality standards
- Knowledge of job responsibilities and authority
- Demonstrated skills and knowledge
- Demonstrated ability
- Demonstrated results
- Required training
- Required experience

The Quality Manager also evaluates independent contractor personnel on the same standards that apply to employees.

TRAINING

We train our employees on quality standards and procedures based on project requirements as well as their job positions. Then we validate their capabilities before they are assigned to carry out their quality job responsibilities on the project. Ongoing monitoring of performance continually validates qualifications of each employee.

After a training activity is completed, National Roofing keeps of record of both the training activity and the training participants.

Project Personnel Resumes

F. QUALIFICATION OF THIRD PARTY INSPECTION/TESTING COMPANIES AND SUBCONTRACTORS AND SUPPLIERS

National Roofing evaluates outside organizations to ensure that the quality of their materials or services will meet contract requirements, and that they have the capacity and equipment to carrying out the contract on schedule.

Our subcontractors and suppliers meet the project requirements by either 1) working under the National Roofing Quality System or 2) operating their own quality program as long as it meets National Roofing Quality System requirements.

Ongoing monitoring of performance continually validates qualifications of each subcontractor and supplier.

Key outside organizations that will be used on this project are listed on the Subcontractor and Supplier List form. A Subcontractor and Supplier List form exhibit is included in this subsection. The qualifications of listed suppliers have been verified.

QUALIFICATION OF TESTING LABORATORIES

Independent laboratories performing tests or quality inspections have additional requirements for certification by a nationally recognized testing accreditation organization as appropriate for the scope of the inspection or test:

- NRTL: A nationally recognized testing laboratory according to 29 CFR 1910.7.
- NVLAP: A testing agency accredited according to NIST's National Voluntary Laboratory Accreditation Program.
- The American Association of State Highway and Transportation Officials (AASHTO)
- International Accreditation Services, Inc. (IAS)
- U. S. Army Corps of Engineers Materials Testing Center (MTC)
- American Association for Laboratory Accreditation (A2LA) program

**National Roofing
Project Subcontractor and Supplier List**

Version 20140419

Project ID	Project Name		Preparer/ Date
[ProjectNumber]	[ProjectName]		

Work Tasks	Subcontractor and Supplier Name	Description of Services	Quality Control Method (Not Applicable/ Subcontractor and Supplier QC/ National Roofing QC)	Remarks

SAMPLE

G. ROOF CONSTRUCTION PROJECT QUALITY SPECIFICATIONS

Fulfilling customer contract expectations is a primary objective of the National Roofing Quality System. To ensure that customer expectations will be fulfilled, National Roofing clearly defines the requirements for each contract before it is approved.

The Project Manager ensures that the information in customer contracts clearly defines customer expectations and that the necessary details are provided to set requirements for construction.

National Roofing personnel and subcontractors and suppliers are accountable for compliance to standards-based written specifications.

To achieve expectations reliably and consistently, specifications are clearly spelled out, not only for results but also for processes. Specifications apply to materials, work steps, qualified personnel and subcontractors and suppliers, safe work rules, and environmental work conditions.

Standards ensure that results are specified rather than left to discretionary practices.

All National Roofing construction activities comply with generally accepted good workmanship practices and industry standards.

COMPLIANCE WITH INDUSTRY ROOF CONSTRUCTION STANDARDS

Codes that may apply to this project include those listed below.

Regulatory Codes and Industry Standards			
Division	Description	Reference Standard No.	Reference Standard Title
7	Use of coal-tar pitch materials	29 CFR 1926	Safety and Health Regulations for Construction
7	Minimum clearance around masonry chimneys or masonry enclosing a flue	NFPA 211	Standard for Chimneys, Fireplaces, Vents, and Solid Fuel-Burning Appliances
7	Minimum clearance around vents and vent connectors	NFPA 211	Standard for Chimneys, Fireplaces, Vents, and Solid Fuel-Burning Appliances
7	Applying roofing materials to steep-slope roofs	NRCA 0418	Steep-slope Roof System Manual
7	Fabrication of flashing and trim	SMACNA 1793	Architectural Sheet Metal Manual
7	Anchoring metal roof panels	NRCA 0409	Architectural Sheet Metal and Metal Roofing Manual
7	Anchoring metal wall panels	MBMA MBSM	Metal Building Systems Manual
7	Installation of roof membrane systems	NRCA 0405	Roofing and Waterproofing Manual

H. ROOF CONSTRUCTION INSPECTION AND TEST PLAN

National Roofing identifies inspections and tests that will be performed during the project. A test report is completed for each test. The test reports are then used for monitoring compliance to the plan and tracking results.

If independent laboratories are required to perform tests or quality inspections, we ensure that the laboratories are certified by a nationally recognized testing accreditation organization as appropriate for the scope of the inspection or test.

The Quality Inspection and Test Plan form lists inspections and tests (other than work task inspections) that will be performed on this project.

Results of inspections and tests will be recorded and distributed to the appropriate recipients.

Form exhibits are included as an exhibit in this subsection.

CONTROL OF INSPECTION, MEASURING, AND TEST EQUIPMENT

Inspection, measuring, and test equipment that will be controlled, calibrated, and maintained.

The Quality Manager evaluates the project requirements and determines if there are measuring devices that require controls to assure quality results.

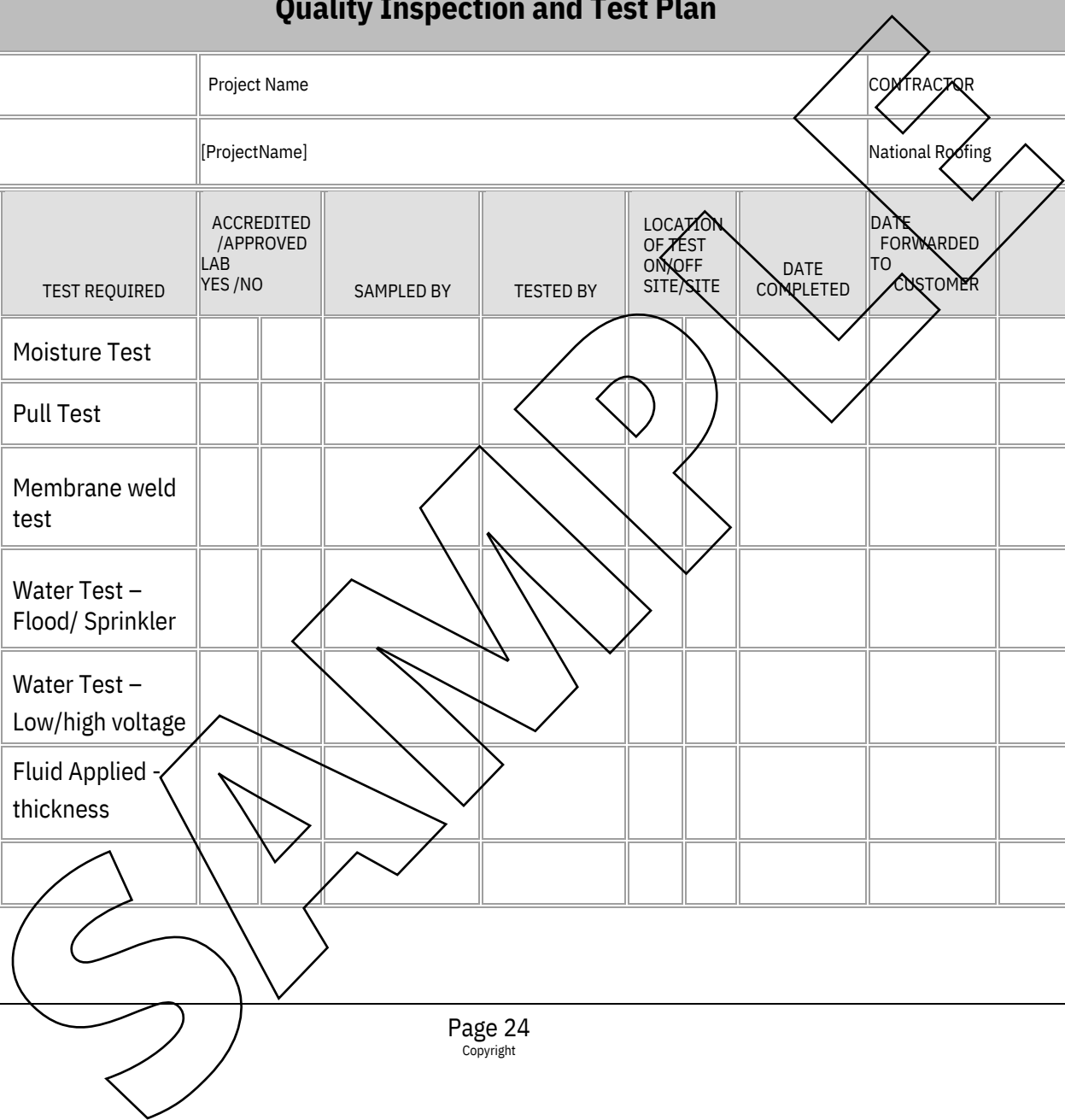
For each type of device the Quality Manager identifies:

- Restrictions for selection
- Limitations on use.
- Calibration requirements including the frequency of calibration. All calibrations must be traceable to national measurement standards.

When a measurement device is found not to conform to operating tolerances, the Quality Manager validates the accuracy of previous measurements.

National Roofing Quality Inspection and Test Plan

Project ID		Project Name					CONTRACTOR			
[ProjectNumber]		[ProjectName]					National Roofing			
SPECIFICATION SECTION AND PARAGRAPH NUMBER	SCHEDULE ACTIVITY ID	TEST REQUIRED	ACCREDITED /APPROVED LAB YES /NO	SAMPLED BY	TESTED BY	LOCATION OF TEST ON/OFF SITE/SITE	DATE COMPLETED	DATE FORWARDED TO CUSTOMER	REMARKS	
		Moisture Test								
		Pull Test								
		Membrane weld test								
		Water Test – Flood/ Sprinkler								
		Water Test – Low/high voltage								
		Fluid Applied - thickness								



Standard Field Test Procedure for Determining the Withdrawal Resistance of Roofing Fasteners – For use on Low Slope Roofs

Purpose

When required, NRC will test the pullout resistance of all types of fasteners. The data developed from these tests provide the roof system manufacturer, design professional, and other practitioners with pullout resistance values for the specific fastener installed into the load resisting material of the deck.

Procedure

Perform a minimum of 10 pullouts for up to 50,000 ft² (4,650 m²), and 5 additional pullouts for each additional 50,000 ft² (4,650 m²) or portion thereof on each project. Perform the pullouts in various areas of the roof, including corners, perimeter, and field, to provide a representative sampling of roof area. 50% of the tests shall be performed in the corners and perimeter areas.

Record all pullouts.

Personnel

The test shall be performed by an individual trained in the proper use of the pull test equipment. A roofing professional shall be present to repair the roof (if required) at pull test locations.

If specifically requested by the Building Owner or the contract documents, NRC will notify Owner of the schedule for pull test so the owner or owner's representative may witness the test and verify the values.

I. Roof Construction Work Task Quality Inspections

National Roofing identifies a list of work tasks, phases of production, which will be quality controlled.

WORK TASKS SERIES OF INSPECTIONS

Each work Task is subject to a series of inspections; before, during, and after the work is complete. Each inspection verifies compliance with full scope of the relevant specifications; not limited to checkpoints for heightened awareness.

- The initial task-ready inspection occurs when crews are ready to start work and ensures that work begins only when the roof substrate is properly prepared and that commencement with the work will not adversely impact quality results.
- Incoming material inspections verify that materials are as specified and meet all requirements necessary to assure quality results.
- Work-in-process inspections continuously verify that work conforms to project specifications and workmanship expectations. Work continues only when it does not adversely impact quality results.
- At completion of the Task an inspection verifies that work, materials, and tests have been completed in accordance with project quality requirements. When appropriate, functional tests are performed.

Inspection results are recorded and maintained as part of the project files.

SPECIAL PROCESS INSPECTIONS

The Quality Manager identifies special processes where the results cannot be verified by subsequent inspection or testing and determines if continuous work in process inspections are required. For these special processes, a qualified inspector continuously inspects the work process.

MATERIAL QUALITY INSPECTION AND TESTS

Material quality inspections and tests ensure that purchased materials meet purchase contract quantity and quality requirements. The Project Foreman inspects, or ensures that a qualified inspector inspects materials prior to use for conformance to project quality requirements.

The Project Foreman ensures that each work task that uses the source inspected materials proceed only after the material has been accepted by the material quality inspection or test.

DAILY QUALITY CONTROL REPORT

The Project Foreman records a summary of daily work activities. The report may include:

- Schedule Activities Completed
- General description of work activities in progress.
- Problems encountered, actions taken, problems, and delays
- Meetings held, participants, and decisions made
- Subcontractor and Supplier and Company Crews on site
- Visitors and purpose
- General Remarks
- Improvement Ideas
- Weather conditions

National Roofing Quality Controlled Work Task List

Version 20140419

Project ID	Project Name	Preparer	Date
[ProjectNumber]	[ProjectName]		

Project Work Tasks / Contract Section	Quality Controlled work task	Method for identification of Approved Inspection Status
	VAPOR BARRIER	
	SUBSTRATE BOARD / INSULATION ATTACHMENT	
	MEMBRANE ATTACHMENT	
	BASE FLASHING ATTACHMENT	
	BASE FLASHING TERMINATION	
	PENETRATIONS	
	DRAINS AND SCUPPERS	
	EXPANSION JOINTS / CURBS	
	ASPHALT TEMPERATURE AT APPLICATION	
	MEMBRANE ROOFING – ROLLS RELAXED PRIOR TO INSTALLATION	



National Roofing Job Ready Requirement List

Version 20140419

Project ID	Project Name	Preparer*/Date
[ProjectNumber]	[ProjectName]	
<p>* On behalf of the contractor, I certify that this report is complete and correct and equipment and material used and work performed during this reporting period is in compliance with the contract drawings and specifications to the best of my knowledge except as noted in this report.</p>		
Description		
<p>Deck Condition / Suitability (check all that apply):</p> <ul style="list-style-type: none"> Decking type as specified Decking clean of all debris Deck attached Deck surface smooth and continuous No excessive gaps in decking No excessive deflection noted No obvious depressions in deck 		
<p>Proper slope to approved drain locations</p>		
<p>Drain set at proper height, attached properly to deck</p>		
<p>Scuppers located properly</p>		
<p>Penetrations secured properly with minimal gap at deck</p>		
<p>Expansion joints in proper locations</p>		
<p>Roof area clear of other trades and available for roofing to extent indicated on schedule? If not, describe conditions and indicate areas not ready on roof key plan</p>		
<p>General Remarks and improvement ideas</p>		
<p>Problems / delays encountered Actions taken</p>		

National Roofing Work Task Inspection Form

Version 20140419

Work Task :

Project: Id#
[ProjectNumber]

Project Name:
[ProjectName]

Subcontractor and Supplier Company
ID/Name:

Location/Area:

Reference drawing version #:

Crew ID/Name

Compliance Verification

- Compliance with initial job-ready requirements
(Note: refer to job-ready requirement list)
- Compliance with material inspection and tests
- Compliance with work in process first article inspection requirements
- Compliance with work in process inspection requirements
- Compliance with work task completion inspection requirements
- Compliance with inspection and test plan

Heightened Awareness Checkpoints

- [Insert items identified at project startup and preparatory meetings]
-
-
-
-

Production Notes:

Reported Nonconformances:

Verification of Work Task Completion (sign and date)

Subcontractor and Supplier Sign and date*:
Work task verified complete to specifications (sign and date)

Project Foreman Sign and date*:
Work task verified complete to specifications (sign and date)

Project Foreman score subcontractor/crew performance and feedback notes

Quality: 5 4 3 2 1
Safety: 5 4 3 2 1
Delivery: 5 4 3 2 1

Quality Manager Sign and date*:
Work task verified complete to specifications (sign and date)

Quality Manager score quality performance and feedback notes

Quality: 5 4 3 2 1

* On behalf of the contractor, I certify that this report is complete and correct and equipment and material used and work performed during this reporting period is in compliance with the contract drawings and specifications to the best of my knowledge except as noted in this report.

J. QUALITY CONTROL OF CORRECTIONS, REPAIRS, AND NONCONFORMANCES; STOP WORK NOTICE

Should a problem occur in the quality of work, we systematically contain the issue and quickly make corrections. Our first action is to clearly mark the item by tape, tag, or other easily observable signal to prevent inadvertent cover-up.

Then we expedite a corrective action that brings the workmanship or material issue into conformance by repair, replacement, or rework. Previously completed work is reinspected for similar nonconformances. In the event that we cannot correct the item to meet contract specifications, the customer will be notified and customer approval of corrective actions is required before proceeding.

Fixing problems found is not sufficient. National Roofing systematically prevents recurrences to improve quality. First enhanced controls and management monitoring are put into place to assure work proceeds without incident. Then using a structured problem solving process, National Roofing identifies root causes and initiates solutions. Solutions may involve a combination of enhanced process controls, training, upgrading of personnel qualifications, improved processes, and/or the use of higher-grade materials. Follow-up ensures that a problem is completely resolved. If problems remain, the process is repeated.

Nonconformances and their resolution are recorded on a Nonconformance Report form. A Nonconformance Report form exhibit is included in this subsection.

Stop Work:

The Quality Manager and the Project Foreman have the authority to Stop work when continuing work may adversely affect quality or cover up a defect or as deemed necessary to assure quality results.

A notice to stop work will be filled in with supporting documentation should it become necessary to interrupt the roofing process to ensure quality or safety. Only when preventative or corrective actions have been implemented and recorded will the roofing be allowed to continue.

National Roofing Nonconformance Report / Stop Work Notice

Version 20140419

National Roofing Nonconformance Report / Stop Work Notice		
Version 20140419		
Nonconformance Report Control ID	Project ID	Project Name
	[ProjectNumber]	[ProjectName]
Preparer Signature/ Submit Date		Quality Manager Signature/ Disposition Date
Description of the requirement or specification		
Description of the nonconformance, location, affected area, and marking		
Disposition	<input type="checkbox"/> Replace <input type="checkbox"/> Repair <input type="checkbox"/> Rework <input type="checkbox"/> Use As-is Stop Work	
	Approval of disposition required by customer representative? Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Customer approval signature/date: _____	
Corrective Actions	Corrective actions completed / Notice to Continue Work Name/Date: _____	
	Customer acceptance of corrective actions required? Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Name/Date: _____	
Preventive Actions		
	<input type="checkbox"/> Preventive actions completed / Notice to Continue Work Name/Date: _____	

K. PROJECT COMPLETION INSPECTIONS

National Roofing conducts a series of inspections near the end of each project to assure that the contracted work is completed to specifications.

Near the end of the project, or a milestone, the Quality Manager, Project Foreman, and Project Manager participate in the inspection of the completed project and verify conformance to contract specifications. Any deviations are corrected and reinspected before submitting the project to the customer for final inspection.

If the customer performs a final inspection, corrections are quickly addressed, reinspected by the Quality Manager, and then submitted for customer final review.

A Record of each of the inspections will be maintained. If punch items are discovered during the inspection, a record of the punch items and their correction will be maintained.

National Roofing Project Completion Inspection Form

Version 20140419

Project ID:	Project Name:	Location/Area:
[ProjectNumber]	[ProjectName]	

<p>Compliance Verification</p> <p><input type="checkbox"/> Compliance with material inspection and tests</p> <p><input type="checkbox"/> Compliance with inspection requirements</p> <p><input type="checkbox"/> Compliance with functional tests if required</p> <p><input type="checkbox"/> Compliance with inspection and test plan</p> <p><input type="checkbox"/> Punch lists corrections complete</p>	<p>Heightened Awareness Checkpoints</p> <p><input type="checkbox"/> [Insert items identified at project startup, preparatory and status meetings]</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
--	--

Notes:

Reported Nonconformances:

Verification of Project Completion (sign and date)

Project Foreman verified complete to specifications (sign and date)	Sign and date*:
Quality Manager verified complete to specifications (sign and date)	Sign and date*:

* On behalf of the contractor, I certify that this report is complete and correct and equipment and material used and work performed during this reporting period is in compliance with the contract drawings and specifications to the best of my knowledge except as noted in this report.

L. QUALITY ASSURANCE SURVEILLANCE

We manage overall project performance by setting performance objectives, measuring actual performance, and managing performance improvements. Overall performance objectives will be designed to extend our customer's performance work objectives into National Roofing operations. Each objective will have specific and verifiable measures.

We expect to measure performance in the following areas:

- Customer satisfaction through customer feedback, surveys, complaints, and quality assurance surveillance reports.
- On-time task completion as measured by a monthly on-time performance assessment
- Contract administration compliance as measured by a monthly project contract administration assessment
- Safety Plan compliance as measured by safety violations and a monthly safety assessment
- Quality Plan conformance as measured by a monthly Quality Plan assessment

National Roofing holds frequent performance improvement meetings with the participation of key project and customer personnel. They review past performance, project quality risks, and quality issues. An action plan is set for improvement and progress is reviewed at the next meeting.

National Roofing Project Quality System Audit Form

Version 20140419

Project ID	Project Name	Auditor	Date
[ProjectNumber]	[ProjectName]		
Review Topics: (Place check mark next to each item audited)			
<ul style="list-style-type: none">Customer satisfactionOn-time task completionContract administrationSafety complianceQuality risk planning and mitigationPerformance improvement resultsAction plan for improvements <p>Quality Plan Conformance:</p> <ul style="list-style-type: none">Project QC PersonnelProject Quality Coordination and CommunicationEmployee QualificationsQualification of subcontractors and suppliersProject Quality SpecificationsTesting PlanTest ReportsWork Task Quality InspectionsDaily Quality Control ReportControl of Punch Items and NonconformancesProject Records and Documents			
Nonconformance Notes and observations			
Action plan for improvement			
Follow-up results and date			

M. CONTROL OF QUALITY RECORDS AND DOCUMENTS

On this project, National Roofing will keep quality documents and records of quality activities that occur throughout the duration of the project.

Project quality records will be stored in the project field office when NRC acts as the General Contractor and a field office is a requirement of the project. As a backup, copies of records will be held off site. The exact location will be determined at quality coordination meeting.

N. SERVICING AND WARRANTY

National Roofing will provide warranty service per the contract specifications and regulatory requirements.

National Roofing will maintain the capability to provide the necessary service by having the required resources available. This includes materials, equipment, and personnel.

Attachment D

Affidavit of Non-Violation of Labor Codes

Supplemental to Subcontractor's Statement of Qualifications

Name of Firm: National Roofing Company Inc.

Address: 6821 Academy Parkway West NE, Albuquerque, NM 87109

Project: UNM Job Order Contracting

Reference: UNM Job Order Contracting

Request for Proposal No: 2379-23

Affidavit of Non-violation of Labor Codes

To: The University of New Mexico

The undersigned officer of National Roofing Company Inc. hereby states that National Roofing Company Inc. has, during the past five years, been free of any determinations by a court or an administrative agency, of repeated or willful violations of laws and/or regulations pertaining to the payment of prevailing wages or employment of apprentices of public works projects.

Jackson Johns
Signature

11/11/2022
Date

Jackson Johns
Name

President
Title

NOTARY

State of New Mexico)

)

County of Bernalillo)

Signed or attested before me on November 11, by Jackson Johns
2022

seal

STATE OF NEW MEXICO
NOTARY PUBLIC
AMANDA BRANCH
COMMISSION NUMBER 1126698
EXPIRATION DATE 07-29-2023

Amanda Branch

My Commission Expires: July 29, 2023

JOB ORDER CONTRACTING PROPOSAL ROOFING MANAGEMENT & VALUE STATEMENT

The National Roofing Company Roof Management Plan is a comprehensive program designed to produce the best result for the owners and clients.

TECHNICAL APPROACH

State buildings must follow the New Mexico Energy Conservation Code (NMECC) 2018 that are under the CID jurisdiction. As a major subsystem of the entire building envelope, roofing should be highly integrated into the building LEED™ profile.

Although its primary purpose is weatherproofing, a roof can also lower the heat island effect of a building, provide superior insulating capacity, and can be constructed from recyclable material produced in nearby facilities. National Roofing intends to integrate these aspects into the final roof assembly on any University of New Mexico roofing project.

A roof becomes an asset to the building if it cooperatively meets different entities' design criteria. As the installer, we must take account for wind uplift forces, thermal resistance, reflectivity, long term performance, and preventative maintenance requirements. We must ensure that the system complies with Factory Mutual guidelines, UL guidelines, Energy Star and Cool Roofs Rating council guidelines, ICBO and NMBC codes, ANSI/SPRI ES-1 rating, and the manufacturer warranty requirements.

DESIGN PHASE

At the design phase, National Roofing assigns an internal team that best fits the components of the project to include a Project Coordinator, Estimator and Project Manager. This team will remain through the closeout of the project. During the design phase of construction, National Roofing can work as team members to provide the best value for the University of New Mexico's budget. We work with multiple manufacturers to make certain materials are of high quality and are affordably priced. Although the Construction Task Catalog® does not identify materials by specific manufacturers, we at National Roofing will make sure that the products we install are time-tested and of the highest quality, we will not sacrifice quality for a lower priced product.

In addition to using high quality products, we also work with other trades to ensure all adjoining elements of the building work together to provide a complete envelope. We utilize the latest industry software to provide cost-benefit analysis to the roof and thermal assembly. We assist with roof drainage design. To close-out the design phase, we provide blueprint review and a complete specification package customized to each particular facility.

CONSTRUCTION PHASE

Before the start of all projects National Roofing schedules a project hand-off meeting with the National Roofing Team - Estimator, Project Coordinator, Project Manager and Foreman to review and discuss all aspects of the project. National Roofing will then schedule a Pre-Construction meeting with owner or owner's representative and the National Roofing Team.

Our Project Managers work closely with the Foreman and other trades as partners to foster a cooperative atmosphere with a mutual goal of completing the project on time and error free. The Project Manager conducts site visits to inspect work quality, safety, cleanliness and organization.

The Foreman will supervise a 6 - 12-man workforce on a daily basis. A specific project may have to be treated as a high-production rate project, and it may be necessary to supply an additional crew. The Foreman completes daily progress reports, takes progress photographs, supervises the work, and inspects work quality and completeness.

During the course of the project, we will attend progress meetings and safety meetings typically on a weekly basis, or as needed. Beyond this, we provide multiple points of contact on a 24/7 basis. We can be reached at a moment's notice either telephonically, through email, or through a link on our website. We anticipate upcoming weather trends and take necessary measures to proactively protect the roof and building. Our standard night tie-in is designed to withstand inclement weather for a three-month period and must be able to immediately withstand winds up to sixty miles per hour and an inch of rain. We require the manufacturer to provide an interim inspection of all in-progress work on a monthly basis.

SCHEDULE

Our schedule is driven by the requirements of the project schedule. We provide input as to our capabilities and manage the project to conform to the requirements. We realize this may require working non-standard hours to meet prescribed milestones.

CHALLENGES

All projects present unique challenges. This proposal may present a project that has a material handling challenge. It is conceivable that we will be working on multiple buildings concurrently. To combat this challenge, we have multiples of all major roofing equipment: multiple hydraulic cranes, multiple robotic welders, multiple lifts, etc.

There is also the challenge of combining multiple roof assemblies in a cohesive fashion. We can provide a single source warranty from a primary manufacturer for both a standing seam metal and single-ply roof assemblies.

An additional challenge may be working within a congested area. We have the experience and the capability to overcome the difficulties this challenge presents us. We will provide barricades to protect the public and monitor the site for any safety issues.

CLOSEOUT PHASE

Upon completion, the manufacturer provides a complete inspection of the roof assembly. Any punch list items will be repaired and documented. National Roofing will provide warranties, contact lists, and a proposed maintenance plan. The maintenance plan will be serviced by our Service Department, see below.

SERVICE DEPARTMENT:

Our philosophy at National Roofing Company is to make every effort to save an existing roof and put off expensive reroofing plans as long as feasible. At National Roofing, our Service Technicians provide roof evaluations, maintenance, leak and repair services differently than

ALWAYS ON TOP OF IT

NATIONAL ROOFING

6821 ACADEMY PARKWAY W. NE ALBUQUERQUE, NM 87109
P 505 883 3000 F 505 883 1719 INFO@NATIONALROOFING.COM

NATIONALROOFING.COM

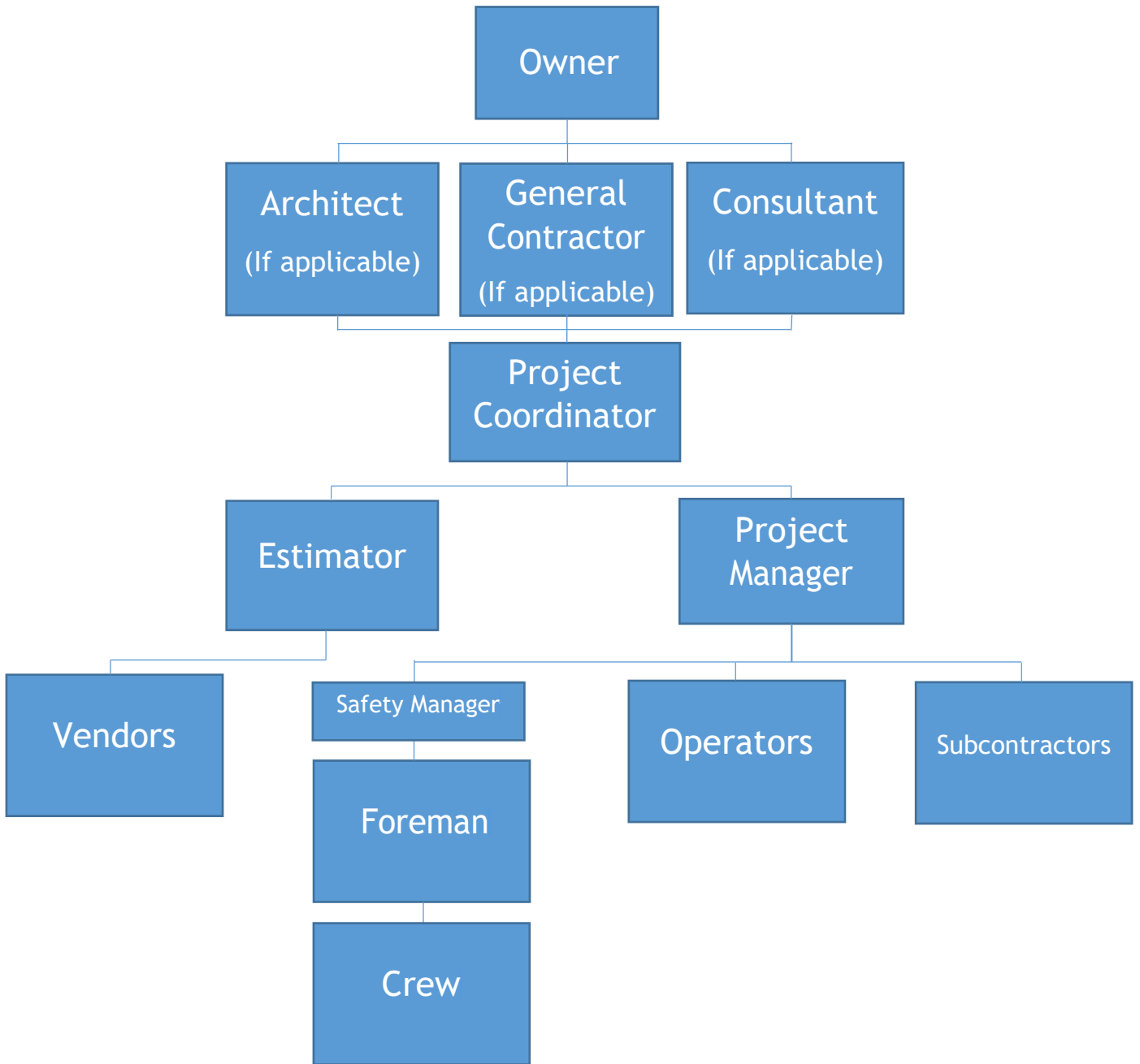
any other roofing companies in New Mexico. We have a staff of fulltime roof maintenance, leak and repair technicians who are available 24/7 for all roofing needs, including emergencies.

Emergency On-call response time is driven by the requirements of the project. We provide input as to our capabilities and man the project to conform to the requirements. We realize this may require working non-standard hours to meet prescribed milestones. Our emergency response is within one hour from time of call to actual job site. We have responded to several emergency calls during non-standard working hours. NRC was first on site at the UNMH helicopter crash on the roof in 2014. NRC was first on site at the roof fire at Taylor Ranch Community in 2015. In both instances NRC helped to coordinate and facilitate other trades needed for massive repairs to the roofing systems of both buildings.

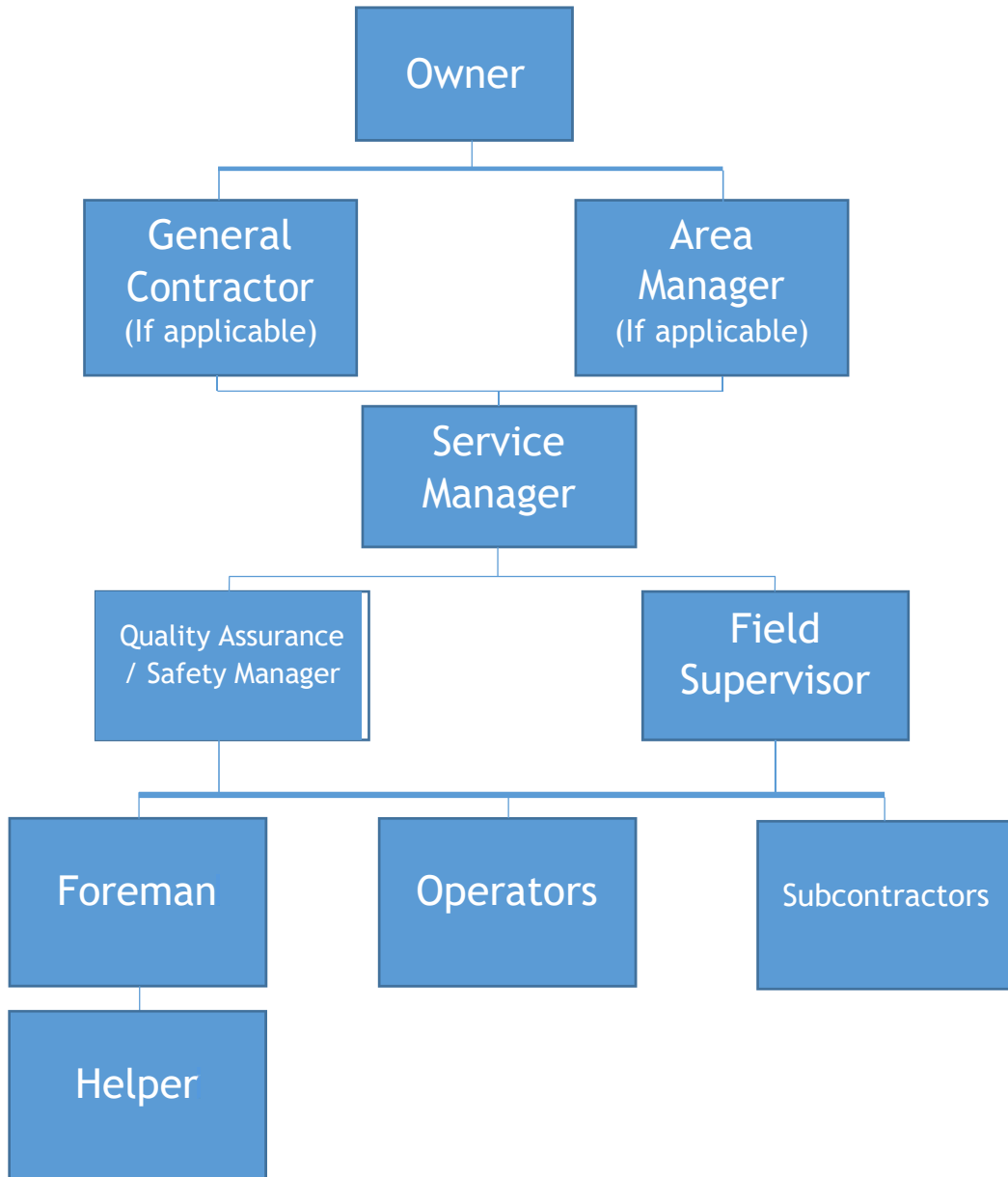
Our Service Technicians have an average of eight years of roof servicing experience and have received special training and are certified to work on most major manufacture roofing systems including, but not limited to, single ply, built-up, shingle, tile, metal and coated roofs. They are also trained in how to dress professionally, speak to building contacts, trace leaks, document and photograph repairs. The National Roofing Service Department has decades of experience in dealing with challenging roofing problems and bring those years of experience into the field to support and continuously train the technicians.

A unique benefit to our multiple property clients is our Internet Customer Portal. After performing work on your properties, our staff will download before-and-after photographs and other valuable information into a cloud-based private portal that only your authorized users may access and have knowledge and information pertaining to your rooftops in real time. This portal allows you to have first-hand information and verification of every repair we make for you and gives us the venue to show you anything we find compelling on your roofs.

NRC Production Department Project Management Diagram



NRC Service Department Project Management Diagram



STATE OF NEW MEXICO
CONSTRUCTION INDUSTRIES DIVISION

NATIONAL ROOFING CO. INC.

LICENSE NUMBER

14145

Qualifying Party(S)

JOHNS THOMAS F.

BRISSON CHRISTOPHER

EXPIRES

07/31/2024

CLASSIFICATION(S)

BB98, GS21



Alan Bailey

DIRECTOR

This card is the property of the CID and shall be surrendered upon demand



CITY OF ALBUQUERQUE BUSINESS REGISTRATION

CITY OF ALBUQUERQUE
P.O. BOX 1293
ALBUQUERQUE, NM 87102

NATIONAL ROOFING CO. INC.
6821 ACADEMY PARKWAY WEST, NE
ALBUQUERQUE NM 87109

CITY OF ALBUQUERQUE

NATIONAL ROOFING CO. INC. (NATIONAL ROOFING)
6821 ACADEMY PARKWAY WEST NE
ALBUQUERQUE NM

PERMIT NO: COM-2020-359180

PROGRAM: BUSINESS REGISTRATION

EFFECTIVE FROM: 03/27/2022 THROUGH: 03/26/2023

HAVING COMPLIED WITH THE FEE REQUIREMENTS OF CHAPTER 13 ARTICLE 1 OF THE REVISED ORDINANCES.
REGISTRATION OR LICENSING WITH THE CITY OF ALBUQUERQUE AND PAYMENT OF FEES DOES NOT CONSTITUTE A
WAIVER OF ANY REQUIREMENTS OR PROVISIONS CONTAINED AT ANY LAW.
THE ACTIVITY/BUSINESS PROPOSED TO BE CONDUCTED AT ANY LOCATION WITHIN THE CITY SHALL BE APPROVED BY
THE CITY'S ZONING ENFORCEMENT OFFICER PRIOR TO COMMENCING THE ACTIVITY/BUSINESS.

PLANNING DEPARTMENT - CODE ENFORCEMENT DIVISION

WWW.BIZREG.CABQ.GOV

(505) 924-3890

POST IN A CONSPICUOUS PLACE



Bernalillo County, New Mexico
Business Registration

Effective Date: 9/6/2022

Expiration Date: 9/6/2023

License #: ZBL-20120467

License Granted to: **Jackson Johns**

Business Name: **National Roofing Company Inc**

Business Type: **Contractor**

Located at: **6821 Academy Parkway West NE, Albuquerque, NM 87109**

In Witness Whereof, I set my hand and affix the seal of the Board of County Commission, in Albuquerque,
NM this **08/30/2022**.

Berna Georgescu

Business Registration Clerk



THE CITY OF VISION

City of Rio Rancho
Office of the City Clerk
3200 Civic Center Circle NE, Suite 150
Rio Rancho, NM 87144
(505) 891-5004



NATIONAL ROOFING COMPANY, INC
6821 ACADEMY PKWY WEST NE

ALBUQUERQUE NM 87109

OFFICIAL BUSINESS REGISTRATION

Issued to:

NATIONAL ROOFING COMPANY, INC

Located at:

OUT OF CITY
RIO RANCHO NM 87124

License #: 22-00007424

Date Issued: October 13, 2022

Expiration Date: October 31, 2023

Business Type: OUT OF CITY-SPECIALTY TRADE CONTRACTORS

POST IN A CONSPICUOUS LOCATION

Certificate of Contractor Registration



This is to certify that

National Roofing Company, Inc.

6821 ACADEMY PARKWAY WEST NE

ALBUQUERQUE, NM, 87109-4405

has registered with the Department of Workforce Solutions

Registration Date: 6/2/2022

Registration Number: 0191772011629

**This certificate does not show the current status of the company.
To see the current status for this company please go to the Public Works
and Apprenticeship Application (PWAA) at
<https://www.dws.state.nm.us/pwaa>**

ALWAYS ON TOP OF IT

NATIONAL ROOFING

SAFETY PLAN

Revised: January 2022

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SAFETY PLAN

This document is intended for the development and implementation of a program to protect and minimize personal injuries on the job, the safety of the general public, the environment, and to reduce work related injuries by a measurable amount. Our goal is a zero-accident rate. In pursuit of this goal, programs to assist in the implementation of safety procedures will be developed, maintained, and reviewed annually as part of our policy.

STATEMENT OF POLICY

It is the policy of **National Roofing (NRC)** to provide a healthy and safe place of employment for all employees; to abide by all regulations, as they pertain to our industry, set forth in federal, state, and local standards and statutes as well as OSHA standards and requirements; and to integrate good work safety habits into every aspect of our daily activity. To support this policy, the following principals are inherent:

1. A positive belief that all personal injuries can be prevented. Employees are expected to work in a safe and responsible manner.
2. Documented safety meetings will be scheduled regularly, and all employees will be required to attend.
3. Accidents or any unsafe work habits shall be reported immediately and shall be investigated, and action taken to prevent recurrence.
4. Employees shall be trained in safe work practices and will be closely supervised until it is determined that they are capable of performing their duties in a safe manner.
5. An understanding that all sub-contractors are contractually obliged to abide by this Safety Policy, and to adhere to NRC's Safety Program. Further, any references to the contractor in this statement of policy will be applicable in full to all sub-contractors as well.
6. First Aid kits and fire extinguishers are available at all locations and in all vehicles. This is an OSHA requirement.
7. A conviction that it is reasonably possible to safeguard all operating exposures which may result in injuries. We believe that *no job is so important or urgent that we cannot take the time to do our work safely!*

SAFETY RESPONSIBILITIES AND DUTIES

MANAGEMENT

RESPONSIBILITIES: Safety begins with management's commitment and participation. We will set goals, establish accountability, and be involved. A poor safety record is a management problem. Management is required to abide by this policy as are all employees.

DUTIES: Communicate safety commitment and policy.
Set a good example.
Provide resources, including funding, to support this program.
Make needed appropriations.
Review accident reports and safety activities.
Select and support the Safety Coordinator.
Provide direction, motivation and accountability to ensure a dynamic safety and loss control program for all NRC construction projects.

SAFETY COORDINATOR

RESPONSIBILITIES: The Safety Coordinator will be responsible for the overall safety program. Although the Safety Coordinator is assigned overall responsibility for the administration of this program, the responsibility for a safe workplace rests with each and every employee.

DUTIES: Develop educational materials, develop and implement training program.
Arrange for training of employees and supervisors.
Develop and maintain written safety rules.
Ensure that the resources necessary to implement this program are available using appropriations provided by management.
Provide First Aid Kits for all jobsites and NRC vehicles.
Keep records of safety and training attendance.
Ensure that this safety policy is communicated to all employees and subcontractors of NRC.
Assist the site superintendents in the formation of NRC site specific safety and loss control programs.

SUPERVISORS

- RESPONSIBILITIES:** Supervisors have a direct responsibility for the safety of the working group. They will help build safety into the work process and be on alert for safety and health problems.
- DUTIES:** New employee orientation.
Help train and re-train employees on job assignments and identified hazards.
Correct unsafe acts and conditions immediately on becoming aware of them.
Make sure that each job site has the necessary equipment and safety devices and that they are in proper working order.
Make informal job site inspections and monitor safety performance of all sub-contractors to ensure compliance with the safety performance requirements of the project.
Establish the disciplinary actions necessary to encourage a well-functioning safety program.
Conduct accident investigation, analyze causes, and formulate recommendations for corrective and preventative measures.

EMPLOYEES

- RESPONSIBILITIES:** Workers must learn the hazards of their jobs and abide by safety rules. The program requires the wholehearted support of those it was designed to protect. Employees are expected to fully participate in the NRC safety program and to work in a manner which will not inflict injury to themselves or others. It is important that each employee understand that responsibility for his or her own safety is an integral job requirement.
- DUTIES:** Abide by all safety rules.
Immediately report any accidents, concerns, or unsafe conditions.
Use and maintain all proper tools and personal protective equipment for the job at hand. If you need equipment or safety items, contact your supervisor.
Know emergency numbers to call in case of fire or injury.
Make suggestions to help improve safety.
Communicate safety to fellow employees.
Attend weekly tool-box meetings and bi-monthly safety and training meeting.

ACCIDENT REPORTING

All on-site accidents, regardless of how incidental, must be reported by the employee to his/ her supervisor or to an NRC supervisor immediately.

1. Supervisors will fully investigate all accidents and, along with the Safety Coordinator, fill out the appropriate accident report form on the day of the accident. Accidents will be recorded as required on the First Report of Injury and on U.S. Department of Labor OSHA Form 300.
2. Supervisors, along with the Safety Coordinator, will document accidents on an Accident Investigation Form for all accidents which result in an injury or work-related illness. The form will be completed within 2 hours of any injury.
3. Outside workers who are exposed to hot and humid conditions are at risk of heat-related illness. The heat index is a single value that takes both temperature and humidity into account. Under the OSHA Act, the employers have a duty to protect workers from recognized serious hazards in the workplace, including heat-related hazards.
4. In the event of a serious injury, fatality, property damage accident or any damaging fire, the Safety Coordinator will be immediately notified regardless of the day or hour. **A recordable injury is defined as any injury that requires medical treatment beyond First Aid. (As defined by OSHA in the publication *Recordkeeping Guidelines for Occupational Injuries and Illnesses*) A serious accident is any trip to the hospital or doctor's office, or any single accident where two or more employees are injured.**
5. Supervisor and/or Safety Coordinator will complete a report outlining details involving any safety related incident occurring on the site. The report will describe the circumstances of the incident and the corrective action taken.

Copies of forms and records will not be duplicated or distributed to unauthorized personnel, outside agencies' employees or other third parties without the explicit permission of the Safety Coordinator and/or the President of NRC. Requests from third parties or external agencies, including clients and owners of projects, must be directed to the Safety Coordinator and/or the President of NRC for approval.

DRUG AND ALCOHOL POLICY

PURPOSE

The employees of National Roofing are a valuable resource. We recognize our obligation to provide a safe, healthy and efficient working environment for all employees. To promote this goal, National Roofing employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner and preserve the health and safety of other employees, clients and the public and to maintain the quality of products, workmanship and/or services provided by NRC. We are committed to ensuring compliance with the Drug Free Workplace Act of 1988 and all federal, state and local laws and regulations.

SCOPE OF POLICY

USE OR POSSESSION OF DRUGS OR ALCOHOL

- To ensure a safe, productive work environment at all NRC facilities, and to protect employees and NRC property, the use, sale, transfer or possession of alcohol, drugs or controlled substances, on NRC property, NRC jobsites or in NRC vehicles is strictly prohibited. These are considered disciplinary offenses and may lead to employee termination. In addition, any employee under the influence of alcohol, drugs or controlled substances while on the job, is subject to immediate discharge. Under the influence is defined as a) being unable to perform work in a safe or productive manner; b) being in a physical or mental condition which creates a risk to the safety and wellbeing of the employee, other employees, subcontractors, the public or NRC property; and, c) having any detectable level, in excess of a trace, of alcohol, drugs or controlled substances in the body.
- Any employee who is taking a drug or other medication, whether or not prescribed by the employee's physician for a medical condition, which is known or advertised as possibly affecting or impairing judgment, coordination or other senses (including dizziness or drowsiness) or which may adversely affect the employee's ability to perform work in a safe and productive manner, must notify the employee's supervisor, or the personnel manager, prior to starting work or entering NRC's facilities. The supervisor, or management, will decide if the employee can remain at work or on the job-site and what work restrictions, if any, are deemed necessary. Any employee violating this policy is subject to immediate discharge.

TESTING FOR DRUGS AND ALCOHOL

1. Whenever an employee's behavior raises a question about the employee's physical condition and/or fitness to perform his or her job, blood and/or urine samples or other medical tests may be taken and screened by a medical laboratory for the presence of alcohol, drugs or controlled substances. Prior consent to such medical tests is a condition of initial employment as well as continued employment and refusal of consent is considered insubordination.
2. An employee's refusal to consent to such medical testing will result in the immediate suspension of the employee pending an NRC investigation. Once the investigation is complete, a determination will be made concerning the appropriate discipline for the employee, up to and including discharge, based on the evidence available to NRC and the employee's refusal to consent to medical testing.
3. Any employee involved in a work-related accident and/or injury, **must** be tested for alcohol, drugs and controlled substances as part of initial treatment by a physician.

4. Any accident resulting in injury, an OSHA recordable injury, or vehicle damage must report for a drug/alcohol/controlled substance screen within 8 hours of the incident.
5. Applicants for employment with NRC may be notified of, and given, an alcohol/drug/controlled substance screening test as a condition of initial employment. A positive test result will result in the denial of the application for employment.

POSITIVE DRUG/ALCOHOL TEST

1. If an employee returns a positive drug/alcohol/controlled substance screen result, whether as a specific job requirement or the result of a test taken when an accident has occurred on a job-site, or when behavior is observed that warrants a random test, employees will be a) suspended immediately for a length of time determined by his/her supervisor; and, b) he or she will then have 30 days to produce a negative test, the cost of which is the responsibility of the employee. At that time, if the employee returns another positive test, the employee will be suspended until they can produce a negative test at which time it will be determined if employment will continue.
2. If an employee tests positive for a drug/alcohol/controlled substance, then the penalty is termination. However, if the employee seeks out rehabilitation services and can provide to National Roofing three consecutive negative drug/alcohol/controlled substance tests, the cost of which are the responsibility of the employee, then the employee is eligible for rehire with NRC.

Preplacement Drug Screening

1. All new hires will be subject to a preplacement drug screen.
2. Human Resources will provide the new hire with authorization paperwork for the drug screen, which will be paid for by the potential new hire. A refund will only be provided to a new hire after a negative drug screen result is received by the company, along with the receipt. The refund will be provided to you within 10 days of your first day of employment.
3. If a positive drug test result is received, employment will be terminated, and no refund will be given.

I have received, read and understand the above drug and alcohol policy of National Roofing Company and agree to comply with its terms.

Employee signature

Date

MINIMUM GUIDELINES FOR JOBSITE SAFETY

PERSONAL PROTECTIVE EQUIPMENT

SAFETY EYEWEAR

- Wear eye protection (safety glasses, goggles or face shield) whenever exposed to flying objects, sawdust, metal shavings, splashing chemicals, or any other substance which could become airborne and cause damage to the eyes.
- Kettlemen must wear proper face shields.
- Coverage from the front and the sides is required anytime there is a hazard from flying objects.
- Safety glasses or goggles shall be worn under face shield and welding helmets for added protection.
- Specially numbered filtering lens is necessary to protect your eyes from welding or any other radiant energy. Check to see which lenses will best protect your eyes.
- Manufacturer identification must be listed on the eye protection equipment.

HEAD PROTECTION

- Head protection is required if you work where there is risk of injury from falling objects or if you work near exposed electrical conductors which could contact the head.
- Hard hats must be worn in all areas where overhead work is being performed. When there is no danger overhead or flying objects that could cause injury, employees may remove hard hats.

HAND PROTECTION

Fingers, hands and arms are injured more often than any other part of the body. You must wear hand protection when you are exposed to hazards such as those from skin absorption of harmful substance, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns and harmful temperature extremes.

- When working with chemicals, gloves must be taped at the top, or folded with a cuff to keep liquids from running inside your glove or onto your arm.
- Vinyl, rubber or neoprene gloves are sufficient when working with most chemicals. However, if you work with petroleum-based products, a synthetic glove will be needed.
- Leather or cotton knitted gloves are appropriate for handling most abrasive materials. Gloves reinforced with metal staples offer greater protection from sharp objects.
- It is dangerous to wear gloves while working on moving machinery. Moving parts can easily pull your glove, hand, and arm into the machine.

- Your Supervisor will instruct you on the best type of hand protection available for your job. Whatever gloves are selected and make sure they fit properly.

FOOT PROTECTION

- Foot injuries are most likely to occur when heavy or sharp objects fall on your foot, something rolls over your foot or an object pierces the sole of your shoe.
- Wear sturdy shoes, safety or steel toed, when required by the hazard assessment and appropriate clothing specified on job tasks. Soles should be kept reasonably free of bitumen, gravel, etc. This is especially important when climbing or descending ladders.
- Rubber or synthetic footwear may be needed when working around chemicals as specified by the hazard assessment.

RESPIRATORY PROTECTION

National Roofing will not allow workers to be exposed to harmful levels of air contaminants. Where feasible, exposure to air contaminants will be eliminated by the application of engineering controls, such as enclosure of the operation, ventilation, or substitution of less toxic materials. In situations where engineering controls are not feasible, protection will be accomplished by the use of personal respiratory protective equipment. NRC will only allow qualified, trained, and protected workers to use Respiratory equipment.

If changes occur during the scope and direction of work, an NRC Supervisor and the Safety Coordinator/Director will be notified. At that time, the work will stop and not commence until the hazards for those tasks are mitigated. Hazard mitigation may include, but is not limited to the following: additional training for employees, appropriate engineering or administrative controls, subsequent Personal Protective Equipment (PPE), and an addendum shall be added to this policy.

OTHER REQUIREMENTS

- Use gloves, aprons, or other suitable skin protection when handling rough materials, chemicals, hot or cold objects, and in adverse weather conditions.
- Wear no jewelry or unnecessary accessories while on the job.
- Do not wear earphones. You must be alert to verbal warnings or requests for help from others at all times.
- If possible, non-hazardous materials should be used instead of toxic, flammable or hazardous materials. Employees working with hazardous substances should change contaminated clothing and wash before eating, drinking or smoking.
- PPE must be properly maintained, sanitized and stored in accordance with manufacturer specifications.
- All PPE must be inspected prior to use.

FALL PROTECTION

ROOF TOP WORK AREAS

NRC's fall protection program promotes employee safety during construction, maintenance and installation work.

This program focuses on fall hazards, appropriate fall protection equipment, equipment limitations, proper use and wear of the equipment, and the dynamic forces that could apply to such equipment and personnel in the event of a fall. Fall protection rescue plan is available upon request.

A total fall arrest system must be used every time the employee is 6 feet or more above a lower working surface.

If any equipment is subjected to a fall, it must be immediately replaced with new equipment and the old equipment will be returned in a timely manner to management for destruction.

Any employee who violates any portion of this policy will be subject to disciplinary action that will likely result in termination of employment.

Fall protection equipment will be supplied and must meet or exceed all requirements of ANSI Z359.1 and OSHA 1926 (Subpart M). All items of fall protection equipment must be properly labeled, stating compliance with this standard, date of manufacture and date of purchase.

DUTY TO HAVE FALL PROTECTION

Supervisors and Foremen are required to assess the workplace to determine if the walking/working surfaces on which employees are to work have the strength and structural integrity to safely support workers. Employees are not permitted to work on those surfaces until it has been determined that the surfaces have the requisite strength and structural integrity to support the workers. Once it has been determined that the surface is safe for employees to work on, an appropriate fall protection system must be implemented.

For example: if an employee is exposed to falling 6 feet (1.8 meters) or more from an unprotected side or edge, the employer must select either a guardrail system, control zone or warning zone, safety net system, or personal fall arrest system to protect the worker. Similar requirements are prescribed for other fall hazards as follows:

1. Fall Protection
 - Employees who have attended the NRC's training course in Fall Protection, and satisfactorily meet the NRC's performance and safety standards, are permitted to work on elevated surfaces. No other employees are authorized to work on structures for any reason.
 - Constant awareness of, and respect for, fall hazards while working and compliance with all applicable safety rules and standards are considered conditions of employment.
 - Employees will not ascend or descend any structures or be elevated or lowered by way of a mechanically driven cable (i.e., "ride the ball").

2. Buddy System Requirements

- Before working, employees must use the buddy system to check and approve each other's Fall Protection Equipment, lanyards, safety climbs, rope grabs, and other safety equipment to make sure it works.
- Any equipment noticed as broken or worn during the buddy system check and check off must be replaced before working.

3. Three-Point Stance Requirements

- An employee maintains a three-point stance during a climb by always having either two hands and one foot or one hand and two feet always in firm contact with and support from the ladder or structure.

CONTROLLED ACCESS ZONES

A Controlled Access Zone is a work area designated and clearly marked in which certain types of work may not take place without the use of conventional fall protection systems (guardrails, personal arrest or safety net) to protect the employees working in the zone.

Controlled Access Zones are used to keep out workers other than those authorized to enter work areas from which guardrails have been removed. Where there are no guardrails, authorized trained employees are the only workers allowed in Controlled Access Zones.

Controlled access zones, when created to limit entrance to areas where leading edge work and other operations are taking place, must be defined by a control line or by any other means that restrict access. Control lines shall consist of ropes, wires, tapes or equivalent materials, and supporting stanchions, and each must be:

- Flagged or otherwise clearly marked at not more than 6 foot (1.8 meters) intervals with high-visibility material;
- Rigged and supported in such a way that the lowest point (including sag) is not less than 39 inches (1 meter) from the walking/working surface and the highest point is not more than 45 inches (1.3 meters) from the walking/working surface. When overhand bricklaying operations are being performed, the highest point is not more than 50 inches (1.3 meters) from the walking/working surface;
- Strong enough to sustain stress of not less than 200 pounds (0.88 kilonewtons). Control lines shall extend along the entire length of the unprotected or leading edge and shall be approximately parallel to the unprotected or leading edge.
- All workers in the zone must obey the Safety Monitor's instructions.
- Control lines also must be connected on each side to a guardrail system or wall.
- There will be a Safety Monitor in charge and responsible for watching all workers in the zone.

When control lines are used, they shall be erected not less than 6 feet (1.8 meters) nor more than 25 feet (7.6 meters) from the unprotected or leading edge, except when precast concrete members are

being erected. In the latter case, the control line is to be erected not less than 6 feet (1.8 meters) or more than 60 feet (18 meters) or half the length of the member being erected, whichever is less, from the leading edge.

Controlled Access Zones, when used to determine access to areas where related work are taking place, are to be defined by a control line erected not less than 10 feet (3 meters) or more than 15 feet (4.6 meters) from the working edge. Additional control lines must be erected at each end to enclose the controlled access zone. Only employees engaged in edgework or related work, are permitted in the Controlled Access Zone.

On floors and roofs where guardrail systems are not in place prior to the beginning of roofing operations, Controlled Access Zones will be enlarged as necessary to enclose all points of access, material handling areas, and storage areas. On floors and roofs where guardrail systems are in place, but need to be removed to allow overhand bricklaying work or leading edge work to take place, only that portion of the guardrail necessary to accomplish that day's work shall be removed.

WARNING LINE SYSTEM

Warning line systems must follow these requirements:

- Warning line shall be erected around all sides of the roof work area.
- When mechanical equipment is not being used, the warning line shall be erected not less than 6 feet (1.8m) from the roof edge.
- When mechanical equipment is being used, the warning line shall be erected not less than 6 feet (1.8m) from the roof edge which is parallel to the direction of mechanical equipment operation, and not less than 10 feet (3.1m) from the roof edge which is perpendicular to the direction of mechanical equipment operation.
- Points of access, material handling, storage areas, and hoisting areas shall be connected to the work area by an access path formed by two warning lines.
- When the path to a point of access is not in use, a rope, wire, or chain or other barricade shall be placed across the path at the point where the path intersects the warning line erected around the work area, or the path shall be offset such that a person cannot walk directly into the work area.
- Warning lines shall consist of ropes, wires or chains and supporting stanchions.
- Rope, wire or chain shall be rigged and supported in such a way that its lowest point is not less than 34 inches from the walking/working surface and its highest point is not more than 39 inches from the walking/working surface.
- Stanchions shall be capable of resisting, without tipping over, a force of at least 16 pounds applied horizontally against the stanchions, 30 inches above the walking/working surface, perpendicular to the warning line and in the direction of the floor, roof or platform edge.
- No employee shall be allowed in the area between a roof edge and warning line.
- Employees must obey the Safety Monitor.

- Safety Monitor must be able to watch all employees in the zone at all times and no duties shall prevent this.

SAFETY MONITORING SYSTEM

National Roofing shall designate a competent person to monitor the safety of all employees working in control zones or warning zones. The Safety Monitor must follow these requirements:

- Competent to recognize fall hazards;
- Warn employees when it appears that the employee is unaware of a fall hazard or acting in an unsafe manner;
- The monitor shall be on the same walking/working surface and within visual sighting distance of the employee(s) being monitored;
- The monitor shall be close enough to communicate orally with the employee(s);
- The monitor shall have no other responsibilities which could take the monitor's attention from safety monitoring functions;

Mechanical equipment shall not be used or stored in areas where safety monitoring systems are being used to monitor employees engaged in roofing operations on low-slope roofs.

No employee, other than the employees engaged in roofing work (on low-sloped roofs) or an employee covered by a fall protection plan, shall be allowed in an area where an employee is being protected by a safety monitoring system.

HOIST AREAS

Each employee in a hoist area must be protected from falling 6 feet (1.8 meters) or more by guardrail systems or personal fall arrest systems. If guardrail systems (or chain gate or guardrail) or portions thereof must be removed to facilitate hoisting operations, as during the loading of materials, and a worker must lean through the access opening or out over the edge of the access opening to receive or guide equipment and materials, that employee must be protected by a personal fall arrest system.

HOLES

Personal fall arrest systems, covers, or guardrail systems shall be used around holes (including skylights) that are more than 6 feet (1.8 meters) above lower levels.

LEADING EDGES

Each employee who is constructing a leading edge 6 feet (1.8 meters) or more above lower levels must be protected by guardrail systems, safety net systems, or personal fall arrest systems. If it can be demonstrated that it is not feasible or that it creates a greater hazard to implement these systems, an alternative fall protection plan must be established, i.e., control zone.

ROOFING

Low-slope Roofs

Each employee engaged in roofing activities on low-slope roofs with unprotected sides and edges 6 feet (1.8 meters) or more above lower levels shall be protected from falling by guardrail systems, safety net systems, personal fall arrest systems, or a combination of a warning line system and personal fall arrest system, or warning line system and safety monitoring system. On roofs 50 feet (15.24 meters) or less in width, the use of a safety monitoring system without a warning line system is permitted.

Steep Roofs

Each employee on a steep roof with unprotected sides and edges 6 feet (1.8 meters) or more above lower level shall be protected by guardrail system with toeboards, safety net systems, or personal fall arrest systems.

NRC's goal is to identify fall hazards, minimize exposure to those hazards and determine which equipment will best safeguard the individual working on that system. NRC will follow the requirements set forth in OSHA CFR 1926.501, as detailed in the following:

- Each employee on a walking/working surface, both horizontal and vertical with an unprotected side or edge which is 6 feet (1.8m) or more above a lower level shall be protected from falling by the use of guardrail systems, safety net systems, or personal fall arrest systems. (OSHA 1926.501 Duty to Have Fall Protection)
- Each employee on walking/working surfaces shall be protected from falling through holes (including skylights) more than 6 feet (1.8m) above lower levels by personal fall arrest systems, covers, or guardrail systems erected around such holes.
- Each employee on a walking/working surface shall be protected from tripping in or stepping into or through holes, including skylights, by covers.
- Each employee on a walking/working surface shall be protected from objects falling through holes, including skylights, by covers.
- Each employee on a steep roof with unprotected sides and edges 6 feet (1.8m) or more above lower levels shall be protected from falling by guardrail systems with toeboards, safety net systems, or personal fall arrest systems.

TYPES OF FALL PROTECTION SYSTEMS

Fall Restraint

Fall restraint systems prevent a worker from approaching a fall hazard. The worker *will not be* in danger of a free fall if he slips or trips because the fall restraint system will be free from the fall potential. The fall restraint system will not allow him to physically go any farther than the leading edge for instance if the leading edge is 6 feet from the anchor point the lanyard must be 6 feet or less.

Fall Arrest

Fall arrest systems minimize the chances of injury should a fall occur. In situations when a worker cannot be restricted from the potential fall hazard, a properly designed fall arrest system will be utilized and it must include the following:

- Anchorage system
- Adjustable 6 ft. positioning lanyard or 3ft. shock absorbing lanyard
- OSHA/ANSI approved full body harness. Body belts will not be used for fall arrest or fall restraint.

WALL OPENINGS

Each employee working on, at, above, or near wall openings, including those with chutes attached, where the outside bottom edge of the wall opening is 6 feet (1.8 meters) or more above lower levels and the inside bottom edge of the wall opening is less than 39 inches (1.0 meters) above the walking/working surface must be protected from falling by the use of a guardrail system, a safety net system, or a personal fall arrest system.

FALL PROTECTION SYSTEMS CRITERIA AND PRACTICES

GUARDRAIL SYSTEMS

If NRC chooses to use guardrail systems to protect workers from falls, the systems must meet the following criteria: top rails and midrails of guardrail systems must be at least one-quarter inch (0.6 centimeters) nominal diameter or thickness to prevent cuts and lacerations. If wire rope is used for top rails, it must be flagged at not more than 6 feet intervals (1.8 meters) with high-visibility material. Steel and plastic banding cannot be used as top rails or midrails. Manila, plastic or synthetic rope used for top rails or midrails must be inspected frequently as necessary to ensure strength and stability.

The top edge height of top rails, or (equivalent) guardrails, must be 42 inches (1.1 meters) plus or minus 3 inches (8 centimeters) above the walking/working level. When workers are using stilts, the top edge height of the top rail, or equivalent member, must be increased by an amount equal to the height of the stilts.

Screens, midrails, mesh, intermediate vertical members, or equivalent intermediate structure members must be installed between the top edge of the guardrail system and the walking/working surface when there are no walls or parapet walls at least 21 inches (53 centimeters) high. When midrails are used, they must be installed at a height midway between the top edge of the guardrail system and the walking/working level. When screens and mesh are used, they must extend from the top rail to the walking/working level and along the entire opening between top rail supports. Intermediate members, such as balusters, when used between posts, shall not be more than 19 inches (48 centimeters) apart.

Other structural members, such as additional midrails and architectural panels, shall be installed so that there are no openings in the guardrail system more than 19 inches (48 centimeters).

The guardrail system must be capable of withstanding a force of at least 200 pounds (890 newtons) applied within 2 inches of the top edge in any outward or downward direction. When the 200-pound (890 newtons) test is applied in a downward direction, the top edge of the guardrail must not deflect to a height less than 39 inches (1 meter) above the walking/working level.

Midrails, screens, mesh, intermediate vertical members, solid panels, and equivalent structural members shall be capable of withstanding a force of at least 150 pounds (667 newtons) applied in any downward or outward direction at any point along the midrail or other member.

Guardrail systems shall be surfaced to protect workers from punctures or lacerations and to prevent clothing from snagging.

The ends of top rails and midrails must not overhang terminal posts, except where such overhang does not constitute a projection hazard.

When guardrail systems are used at hoisting areas, a chain, gate, or removable guardrail section must be placed across the access opening between guardrail sections when hoisting operations are not taking place.

At holes, guardrail systems must be set up on all unprotected sides or edges. When holes are used for the passage of materials, the hole shall have not more than two sides with removable guardrail sections. When the hole is not in use, it must be covered or provided with guardrails along all unprotected sides and edges.

If guardrail systems are set up around holes that are used as access points (such as ladderways), gates must be used or the point of access must be offset to prevent accidental walking into the hole.

If guardrails are used at unprotected sides or edges of ramps and runways, they must be erected on each unprotected side or edge.

COVERS

Covers located in roadways and vehicular aisles must be able to support at least twice the maximum axle load of the largest vehicle to which the cover might be subjected. All other covers must be able to support at least twice the weight of employees, equipment, and materials that may be imposed on the cover at any one time. To prevent accidental displacement resulting from wind, equipment, or workers' activities, all covers must be secured. All covers shall be color-coded or bear the markings "HOLE" or "COVER".

PROTECTION FROM FALLING OBJECTS

When guardrail systems are used to prevent materials from falling from one level to another, any openings must be small enough to prevent passage of potential falling objects. No materials or equipment except masonry and mortar shall be stored within 4 feet (1.2 meters) of working edges. Excess mortar, broken or scattered masonry units, and all other materials and debris shall be kept clear of the working area by removal at regular intervals.

During roofing work, materials and equipment shall not be stored within 6 feet (1.8 meters) of a roof edge unless guardrails are erected at the edge. Materials piled, grouped, or stacked near a roof edge must be stable and self-supporting.

CANOPIES

When used as protection from falling objects canopies must be strong enough to prevent collapse and to prevent penetration by any objects that may fall onto them.

TOEBOARDS

When toeboards are used as protection from falling objects, they must be erected along the edges of the overhead walking/working surface for a distance sufficient to protect persons working below. Toeboards shall be capable of withstanding a force of at least 50 pounds (222 newtons) applied in any downward or outward direction at any point along the toeboard. Toeboards shall be a minimum of 3.5 inches (9 centimeters) tall from their top edge to the level of the walking/working surface, have no more than 0.25 inches (0.6 centimeters) clearance above the walking/working surface, and be solid or have openings no larger than 1 inch (2.5 centimeters) in size.

Where tools, equipment, or materials are piled higher than the top edge of a toeboard, paneling or screening must be erected from the walking/working surface to toeboard to the top of a guardrail system's top rail or midrail, for a distance sufficient to protect employees below.

FALL PROTECTION EQUIPMENT

PERSONAL FALL ARREST SYSTEMS

These consist of an anchor, connectors, and a body harness and may include a deceleration device, lifeline, or suitable combinations. If a personal fall arrest system is used for fall protection, it must do the following:

- Limit maximum arresting force on an employee to 1,800 pounds (8 kilonewtons) when used with a body harness;
- Be rigged so that an employee can neither free fall more than 6 feet (1.8 meters) nor contact any lower level;
- Bring an employee to a complete stop and limit maximum deceleration distance an employee travels to 3.5 feet (1.07 meters);
- Have sufficient strength to withstand twice the potential impact energy of an employee free-falling a distance of 6 feet (1.8 meters) or the free fall distance permitted by the system, whichever is less.
- **The use of a body belt for fall arrest is prohibited.**
- Personal fall arrest systems must be inspected prior to each use for wear damage and other deterioration. Defective components must be removed from service. D-Rings and snaphooks must have minimum tensile strength of 5,000 pounds (22.2 kilonewtons). D-rings and snaphooks shall be proof-tested to a minimum tensile load of 3,600 pounds (16 kilonewtons) without cracking, breaking, or suffering permanent deformation.

- Snaphooks shall be sized to be compatible with the member to whom they will be connected, or shall be of a locking configuration.
- Only locking-type snaphooks designed specifically for the following connections may be used:
 - a) connect directly to webbing, rope, or wire rope
 - b) connect to each other
 - c) connect to a D-ring to which another snaphook or other connector is attached
 - d) connect to a horizontal lifeline
 - e) connect to any object incompatible in shape or dimension relative to the snaphook, thereby causing the connected object to depress the snaphook keeper and release unintentionally.
- A hook is compatible when the diameter of the D-ring to which the snaphook is attached is greater than the inside length of the snaphook when measured from the bottom (hinged end) of the snaphook keeper to the inside curve of the top of the snaphook. Thus, no matter how the d-ring is positioned or moved (rolls) with the snaphook attached, the d- ring cannot touch the outside of the keeper, thus depressing it open. The use of non- locking snaphooks is prohibited.
- On suspended scaffolds or similar work platforms with horizontal lifelines that may become vertical lifelines, the devices used to connect to a horizontal lifeline shall be capable of locking in both directions on the lifeline.
- Horizontal lifelines shall be designed, installed, and used under the supervision of a qualified person, as part of a complete personal fall arrest system that maintains a safety factor of at least two. Lifelines shall be protected against being cut or abraded.
- Self-retracting lifelines and lanyards that automatically limit free fall distance to 2 feet (0.61 meters) or less shall be capable of sustaining a minimum tensile load of 3,000 pounds (13.3 kilonewtons) applied to the device with the lifeline or lanyard in the fully extended position.
- Self-retracting lifelines and lanyards that do not limit free fall distance to 2 feet (0.61 meters) or less, ripstitch lanyards, and tearing and deforming lanyards shall be capable of sustaining a minimum tensile load of 5,000 pounds (22.2 kilonewtons) applied to the device with the lifeline or lanyard in the fully extended position.
- Ropes and straps (webbing) used in lanyards, lifelines, and strength body harnesses shall be made of synthetic fibers.
- Anchorages shall be designed, installed, and used under the supervision of a qualified person, as part of a complete personal fall arrest system that maintains a safety factor of at least two (i.e. capable of supporting at least twice the weight expected to be imposed upon it). Anchorages used to attach personal fall arrest systems shall be independent of any anchorage being used to support or suspend platforms and must be capable of supporting at least 5,000 pounds (22.2 kilonewtons) per person attached.

- Lanyards and vertical lifelines must have a minimum breaking strength of 5,000 pounds (22.2 kilonewtons).

FULL BODY HARNESS

A full body harness must be used by each NRC employee when climbing. No employees may use body belts alone while climbing. All full body harnesses will be capable of supporting 5,000 pounds and will have compatible D-rings for work positioning and both a front center D-ring and a dorsal (back) center D-ring for the fall arrest system. All straps and buckles are required to be connected, fitted, and properly used when wearing the harness.

Instructions for fit and adjustment:

1. Spread the harness out on a flat surface with the Dorsal D-ring down.
2. Undo the chest strap, leg loops, and waist belt.
3. Put the harness on with the upper straps over the shoulders, locate the sub pelvic strap.
4. Be sure the Dorsal D-ring is located between the shoulder blades.
5. Adjust the sub-pelvic strap to fit snugly under the buttocks by adjusting the front adjuster buckles. This is most easily done by sliding the strap keepers well back from the buckles.
6. Pass the leg straps (from behind), between the legs, around the front of the groin and through the harness adjuster buckles (quick connects) located on the front of the hips and adjust to a snug fit. Do not over tighten. Repeat on other leg.
7. Thread the chest strap through the friction buckle and adjust to a snug fit. Do not over tighten. The chest strap or center D-ring shall be positioned over the sternum and held in place by the strap keepers.
8. Tighten the waist belt to a snug fit. Do not over tighten. Slide all the buckle keepers near the edge of the buckles to minimize creeping. Strap end keepers shall be pushed as close to the end of the strap as possible.

Magic marker, paint, and other marking devices can deteriorate the webbing and will not be used on the harness. Additionally, harnesses that have excess amounts of paint or other chemicals on the fabric must be replaced.

SHOCK ABSORBING LANYARDS AND CONNECTORS

Shock absorbing lanyards are provided to each employee and must be used by employees as an integral part of the fall protection system. The shock-absorbing lanyard (energy absorber) is a component whose primary function is to dissipate energy and limit deceleration forces, which the system imposes on the body during fall arrest. Different styles and lengths are available for various applications but at no time will any person be subjected to a free fall in excess of 6 feet or a shock load in excess of 1800 pounds. Shock absorbing lanyards will be connected at the back center D-ring with the fabric pack towards the body. Knots are not allowed to be tied in these lanyards as they may reduce the strength of the lanyard by as much as 50%. All lanyards will be equipped with self-closing, self-locking snap hooks for attachment to harness and with various self-closing, self-locking devices at

opposite ends for attachment to additional safety devices. Removal of self-closing and/or self-locking devices is strictly prohibited. Any lanyard found to be defective upon inspection should be replaced immediately.

ROPE GRABS AND LIFELINES

Rope grabs are provided to each employee and are to be used with complimentary, approved lifelines. Their use is dictated when you cannot connect your shock-absorbing lanyard to a point directly above. The vertical lifeline system is used with compatible hardware i.e., rope grabs, and energy absorbing lanyards and full body harnesses. The vertical lifeline system is designed to allow the worker to move in a vertical and slight horizontally work area with a minimum fall potential. The user can work in intervals without detaching from the lifeline. When rope grabs and lifelines are used, they must be compatible with the snaphooks and lanyards supplied. Rope grabs will be capable of supporting 5000 pounds and will be matched with the proper strength and diameter of lifeline. Rope grabs must always be positioned properly (upright) on the rope to ensure proper operation in the event of a fall. Check your rope grab before each use and especially after extended periods of storage to ensure that operation is not impaired due to corrosion. Lifelines will be capable of supporting 5,000 pounds and will have no knots tied anywhere on the line. A small counterweight may be fabricated and tied to the line (with an attaching cord) to keep it taut. Lifelines will not be hooked back to themselves. Anchorage straps or other certified anchorage devices are the only authorized means to anchor a lifeline.

SELF-RETRACTING LIFELINES (SRLs)

Self-retracting lifelines are provided as part of crew fall protection. Their use is dictated by the specific job requests. SRLs allow an individual to move up and down from a central point. SRLs will be capable of supporting 5,000 pounds and have an internal deceleration device built in that limits shock exposures to pounds or less (1/2 of the OSHA reg. for full body harnesses). Careful evaluation of the job site is required to ensure an employee using a cable type SRL is not exposed to an electrical energy hazard. The nylon web SRL must be serviced at least once a year. If an SRL is shock loaded, it must be removed from service and be returned to the Safety Department for inspection immediately. The retractable lifeline or lanyard should be positioned directly above the worker in an upright manner. To support the unit, an anchor tie-off adapter and/or steel auto-locking carabineer can be used to connect directly to the anchorage above. Retraction of the lifeline back into the housing shall be controlled to ensure proper winding onto the drum. Releasing the line from a long distance can render the unit inoperable for future use. When in use, the lifeline shall be protected against any sharp edges. The lifeline, which transmits a portion of the impact force to an edge, could fail at a lower breaking point than anticipated if exposed to sharp edges. This can also occur if the unit is employed in the horizontal plane, and the worker falls over a sharp edge, possibly severing the line.

ANCHORAGE STRAPS

Anchorage straps with compatible D-rings are supplied with crew fall protection. These are for direct connection of shock absorbing lanyards, or for the attachment of the properly selected lifeline. Anchorage straps will be capable of supporting 5000 pounds. These straps must not be attached in

such a manner as to pass over sharp edges. Additionally, anchorage straps shall be used in the choker configuration and never in basket configuration.

ANCHORAGE POINTS

Anchorage points must be capable of supporting 5,000 pounds per person before connecting fall protection devices to any anchorage point.

GENERAL

At no time, will two employees be connected to any of these fall protection devices or equipment at the same time. All employees must have *separate* fall arrest systems, and if more than one system is connected to the same anchorage point, that point must be capable of supporting a multiple of each person (i.e., 1 person = 5,000 pounds, 2 persons=10,000 pounds, etc.). If a professional engineer certifies both the system and installation of an anchorage point, that point must be capable of supporting 3,600 pounds (or multiples thereof).

TRAINING

All employees who will work at heights above 6 feet must complete a fall protection training program. This training will address:

1. ANSI Z359. Standards
2. OSHA Reg. 1926.500- .503 (Construction)
3. Proper Harness Donning
4. Use of Fisk Descent Controller
5. Proper Tie off to Anchorage
6. Suggested Anchorage Points
7. Limitations of Fall Arrest Equipment
8. Components of a Personal Fall Arrest System

Each employee shall obtain a User Instruction Manual from the manufacturer for each piece of Fall Arrest Equipment. Each employee must read each section of the manual and understand the instructions.

GLOSSARY OF FALL PROTECTION TERMS

ANCHORAGE:	A secure point of attachment for lifelines, lanyards, or deceleration devices.
BODY HARNESS:	Straps that may be secured about the person in a manner that distributes the fall-arrest forces over at least the thighs, pelvis, waist, chest, and shoulders with a means for attaching the harness to other components of a personal fall arrest system.

CONNECTOR:	A device that is used to couple (connect) parts of a personal fall arrest system or positioning device system together.
CONTROLLED ACCESS ZONE:	A work area designated and clearly marked in which certain types of work (such as overhand bricklaying) may take place without the use of conventional fall protection systems (guardrail, personal arrest, or safety net) to protect the employees working in the zone.
DECELERATION DEVICE:	Any mechanism (such as rope, grab, ripstitch lanyard, specially woven lanyard, tearing or deforming lanyards, automatic self-retracting lifelines/lanyards) which serves to dissipate a substantial amount of energy during a fall arrest, or otherwise limits the energy imposed on an employee during fall arrest.
DECELERATION DISTANCE:	The additional vertical distance a falling person travels before stopping, from the point at which a deceleration device begins to operate - excluding lifeline elongation and free fall distance.
GUARDRAIL SYSTEM:	A barrier erected to prevent employees from falling to lower levels.
HOLE:	A void or gap 2 inches (5.1 centimeters) or more in the least dimension in a floor, roof, or other walking/working surface.
LANYARD:	A flexible line of rope, wire rope, or strap that generally has a connector at each end for connecting the body belt or body harness to a deceleration device, lifeline, or anchorage.
LOW-SLOPE ROOF:	A roof having a slope less than or equal to 4 in 12 (vertical to horizontal).
OPENINGS:	A gap or void 30 inches (76 centimeters) or more high and 18 inches (46 centimeters) or more wide, in a wall or partition, through which employees can fall to a lower level.
PERSONAL FALL ARREST SYSTEM:	A system including but not limited to an anchorage, connectors, and a body belt or body harness used to arrest an employee in a fall from a working level. As of January 1, 1998, the use of a body belt for fall arrest is prohibited.
POSITIONING DEVICE SYSTEM:	A full body harness system rigged to allow an employee to be supported on an elevated vertical surface, such as a wall, and work with both hands free while leaning backwards.
ROPE GRAB:	A deceleration device that travels on a lifeline and automatically, by friction, engages the lifeline and locks to arrest a fall.
SAFETY-MONITORING SYSTEM:	A safety system used with control zones & warning zone systems in which a competent person is responsible for recognizing and warning employees of fall hazards.

- SELF-RETRACTING LIFELINE/LANYARD:** A deceleration device containing a drum-wound line which can be slowly extracted from, or retracted onto, the drum under minimal tension during normal employee movement and which, after onset of a fall, automatically locks the drum and arrests the fall.
- SNAPHOOK:** A connector consisting of a hook-shaped member with a normally closed keeper, or similar arrangement, which may be opened to permit the hook to receive an object and, when released automatically close to retain the object.
- STEEP ROOF:** A roof having a slope greater than 4 in 12 (vertical to horizontal).
- TOEBOARD:** A low protective barrier that prevents material and equipment from falling to lower levels and which protects personnel from falling.
- UNPROTECTED SIDES AND EDGES:** Any side or edge (except at entrances to points of access) of a walking/working surface (e.g. floor, roof, ramp, or runway) where there is no wall or guardrail system at least 39 inches (1 meter) high.
- WALKING/WORKING SURFACE:** Any surface, whether horizontal or vertical, on which an employee walks or works, including but not limited to floors, roofs, ramps, bridges, runways, formwork, and concrete reinforcing steel. Does not include ladders, vehicles, or trailers on which employees must be located to perform their work duties.
- WARNING LINE SYSTEM:** A barrier erected on a roof to warn employees that they are approaching an unprotected roof side or edge and which designates an area in which roofing work may take place without the use of guardrail, body harness, or safety net systems to protect employees in the area.

HOISTS, RIGGING, AND CRANE OPERATIONS

CRANE OPERATIONS

The following requirements will be maintained by National Roofing and all subcontractors when performing lifts:

1. National Roofing will give notice prior to using mobile cranes or personnel hoisting devices on jobsites.
2. Upon arrival of the crane to the project site, the NRC's licensed crane operator shall inspect the crane and record the findings of the inspection. Any and all deficiencies identified on the form will be corrected prior to commencing the lift.
3. Inspections will be conducted according to the standards and requirements outlined in OSHA 29 CFR 1926.550, .251, .600, .601 and ANSI B30.5b-1991 and B30.9. In addition, annual load test certificates are required for cranes and personnel hoisting devices.
4. Operators manual must be available in the cab of the crane.

5. The crane operator must have the following documentation:
 - a) A valid State of New Mexico Construction Industries Division Crane Operator's License, or
 - b) Certification in his possession that he/she has completed an industry-recognized, standard training course.
6. If the crane leaves the job site and returns at a later time, the crane shall be re-inspected. If the crane is on-site for the duration of a project, the crane should be re-inspected weekly by NRC and the Crane Operator. Depending on the type of lifting and work activity taking place, the level of inspection may need to be increased.
7. Use extreme caution when moving cranes to ensure that there is no contact with aerial power lines.
8. Provide adequate escorts, signal and flag-men when moving crane equipment.
9. All deficiencies noted during inspections must be corrected before the equipment can be placed into service. Any structural repair made to equipment must be done according to manufacturer's specifications and the supporting documentation shall be readily available upon request.
10. The weight of the load must be known, not estimated, or means taken to accurately weigh the load before any pick.
11. All Outriggers must be fully extended and set on stable ground and/or **adequate** solid cribbing before any lift.

HOISTING AND RIGGING

National Roofing will use extreme caution when using any type of lift equipment to include, but not limited to, the following guidelines:

1. Before being used each day, rigging equipment (slings, fasteners, and attachments) shall be inspected by a competent person for damage or defects. Damaged or defective slings shall be immediately removed from service. Rigging equipment shall be properly stored according to the manufacturer and/or OSHA Requirements.
2. Roofing material should not be used for counterweight. The material used for counterweight should be securely tied or wired together and secured to the hoist.
3. The hoist operator should be provided with fall protection in the form of a safety belt and lifeline or portable guardrail sections on either side of the hoist.
4. Inspections will be conducted by a competent person (i.e. crane operator) and these inspections will be put in writing and signed by person making the inspections daily, when in use.
5. All rigging gear is inspected before each use. Damaged equipment must be immediately taken out of service. All rigging gear must be rated for a safe capacity for that lift.
6. Cranes, rigging and loads are not permitted within 10 feet of energized power lines.

7. Do not use load hooks that are cracked, bent, or broken.
8. Passengers are not permitted to ride inside the operator's cab of a truck crane.
9. Keep crane windows clean. Do not use a crane if its windows are broken.
10. Do not exceed the rated load capacity of the crane as specified by the manufacturer.
11. Use cribbing mats when operating the crane on "soft" ground.
12. Fully extend the outriggers of the crane before attempting a lift.
13. Stay outside the barricades of the posted swing radius of the crane.
14. Do not leave a hoisted load suspended in the air.
15. Do not hoist loads over people.
16. Do not drive the crane on the road shoulders.
17. When operating a crane follow only the signals of the person designated to give you signals—except for an emergency signal given from anyone on site.
18. Replace the belt, gear, or rotating shaft guards after servicing a crane. Do not use the crane if guards are missing from these areas.
19. Visually inspect ropes for broken strands, cuts, worn spots, or any other damage. Do not use damaged ropes.
20. Remove wire rope from service when any of the following conditions exist:
 - a) Twelve (12) broken wires in one (1) lay of the hoist cable.
 - b) Four (4) broken wires in a strand in one (1) lay of the hoist cable.
 - c) Ten (10) broken wires in a strand in one (1) lay of a cable sling.
 - d) When "birdcaging" is present.
 - e) When excess corrosion is present on the cable.
21. Wear leather work gloves when handling wire ropes or cables.
22. Do not use wire ropes that are kinked.
23. Keep your hands away from the cable that is "feeding" a drum, pulley or sheave.

CONSTRUCTION VEHICLE AND HEAVY EQUIPMENT USAGE

- All construction vehicles and equipment being stored, awaiting use, or in use on jobsite property shall be in a serviceable and safe operating condition.
- Any defective or unsafe equipment shall be repaired immediately or removed from jobsite property until proper repairs are completed.
- All idle equipment awaiting safety or non-safety related maintenance or repairs will be tagged and removed from service.

- Maintenance or repairs will be completed within a reasonable time frame or they will be removed from jobsite property until properly maintained or repaired.
- As per compliance with DOT requirements, any vehicle required to be placarded will be so in accordance with DOT regulations.
- All employees are required to adhere to and obey motor vehicle regulations such as posted speed limits, pedestrian right of way, entry to authorized areas and roadways only, and any other safety practice which will ensure the safe operation of equipment and vehicles.
- *All employees are required to wear seat belts when in a company vehicle.*

HOT WORK OPERATIONS & FIRE PREVENTION

Hot work includes all operations such as cutting, welding, brazing, soldering, roofing or road work using tar pots, torches and hot air guns used in applying roofing, thermal spraying, use of open fires for any purpose, use of portable heaters or any activity that generates sparks or other similar activity.

KETTLES AND TANKERS

- Select a spot where the ground is firm, reasonably level and free of debris. Disconnect the kettle from the vehicle before firing.
- Minimize the danger to structures and people from kettle fires or ruptured hot lines.
- Keep kettle and lines at least 10 feet from buildings and walkways.
- Rope off the kettle area and secure propane bottles upright, a minimum of 15 feet away from the kettle.
- Have a fully charged fire extinguisher within 25 feet and on the roof.
- Proper clothing must be worn as well as a face shield.
- Secure lid and spigot on the kettle at night.

CHEMICALS AND FLAMMABLE MATERIALS

- Maintain a file of all hazardous chemicals with name, SDS, and warnings according to the Occupational Safety and Health Administration (OSHA) regulations.
- Clearly label all flammable liquid containers and store them in a designated and protected area in approved containers.
- Use flammable liquids in small amounts and in well-ventilated areas.
- Light torches with a torch lighter.

- Keep gas cylinders upright and secure.
- Know the location of and how to use fire extinguishers.
- Check hoses, fittings, valves, etc., for leaks with soapy water.
- Obey all warning instructions.
- Fire extinguishers must be within 25 feet of kettle or any hotwork area.
- Minimum of a 30 minute firewatch shall be done for any hotwork operations.

FIRE PREVENTION

EQUIPMENT

- NRC will provide fire extinguishers that have a current certification of acceptability, as required by size and type and OSHA Regulations.
- Provide clear access to all areas for firefighting equipment and hose lines.
- Provide and maintain clear aisle ways and means of egress.

FIRE PREVENTION

- Continuously eliminate hazardous, combustible, and flammable materials and debris.
- Clean up rubbish daily.
- Provide separate storage for flammable materials.
- If more than 5 gallons of flammable liquids or gases are stored in any contractor's on-site trailer, the trailer needs to be placarded on the outside with a NFPA 704 Diamond placard.
- If more than 25 gallons of flammable liquids are stored in any on-site trailer, these materials need to be stored in a flammable liquids storage cabinet.
- Provide approved, contained storage for waste flammable and combustible materials that provides environmental protection in the event of a spill or leak.
- Provide regular inspections of internal combustion equipment, heating equipment and wiring.
- Cans and containers used for the storage or dispensing of flammable liquids must be metal self-closing safety cans, as approved by OSHA.
- Employees will be trained in the proper use of portable fire extinguisher.
- "No Smoking" signs will be posted in the vicinity of hazardous operations and combustible or flammable materials.
- Smoking is strictly prohibited at the construction site or in the vicinity of hazardous operations or combustible or flammable materials.

LADDERS

- Face the ladder when climbing and use both hands.
- Use ladders rated for the weight being carried, either I, IA, or IAA.
- Angle out the base of the ladder from the wall, one-fourth the distance of the length of the ladder to the roof edge.
- Be sure the ladder reaches at least three feet above roof edge for safe access.
- All extension ladders must be tied off before use.
- Stepladders should be used in the open position only.
- The top two rungs of any ladder should never be used as steps.
- Ladders shall be inspected before use.
- Ladders shall only be used by employees trained in ladder safety?
- Ladders shall be inspected by a competent person at least annually.

SCAFFOLDS

SCAFFOLDS AND PLATFORMS

- Guardrails are required on any scaffold or platform 10 feet and above in height.
- Overlap the supports of platform planking at least 6 inches, but no more than 12 inches, and secure them from shifting, tipping, or swaying.
- Use scaffold grade lumber free from defects, cracks, or knots
- Keep all tools and materials away from edge of the scaffold or platform.
- Never drop tools from heights.
- Provide full body harness, lanyards, and life lines for all employees working from swinging and ladder jack scaffolds.

The following are procedures for providing Fall Protection and laying out scaffolding.

1. Survey of job site for Hazards:
 - a) Uneven Terrain
 - b) Wet or muddy ground
2. Determine height of scaffold to be erected.
3. Determine how corners on scaffolding will be made.
4. Inspect all components before using and reject all damaged parts and **do not** use parts that do not match.

ASSEMBLY

1. Set base pads/mud sills. Pads must be a minimum of 2" X 10" X 10" or equivalent. **DO NOT** use cinder blocks, 2 X 4's, buckets, rocks or bricks. You can use:
 - a) Scaffold planking
 - b) Metal pads 10" X 10" (must not over-lap scaffold frame)

Remember: The weight of scaffolds, workers, and equipment will be resting on mudsills/base pads.
2. Install base plates (rigid or adjustable) on scaffold legs.
 - a) Make sure that they are secured properly
 - b) Make sure that they are the proper plates that fit the legs
3. Start base run at high ground and make sure that it is plumb and *level*.
4. All base frames must be braced:
 - a) Inside and out
 - b) Bracing must be secured properly
5. Tie scaffolding to building (*minimum #2 wire*):
 - a) Each 30 feet horizontally maximum
 - b) Each 20 feet vertically maximum
6. Planking material:
 - a) Scaffold grade lumber only and must be stamped, "scaffold grade"
 - b) Lumber or metal planking must be in good condition. No cracks in lumber or broken weld or rivets on metal planking
 - c) Assign designated person to inspect regularly.
7. Planks must extend over and supports a minimum of 6 inches and a maximum of 12 inches. Metal plank hook must fit over scaffold support securely by at least 3/4 around.
8. Planks overlap each other over center support by a minimum of 12 inches.
9. Cleats are recommended to tie planks together underneath.
10. Work deck must be fully planked. If not, guard rails will be ineffective.

FALL PROTECTION REQUIREMENTS

All open ends and sides of working platforms more than 10 feet above ground or floor must be provided with:

1. Top rail 42 inches high made of 2" X 4" lumber or equivalent strength. Must be able to withstand 200 pounds pressure and secured properly.
2. Mid rail must be 21 inches high of 1" X 6" lumber or equivalent and must be able to withstand 150 pounds pressure and secured properly.
3. Toe boards a minimum of 3½ inches high along top edge of working platform and must be able to withstand 50 pounds pressure and secured properly.
4. Vertical support posts, not more than 8 feet apart, and secured properly.

WORKING ON SCAFFOLDING

All employees who will be working on scaffolding must be trained to work on or use scaffolding.

1. Means of egress provided to gain access to work platform:
 - a) Use of ladders
 - b) Use scaffold frame, if rungs are provided for ladder access
 - c) **DO NOT** use cross bracing for climbing
2. Overhead protection is required when:
 - a) When working on scaffolding and overhead hazards are present
 - b) When working underneath scaffolding activity
 - c) When assembling or dismantling scaffolding
 - d) When other personnel walk underneath scaffolding
3. Slippery conditions or trip hazards must be eliminated on work platforms:
 - a) Ice or mud
 - b) Scrap lumber, sheetrock, electrical cords, etc.
 - c) Housekeeping must be maintained on work platform and under scaffolding to help prevent tripping and falls at all times
4. REMEMBER: **DO NOT** work on scaffolding during high winds, exceeding the OSHA limit of 40 miles per hour, or specific limits determined by the General Contractor as detailed on the hazard analysis.

During assembly or when working on scaffolding beware of overhead electrical hazards. Keep all metal scaffold and personnel a minimum of ten (10) feet away from electrical wires.

ADDITIONAL SAFETY CHECK LIST REQUIREMENTS

1. On scaffolding that is less than six (6) feet high. Fall protection must be provided if hazards such as exposed rebar or fall hazards are great due to different floor heights.
2. If working on rolling scaffolding that is less than 45 inches wide.
3. Never ride a moving scaffold.
4. Never reach over guard rails, work only within the platform area.
5. Never over load scaffolding.
6. Lock or block wheels when on rolling scaffold.
7. Provide a wire mesh screen or equivalent protection on work platform between top rail and toe board to protect other workers who walk under scaffolding going into or out of building.

NOTE: Only a qualified person is allowed to erect or dismantle a scaffold.

PROPER LIFTING TECHNIQUES

- Bend knees and keep back straight when lifting. Let your leg muscles do the work.
- Get help when lifting heavy or bulky loads to avoid excess stress or the risk of dropping the load.
- Be sure muscles are conditioned and stretched, especially on cold days, before doing any lifting.
- Have one person give commands when a team is lifting big or heavy loads.

HAND, POWER TOOLS, AND MACHINE OPERATIONS

MACHINERY

- Keep tools, machinery, and vehicles in good operating condition.
- Do not ignore or remove safety guards; equipment is provided with special safety devices for the protection of the operators.
- Report losses, deficiencies, or damages of any machinery immediately.
- Only qualified, authorized personnel should operate and perform maintenance on equipment.
- Upkeep is very important if we want to uphold the quality of our fleet. Keep vehicles maintained.

TOOLS AND EQUIPMENT

- Conduct and document periodic inspection of equipment in use.
- Report equipment and safety problems noted by the operator.
- Perform daily maintenance procedures per manufacturer's recommendations.
- Defective hand tools shall be removed from the job site or repaired immediately.
- All electrical power operated tools shall be used with extreme caution.
- Only listed extension cord sets will be allowed.
- Listed extension cord sets shall be of the three-wire type and shall be designed for hard or extra-hard usage.
- Listed extension cord sets shall be protected from damage when passing through doorways or other pinch points.

- All electrical powered tools shall be properly maintained. Any tool that is not working properly or that develops a defect during use shall be immediately removed from service and not used until properly repaired and tested.
- Extreme caution will be taken and only qualified and authorized personnel shall use any powder actuated tool. Requirements for the use of power actuated tools are listed in 29 CFR 1926.302.
- All hand tools will be used in a safe and workmanlike manner.
- Hand tools will be picked up and stored in appropriate tool storage boxes when not in use.
- Defective hand tools shall be removed from the job site or repaired immediately.

ELECTRICAL OPERATIONS

- Be sure power sources are equipped with ground fault interrupters.
- Consider all wires "live" until they have been checked and are without electrical charge. Keep a safe distance from live wires.
- Use grounded receptacles and extension cords. Do not remove the grounding prong from any plug - it is provided for protection from electrical shock.
- Spliced, taped, or cords with cracked or broken insulation must be removed from service. Only cords designated for hard or extra hard usage may be used in construction (example types: S, ST, SO, STO, SJ, SJO, SJT, SJTO).
- Do not use electrical tools or equipment while standing in water.
- Place all cords safely to avoid tripping hazards. Never run a cord across unprotected area such as a street or driveway where vehicles pass through.

HAZARD COMMUNICATION

OBJECTIVES

1. To protect the health of our employees.
2. To provide our employees with the necessary information concerning health and physical hazards of the materials used in their operations.
3. To comply with Title 29 Part 1910.1200, Sub-part Z of the Code of Federal Regulation (CFR): OSHA Hazard Communication.
4. To include flexibility in the compliance program so that changes can be made to comply with possible state and local Right-To-Know Laws.

SCOPE

This compliance program will provide information to the employees of National Roofing concerning the chemical products to which they are exposed. It will be accomplished by the following:

1. Listing of all chemical products on the property.
2. Appropriate labeling on containers of all chemical materials used.
3. Making available Safety Data Sheets (SDS) for all chemical products on the property.
4. Employee training to recognize and interpret labels, warnings, color coding, signs, etc. that are affixed to containers so that they can properly protect themselves against potential hazards.
5. Employee training to understand the elements of the SDS and to recognize possible risks to health and physical harm.
6. This written Compliance Program will be made available, upon request, to employees, their designated representatives(s), and to all local, state and federal officials who have proper authority.

LISTING OF CHEMICAL PRODUCTS

Since we are not a chemical manufacturer, importer, or distributor, National Roofing is not required to assess the hazards or evaluate chemicals. However, National Roofing commits to the following:

1. We shall maintain a list of all the chemical products used on site.
2. We shall always evaluate to the best of our ability the potential health exposure of a particular chemical product before we decide to use it.
3. We will provide a system under which the Purchasing Department will obtain SDS from all suppliers of chemical products. This system would include the following:
 - a) Sending form letters to suppliers requesting SDS information.
 - b) A flagging system to ensure that SDS are received and kept current.
 - c) Maintenance of SDS files that would be available to employees, their representatives, local jurisdictional authorities, and health or medical officers as required by the regulations.
 - d) A purchase requisition noting that the proper labels are either to be attached to all containers received, or to be sent with the order, and that the supplier certifies that all SDS and labels comply with the standard.
3. A master list of hazardous chemicals will be maintained for reference in the operation management's office. This list will be expanded as new chemicals are ordered and/or received. All new chemical products will be appropriately labeled, and a SDS obtained before receiving material at National Roofing Co. (It is suggested that all SDS be kept even though the product is no longer used.)

LABELS

1. Material received at National Roofing Co. shall be properly labeled. If labels are not provided, we shall contact the supplier to get the specific labels. Information contained on

labels must not conflict with federal, state, or local laws and/or regulations in labeling requirements. These labels should provide the following information:

- a) Identity of the chemical products or substance in the container
 - b) Hazard warnings
 - c) Name and address of the manufacturer or other responsible party
2. The labels must not be removed and will be replaced if illegible.
 3. All containers of chemical products, including laboratory bottles, solvent cans, and dispensers must be labeled. For smaller containers (less than one gallon or 3.7 liters), labels must be consistent with the standards that are specified above. Only those chemicals that can be classified as "immediate use", which means that the hazardous chemicals under control of and used only by the person who transfers it from the labeled container and only within the work shift in which it is transferred, are exempt from the labeling procedures as described above.
 4. In storage areas where similar chemical products are stored, signs or placards will be posted to identify the material and transmit the required information in lieu of individual container labels.
 5. If any materials are to be transferred from a storage tank or container through a pipeline, labels with the required information will be affixed to the line at the discharge point (valve). *Although the law does not require this step, National Roofing believes it makes sense to provide this.*
 6. In those cases where a chemical product, other than that specified on the container label, is placed in the container we must re-label the container to accurately reflect the hazards of the chemical product that has been substituted.

TRAINING

All employees in the regulated areas will receive training in the handling of chemical products. There will be an annual review of the training program, and a list of each employee's training schedule will be maintained. The training program will provide instruction in the following areas:

- The requirements of the Hazard Communications Program;
- The operations of the work area where chemical products are present, including both routine and non-routine jobs;
- The location and availability of the SDS;
- Interpretation of SDS data and of the labeling system;
- Methods and observation that the employee may use to detect the presence or accidental release or spill of chemical products in the work area;
- Measure(s) that employees can take to protect themselves from these hazards (i.e., work practices, personal protective equipment, and emergency procedures);

- When a new employee is assigned or transferred to a work area in which chemical products are used, his or her orientation will include all of the above training elements, as well as all specific safety and health training required. Contractors, vendors and service personnel who have employees assigned to work on our plant premises in areas where potential exposure to chemical products exist must be informed of chemical hazards, availability of SDS, and appropriate protective measures.

HEALTH, SAFETY, AND EMERGENCY PROCEDURES

To ensure that sufficient and required information is available and accessible during emergencies, or in the event of a spill in the work area, or beyond the property line of National Roofing, the following information will be available to local health and jurisdictional authorities if requested or required:

- SDS;
- The location of stored chemical products if the amount is equal to 30 gallons or 300 pounds or more;
- Special procedures for spill control and/or clean-up for specific chemical substances;
- The health hazards, including symptoms of exposure and/or any recognizable medical conditions; and,
- Environmental hazards to air and/or water that may result from the release of specific quantities of chemical substance(s).

HOUSEKEEPING AND SANITATION

- Keep materials, equipment and supplies orderly and placed out of the way.
- The job site should be cleaned daily to avoid accumulation of hazards. Shavings, dust, scraps, trash, or oil and grease must not accumulate. These are possible fire and liability hazards.
- Tools and equipment should be put away after use and should not be stored near the edge of the roof. Block the wheels on rolling equipment.
- The kettleman must give particular attention to the orderliness of the kettle area. Neatly fold and stack your tins, pick up debris, and keep the materials stacked and organized.
- Never store tools, material, equipment, jackets, or lunch boxes on parapet walls, fire walls, or roof top equipment.

SAFETY MEETING AND TRAINING

SAFETY MEETINGS

- Safety meetings are to be held every Monday morning before work starts.

- Foreman will be supplied with tailgate meeting sign-in sheets which are to be signed by everyone and turned in with all other paperwork at week's end.
- Report **ALL** accidents, *no matter how minor*, to your supervisor immediately.
- Report any unsafe conditions, equipment, or employee actions to your supervisor immediately.
- Horseplay, roughhousing, or fighting will not be tolerated. Engaging in these types of behavior will result in disciplinary action and/or possible termination.
- Direct your attention to the job in progress and be aware of the work at hand and all the workers around you.
- Intoxicants or illegal drugs are not permitted and are cause for disciplinary action and/or termination.
- The selection of personnel allowed to drive company vehicles is based upon specific criteria determined by management, acceptable driving histories, and insurance company approval. State Motor Vehicle Records (MVRs) will be obtained and evaluated at least annually as part of the operator selection process. Operators must have a valid driver's license and in some cases, a valid commercial driver's license.

TRAINING

As a minimum, employees will receive training in the following areas:

Upon Hire

- National Roofing written Safety Plan
- Hazard Communication
- General Safety Rules

Annually

- Hazard Communication
- Fall Protection
- Ladder Safety
- First Aid

Periodically

- PPE
- Eye and Face Protection
- Fire Extinguisher Use
- Job Site Safety
- Prevention of Back Injury

When Required

- Respirators

Refresher training will be conducted when required and when any new job assignment or conditions change.

In addition to the safety training, employees will have the opportunity to acquire more knowledge in our ongoing worker training. Topics, among others, include:

- Introduction to Low-Slope and Steep Slope Roofing
- Drains and EPDM
- Kettle Procedures and Safety
- Roof Calculations and Measurements
- Roof Insulations - Flat, Tapered, and Crickets
- Tear-Off, Job Set-up, and Equipment
- Crane and Fork-Lift Certification
- Coping and Downspouts

Training will be documented and the documentation retained by the Safety Coordinator. This policy may be used as a training guide.

EMERGENCY ACTION PLAN

EMERGENCY SITUATIONS

In case of an emergency, dial **911** and be prepared to give:

1. Your name and the company's name.
2. Phone numbers.
3. Nature of the emergency and the assistance you require (Fire Dept., Paramedics, Police, etc.)
4. Location of the incident/injury including the building address, which part of the building, and the nearby cross streets.
5. Prepare to have someone meet emergency vehicle in the front of the building.
6. Call your Safety Coordinator and give the information about the emergency. They will gather the employee's medical records and initiate First Report of Injury.
7. If the event occurs during hours that the Safety Coordinator is not reachable, carefully document the event and give that information to the Safety Coordinator as soon as possible. If the situation is serious, you must call:

NAME	HOME PHONE #	CELL PHONE #

EMERGENCY EVACUATION

Supervisors and their employees must become familiar with the evacuations routes for each of their work areas (jobsites). Supervisors are responsible for the safe evacuation of their department in an emergency. *If evacuation is necessary:*

1. If possible, inspect the area to ensure all employees have been safely evacuated.
2. Assemble with your co-workers in the nearest designated assembly area and verify that all employees are there. Notify employees when it is safe to return to the building.

MEDICAL RESPONSE

National Roofing will provide first aid kits, commensurate with the number of employees on the job site and on all company vehicles as outlined in 29CFR 1926.23. Job Superintendents will ensure that an individual trained in first aid procedures is available at or near the work site. The following people are CPR/First Aid Certified:

<u>NAME</u>	<u>CONTACT PHONE #</u>	<u>CELL PHONE #</u>

EMERGENCY ACTION

1. Job site Foremen will be responsible for the transportation of all non-life-threatening injuries that require medical attention.
2. For all life-threatening injuries or illnesses, any employee will immediately call for medical assistance by dialing 911
3. Where there may be a question as to whether an injury is severe enough to be considered life threatening, immediately call 911 - **there is no question!**

National Roofing Co. uses the following facility only for **non-emergency** medical attention:

Concentra Medical and Occupational Medicine
3811 Commons Avenue N.E.
Albuquerque, NM 87109
Phone: 345-9599

Clinic hours are: Monday through Friday 8am - 5pm

After hours seek, medical attention at any UNM Hospital Emergency Room.

HAZARDOUS MATERIALS PROCEDURES

In the event of a release or threatened release of a hazardous material, the Safety Coordinator must be notified immediately. They will report the incident, or authorize you to report the event, to:

1. Fire Department: 911
2. National Response Center: 800-424-8802

Be prepared to give the following information:

- Your name and phone number
- Name and address of business
- Location and type of incident
- Identify the substance (by chemical name)
- Degree of hazard, physical nature, and volume
- Impact on the environment
- If employees are injured, to what extent and what type

Ask person you report the incident to for their name and title.

Employee Acknowledgement

This set of guidelines is not inclusive of everything involved in maintaining a safe work environment. It is intended to be a guideline for a continued safe workplace. It is everyone's responsibility to control potential injury to others or to property by equipment or unsafe conditions. Be alert, use common sense, and don't take safety shortcuts.

I have read, understand, and agree to the above policy.

Employee Name (*please print*)

Employee signature

Date

ATTACHMENT A — JOB SAFETY CHECKLIST

The following Job Safety Checklist has been condensed and edited from the Occupational Safety and Health Act, Part 1926, Construction Safety and Health Regulations.

A. SAFETY RULES

- _____ Hard hats and safety glasses worn
- _____ Shirts with sleeves worn
- _____ Work shoes worn
- _____ Subcontractors' personnel hold safety meetings as indicated by project requirements in accordance with OSHA Safety Standards
- _____ Work areas safe and clean
- _____ Safety mono-goggles/face shields worn when circumstances warrant
- _____ Electrical cords and equipment properly grounded with GFI's in place and checked by a competent person
- _____ No use of alcoholic beverages or controlled substances
- _____ Subcontractors provide fall protection for their employees in accordance with OSHA Safety Standards
- _____ All scaffolds built to specifications as established by OSHA
- _____ Excavation/trenches sloped or shored as established by OSHA
- _____ Drug testing of employees involved in accident(s) resulting in personal injury or property damage

B. RECORDKEEPING

- _____ OSHA poster "Safety and Health Protection on the Job" posted
- _____ OSHA " 200 Log or Occupational Injuries and Illnesses" posted during the month of February only
- _____ Hard hat sign posted in a conspicuous manner
- _____ Weekly safety meeting sign-in logs maintained in a folder with a copy forwarded to the main office weekly

C. HOUSEKEEPING AND SANITATION

- _____ General neatness
- _____ Regular disposal of trash

- _____ Passageways, driveways, and walkways clear
- _____ Adequate lighting
- _____ Oil and grease removed
- _____ Waste containers provided and used
- _____ Adequate supply of drinking water
- _____ Sanitary facilities adequate and clean
- _____ Adequate ventilation

D. FIRST AID

- _____ First aid stations with supplies and equipment. The expiration dates of supplies checked monthly and expired supplies discarded.
- _____ Trained first aid personnel
- _____ Injuries promptly and properly reported

E. PERSONAL PROTECTIVE EQUIPMENT

- _____ Hard hats
- _____ Hearing protection
- _____ Eye and face protection
- _____ Respiratory protection
- _____ Fall protection

F. FIRE PROTECTION

- _____ Fire extinguishers charged and identified
- _____ No Smoking signs posted
- _____ Flammable and combustible material storage area
- _____ Fuel containers labeled

G. HAND AND POWER TOOLS

- _____ Tools inspected
- _____ Power tools properly guarded
- _____ Safety guards in place

H. WELDING & CUTTING

- _____ Compressed gas cylinders secured in vertical position

- _____ Hoses inspected
- _____ Cylinders, caps, valves, couplings, regulators, and hoses free of oil and grease
- _____ Caps on cylinders in storage in place
- _____ Flash back arresters in place
- _____ Welding screens in place
- _____ Fuel and oxygen cylinders separated in storage

I. ELECTRICAL

- _____ All portable tools and cords properly grounded with Ground Fault Interrupters (GFIs) properly installed
- _____ Daily visual inspection of caps, ends and cords for deformed or missing pins, insulation damage and internal damage
- _____ Tests of cords, tools and equipment for continuity and correct attachment of the equipment grounding connector (GFI) to the proper terminal made every month and:
 1. Prior to first use.
 2. Prior to return to service after repairs.
 3. Prior to return to service after incident that may have caused damage to cord or equipment.
- _____ Cords and equipment not meeting requirements immediately tagged and removed from service until repairs have been made

J. LADDERS

- _____ Inspected at regular intervals
- _____ No broken or missing rungs or steps
- _____ No broken or split side rail
- _____ Extend at least 36 inches above landing and be secured
- _____ Side rails of 2 x 4 up to 16 feet, or 3 x 6 over 16 feet

K. SCAFFOLDING

- _____ Inspected at regular intervals
- _____ Footings are a sound ridge and capable of carrying maximum intended load
- _____ Tied into building vertically and horizontally at 14 foot intervals
- _____ Properly cross-braced

- _____ Proper guardrails and toe boards
- _____ Scaffold planks capable of supporting at least four (4) times the maximum intended load
- _____ No unstable objects such as concrete blocks, boxes, etc., used as scaffold foundations
- _____ Use of OSHA Scaffold Tagging Program

L. GUARDRAILS, HANDRAILS AND COVERS

- _____ Guardrails, handrails, and covers installed wherever there is danger of employees or materials falling through floors, roofs, or wall openings and shall be guarded on all exposed sides
- _____ Posts at least 2 x 4 stock and spaced no more than eight (8) feet apart
- _____ Top rail 42 inches above the floor and made of 1 x 4 stock
- _____ Intermediate rail 21 inches above the floor and made of 1 x 4 stock
- _____ Guardrail assemblies around floor openings equipped with toeboards. Toeboards at least four (4) inches above the floor level with no more than ¼ inch clearance above the floor level, when there are employees below or when conditions dictate.
- _____ Hole covers permanently attached to the floor or structure and identified with a hole cover sign stenciled with the word "Danger". Hole covers for holes 2 inches or greater in diameter made of at least 3/4" plywood or heavier

M. MATERIAL HOISTS

- _____ Inspected at regular intervals
- _____ Operating rules posted at operators station
- _____ "No Rider" signs prominently posted at all stations
- _____ All entrances properly protected
- _____ All entrance bars and gates painted with diagonal contrasting stripes
- _____ Experienced operators
- _____ Current crane certification inspection sticker and papers on the rig

N. MOTOR VEHICLES

- _____ Lights, brakes, tires, horn, etc., inspected at regular intervals
- _____ No overloaded vehicles

- _____ Trash trucks have covers
- _____ No riding on the edge of pickup truck beds
- _____ No riding on concrete trucks, loaders, backhoes, etc.
- _____ Functioning back-up alarms on loaders, tractors, backhoes, etc.
- _____ Fire extinguishers installed and readily available
- _____ Seat belts worn at all times

O. MATERIAL STORAGE AND HANDLING

- _____ Material at least 2 feet from edge of excavation site
- _____ Proper temperature and moisture levels for safe storage of materials to prevent deterioration or volatile hazards within the storage area
- _____ Inventory maintained and inspected frequently
- _____ Proper protective gear worn when handling chemical

P. CONCRETE, CONCRETE FORMS, AND SHORING

- _____ Full body harnesses as positioning devices for employees tying rebar higher than 6 feet above adjacent working surface have:
 - _____ Automatic shut-off switches on trowel machines
 - _____ No riding on concrete buckets or flying forms
 - _____ All forms properly shored
 - _____ Single post shores braced horizontally

Q. USE OF CRANES AND DERRICKS

- _____ Prohibition of the use of cranes or derricks to hoist employees on a personal platform except in the situation where no safe alternative is possible.

ATTACHMENT B — SAFETY EQUIPMENT CHECKLIST

The following is a list of Safety Equipment that should be on the job, if required, or available from the Roof Manager at all times. Equipment will be checked at intervals in accordance with the applicable OSHA Safety Standards.

- _____ Safety goggles, shields, and glasses
- _____ Hearing protection
- _____ Respirators
- _____ Hard hats
- _____ Fire extinguishers (properly charged)
- _____ First aid kit (check list inside kit)
- _____ Stretcher or stroke litter (tool room)
- _____ Welding masks and goggles
- _____ Storage racks for compressed gases
- _____ Guards on all power tools
- _____ Trash barrels
- _____ OSHA forms posted
- _____ Company Safety Policy packet posted
- _____ Company Hazardous Communication Program packet posted
- _____ Emergency vehicle (vehicle designated to carry injured to hospital)

ALWAYS ON TOP OF IT

NATIONAL ROOFING

Silica Exposure Control Plan Under 29 CFR, Section 1926.1153(g)

Section 1. Introduction

Silica refers to the chemical compound silicon dioxide (SiO_2), the most common form of which is quartz. Sand, a key component in many building products such as mortar, clay and concrete tiles or pavers, and brick, is mainly composed of silica in the form of quartz.

Silica can present a danger to construction workers when these building materials are cut, drilled or ground using powered equipment and abrasive blades, drills or other equipment, resulting in dust containing tiny particles of silica, known as respirable crystalline silica (RCS). These particles are small enough to penetrate to the gas exchange area of the lungs; larger particles cannot travel as deep into the lungs and are purged by natural actions of the body. Respirable particles remain in the lungs and cause permanent scarring of lung tissue, making breathing increasingly more difficult—an occupational disease known as silicosis that often does not manifest until many years after exposure. According to the American Lung Association, silicosis also increases the risk of other lung issues, such as tuberculosis, lung cancer and chronic bronchitis.

The U.S. Occupational Safety and Health Administration (OSHA) has published a new rule regarding worker exposure to RCS in construction that took effect **Sept. 23, 2017**.

In accordance with OSHA's construction silica regulation, **National Roofing** has developed the following written exposure control plan to identify the hazards our workers may be exposed to and the means our company has established to control those hazards, ensuring the safety of our workers and others in proximity to our job sites. Although RCS exposures are minimal in the majority of roofing work and the risk of contracting silicosis is low, RCS is a serious danger that can cause permanent damage, and it is critical for all supervisors and workers to follow the control practices set out in this plan.

Section 1a. National Roofing's Compliance Strategy

It is **National Roofing's** intent to implement the engineering controls and respiratory protection listed in Table 1 (available upon request): Specified Exposure Control Methods When Working with materials Containing Crystalline Silica for specific tasks. Adopting the limits set forth in Table 1 (available upon request) is our strategy for complying with the rules for exposure and in doing so, initial exposure monitoring would not typically be required.

National Roofing will rely on objective data reflecting workplace conditions closely resembling the processes, material types, control methods, work practices and environmental conditions in the contractor's current operations to determine whether tasks not listed in Table 1 (available upon request) are below the ActionLevel or within the Permissible Exposure Level (PEL). Industry data is acceptable under the rule's definition of the term.

The OSHA rule also establishes a medical surveillance requirement tied to the number of days a worker must use a respirator. If respirator use will be required on 30 or more days during a year, the contractor must ensure a number of medical examinations and procedures take place. **National Roofing** believes that limiting exposure is the best method of protecting employees and will therefore establish a policy to limit employees required use of a respirator to less than 4 hour shifts and less than 30 days in a calendar year. National Roofing will track employee's required respirator usage to ensure these established limits are not exceeded.

National Roofing intends to issue disposable NIOSH approved N95 particulate filtering facepiece respirators (dust masks) meeting the minimum Assigned Protection Factor (APF) required by the OSHA rule. 3M's Comfort Plus respirator 8511 with exhalation valve is an example of a mask that provides the required protection. Any employee required to wear the respirator will participate in an Online Respirator Medical Evaluation offered by 3M or equal.

Section 2. Scope and Description of Tasks

The OSHA regulation applies to all exposures to RCS in construction workplaces except those where worker exposures will remain below 25 micrograms per cubic meter of air as an eight-hour time-weighted average (TWA) under any foreseeable conditions.

Following are specific tasks a worker for **National Roofing** may perform that could involve exposure to silica, quartz or sand (not necessarily RCS). These tasks were determined based on information found in manufacturers' safety data sheets (SDSs) for products being used or installed, as well as company and industry sampling of commonly encountered roofing and building products.

- Abrasive, powered cutting of concrete or clay tile or pavers
- Jackhammers and handheld powered chipping of concrete or pavers
- Grinding of mortar joints or masonry for counterflashing or tuckpointing with powered tools equipped with abrasive blades
- Removal and installation of asphalt roofing products such as built-up, polymer-modified bitumen and shingle roof systems

- Removal or installation of gravel surfacing material on roof systems

Note that Drilling or screwing into concrete, masonry or mortar for standard installation of termination bars, fasteners or other accessories has been objectively determined by the National Roofing Contractors Association (NRCA) as a task below actionable level for silica exposure.

With worker input, **National Roofing** management and supervisors will review this list of tasks at least once a year and supplement or revise it to properly describe tasks that may involve silica, quartz or sand or could result in exposure to RCS. This review will use industry sources of silica information, company sampling and testing, and government agency and third-party research and publications to determine additional sources of RCS exposure that initially may not have been identified.

Prior to the start of any project, company supervisors and safety staff will analyze the tasks to be performed on the project and determine whether any of those tasks fall into one of the categories listed above or might involve an exposure to RCS that has not been identified previously. In performing the hazard analysis, a preliminary determination also will be made by company supervisors and safety staff regarding any possible exposure to RCS from sources outside our company's control as well as potential exposures to third parties who may be affected by our company operations. Hazards identified will be addressed by company staff in consultation with third-party entities if applicable and procedures to control those hazards will be incorporated into this plan.

Any identified task that exposes—or reasonably is expected to expose—company workers to RCS at or above the action level requires company supervisors and safety personnel to assess the nature of the exposure by air monitoring or objective data comparison sufficient to characterize the exposure.

Section 3. Limiting Worker Exposures to RCS

Although most tasks performed by workers at **National Roofing** will not expose workers to harmful levels of RCS, two categories of tasks described by OSHA in Table 1 (available upon request) of 29 CFR §1926.1153(c)(1) may be performed by our workers. When our workers are using hand-held power saws or hand-held grinders for mortar removal, as described in 29 CFR §1926.1153(c)(1)(ii) and (c)(1)(xi), respectively, our workers will follow the engineering and work practice control methods and wear the required

respiratory protection described in each provision as applicable unless such controls are not feasible.

A. If, while performing tasks described in paragraph A, workers do not fully implement the engineering controls, work practices and respiratory protection described in Table 1 (available upon request), our company will ensure no worker is exposed to RCS in an amount that exceeds the permissible exposure limit (PEL) of 50 micrograms per cubic meter of air as an eight-hour TWA. In addition, our company will

analyze air monitoring data or objective data sufficient to accurately characterize worker exposures to RCS.

Alternatively, our company will perform initial monitoring to assess the eight-hour TWA exposure for each worker on the basis of one or more personal breathing zone air samples that reflect the

exposures of workers on each shift, for each job classification, in each work area. Where several workers perform the same tasks on the same shift and in the same work area, our company will sample a representative fraction of these workers to meet this requirement. In representative sampling, our company will sample the worker(s) who are expected to have the highest exposure to RCS.

If initial monitoring indicates worker exposures are below the action level, we will discontinue monitoring for those workers whose exposures are represented by such monitoring.

Where the most recent exposure monitoring indicates worker exposures are at or above the action level but at or below the PEL, our company will repeat such monitoring within six months of the most recent monitoring. Where the most recent exposure monitoring indicates worker exposures are above the PEL, our company will repeat such monitoring within three months of the most recent monitoring.

Where the most recent (noninitial) exposure monitoring indicates worker exposures are below the action level, our company will repeat such monitoring within six months of the most recent monitoring until two consecutive measurements, taken seven or more days apart, are below the action level, at which time we will discontinue monitoring for those workers whose exposures are represented by such monitoring, except as otherwise provided under “Reassessment of exposures” below.

Reassessment of exposures: Our company will reassess exposures whenever a change in the production, process, control equipment, personnel or work practices may reasonably be expected to result in new or additional exposures at or above the action level or when we have any reason to believe new or additional exposures at or above the action level have occurred.

Methods of sample analysis: Our company will ensure all samples taken to satisfy the monitoring requirements are evaluated by a laboratory that analyzes air samples for RCS in accordance with the procedures in Appendix A of 29 CFR §1926.1153.

Worker notification of assessment results: Within five working days after completing an exposure assessment, our company will individually notify each affected worker in writing of the results of the assessment or post the results in an appropriate location accessible to all affected workers. Whenever an exposure assessment indicates that a worker exposure is above the PEL, our company will describe in the written notification the corrective action being taken to reduce worker exposure to or below the PEL.

Observation of monitoring: Where air monitoring is performed to comply with the requirements of this section, our company will provide affected workers or their designated representatives an opportunity to observe any monitoring of worker exposure to RCS. When observation of monitoring requires entry into an area where the use of protective clothing or equipment is required for any workplace hazard, our company will provide the observer with protective clothing and equipment at no cost and ensure the observer uses such clothing and equipment.

B. Procedures described in paragraph B also will be applied to tasks not listed in Table 1 of 29 CFR §1926.1153(c)(1) that may involve exposure to silica, quartz or sand as determined by information found in applicable manufacturers' SDSs for products found in the workplace.

C. Methods of compliance:

Engineering and work practice controls: Our company will use engineering and work practice controls to reduce and maintain worker exposure to RCS at or below the PEL unless we demonstrate such controls are not feasible. Wherever such feasible engineering and work practice controls are not sufficient to reduce worker exposure to or below the PEL, we will nonetheless use them to reduce worker exposure to the lowest feasible level and supplement them with the use of respiratory protection that complies with the requirements of paragraph E below.

Abrasive blasting: In addition to the controls listed above, our company will comply with other OSHA standards, when applicable, such as 29 CFR §1926.57 (Ventilation), where abrasive blasting is conducted using crystalline silica-containing blasting agents, or where abrasive blasting is conducted on substrates that contain crystalline silica.

D. Respiratory protection, general:

Where respiratory protection is required under our company program or 29 CFR §1926.1153, our company will provide each worker an appropriate respirator that complies with the requirements of this paragraph and 29 CFR §1910.134. Respiratory protection is required:

- Where specified by Table 1 (available upon request) of 29 CFR §1926.1153
- For tasks not listed in Table 1 (available upon request) or where the engineering controls, work practices and respiratory protection described in Table 1 (available upon request) are not fully and properly implemented:
 - o Where exposures exceed the PEL during periods necessary to install or implement feasible engineering and work practice controls
 - o Where exposures exceed the PEL during tasks, such as certain maintenance and repair tasks, for which engineering, and work practice controls are not feasible
 - o During tasks for which our company has implemented all feasible engineering and work practice controls and such controls are not sufficient to reduce exposures to or below the PEL.

Respiratory protection program: Where respirator use is required by 29 CFR §1926.1153, our company's respiratory protection program developed under 29 CFR §1910.134 will be applicable.

Section 4. Housekeeping Measures

Compressed air may not be used to clean worker clothing or surfaces if it could contribute to worker exposure to RCS. It may be used if no other method is feasible or if a ventilation system is used to capture the resulting dust cloud.

The use of leaf or debris blowers or dry sweeping or brushing of areas soiled by abrasive powered cutting or grinding of materials containing silica must be avoided if wet sweeping or HEPA-filtered vacuuming could be safely used to clean the areas.

Leaf or debris blowers may be required to clean roof surfaces if wet sweeping or HEPA-filtered vacuuming is not feasible on certain job sites for one or more of the following reasons:

- Slip, trip or fall hazards are created by wet surfaces
- Slip, trip or fall hazards are created by equipment power cords or hoses
- The new roof tile that has been installed will be permanently stained by such action
- Water intrusion may damage other building elements

In instances where wet sweeping or HEPA-filtered vacuuming is determined to be infeasible, National Roofing workers will wear disposable particulate respirators (filtering facepieces or dust masks) with a minimum assigned protection factor of 10 (APF 10) to reduce or eliminate potential exposure to RCS. The filtering facepiece must be worn during the cleaning operation and for such time thereafter until the dust cloud dissipates.

Section 5. Procedures to Restrict Access to RCS Work Areas

On projects where potential exposure to RCS exists, National Roofing workers will take the following steps to limit exposure to co-workers and third parties:

- On projects with ladder access to roof areas, the base area around the ladder will be flagged with warning lines and high-visibility signage will be posted stating, “Do Not Enter—National Roofing Workers Only.” Ladder use by non-company employees is not allowed and will not be permitted.
- Only company workers needed to perform tasks in the area where potential exposure to RCS may occur will be permitted in that specific roof area.
- On projects where third parties may have shared access to roof areas where exposure to RCS may exist, company workers will use warning lines and place signage, as described above, to control third parties’ access to those areas. If, because of the nature of the access, such as a common stairwell or exterior scaffold stairway, third parties can be denied access to the roof area, company workers will post the above signage on the roof level entry door or access point to restrict third party entry to the roof.

Section 6. Designation of RCS Competent Persons and Inspection Protocol

The following employees of National Roofing are designated “competent persons” for purposes of the OSHA silica regulation by virtue of each individual’s knowledge of the hazards related to exposure to RCS, the control methods our company employs to control those hazards, and the authority granted to each to take corrective measures to reduce or eliminate RCS hazards to our workers:

Jose Martinez	Safety & QA/QC Manager
Rick Trujillo	Safety Supervisor
Ed MacFarlane	Production Manager

Any one or all listed competent persons for RCS may inspect our job sites on a regular basis to assess the tasks being performed and the equipment and materials in place to ensure proper implementation of our company's written RCS exposure control plan. The competent person will note any deficiencies in the plan's implementation and discuss any required revisions with supervisory personnel. If any deficiency is significant enough to immediately affect the health and safety of company workers or others, the competent person has complete authority to stop work until the issue can be resolved. During the inspection process, the competent person also will be responsible for identifying exposures to RCS that may arise from unforeseen activity being performed by third-party entities unrelated to our company work. The competent person immediately will notify company supervisors and management to determine the necessity of action to protect exposed company workers. This may require outreach to those third-party entities as well as establishing additional protocols to maintain the safety of our workers. A dated, written record of all inspections hereunder, with a specific notation as to remedial action taken, if any, will be made by the competent person.

Section 7. Description of Company RCS Worker Training and Information

The hazards related to RCS have been included in company hazard communication training under 29 CFR §1910.1200. In addition, a specific training module (Powerpoint presentation developed by the NRCA) is used for current workers and new hires and focuses on the following:

- Specific health hazards associated with RCS, including cancer dangers, lung or respiratory dangers, and immune system and kidney effects
- Roofing tasks or other common tasks that could result in RCS exposure
- Specific measures, including engineering controls, work practices and respirator use, that our company has implemented to protect our workers from RCS exposure
- The provisions of the OSHA construction RCS regulation
- The names of RCS competent persons designated by our company under Section 6 of this plan
- The purpose and description of our company medical surveillance program required by the OSHA rule and set out in Section 8 of this plan

The above module will be supplemented by an National Roofing employee to provide the names of RCS competent persons designated by our company under Section 6 of this plan, as well as to describe the medical surveillance program required by the OSHA rule and set out in Section 8 of this plan. Additional information will be relayed through RCS-specific toolbox talks; manufacturer or supplier materials addressing equipment, tools and products as they become available; OSHA training materials and other training offered by general contractors, architects, etc.

Section 8. Description of Medical Surveillance for RCS Exposures

The medical surveillance provisions that our company will implement for RCS exposures is based on the requirements of 29 CFR §1926.1153(h) and will include the following:

- National Roofing will make medical surveillance available at no cost to any company worker required to use a respirator under 29 CFR §1926.1153 for 30 days or more per year.

- All medical exams required under this provision of the plan must be conducted by a physician or other licensed health care professional (PLHCP) as defined in 29 CFR §1926.1153(b).
- An initial, baseline medical examination will be made available to a worker within 30 days after an initial assignment unless the worker has had a similar examination within the past three years. The examination must consist of the following:
 - a) A medical work history with emphasis on past, present and anticipated exposures to RCS, dust and other agents affecting the respiratory system; any history of respiratory system dysfunction, including signs and symptoms of respiratory disease; history of tuberculosis; and smoking status and history
 - b) A physical examination with special emphasis on the respiratory system
 - c) A chest X-ray (a single posteroanterior radiographic projection or radiograph of the chest at full inspiration either recorded on film [no less than 14 x 17 inches and no more than 16 x 17 inches] or digital radiography systems), interpreted and classified according to the International Labour Office (ILO) International Classification of Radiographs of Pneumoconioses by a NIOSH-certified B Reader
 - d) A pulmonary function test to include forced vital capacity (FVC) and forced expiratory volume in one second (FEV1) and FEV1/FVC ratio, administered by a spirometry technician with a current certificate from a NIOSH-approved spirometry course
 - e) Testing for latent tuberculosis infection
 - f) Any other tests deemed appropriate by the PLHCP
- Periodic examinations will be made available by our company every three years or more frequently as recommended by the PLHCP for affected workers. Examinations will include the elements described in (c) above.
- Additional protocols for information to be provided to the PLHCP, the PLHCP's written medical report to an employee and the PLHCP's written medical opinion to our company will follow 29 CFR §1926.1153(h)(4), (5) and (6).
- If the PLHCP's written medical opinion indicates an employee should be examined by a specialist, our company will make available a medical examination by a specialist within 30 days after receiving the PLHCP's written opinion. Our company will ensure the examining specialist is provided with all the information the company is obligated to provide to the PLHCP in accordance with 29 CFR §1926.1153(h)(4). Our company will ensure the specialist explains to the employee the results of the medical examination and provides each employee with a written medical report within 30 days of the examination. The written report shall meet the requirements of 29 CFR §1926.1153(h)(5) except paragraph (h)(5)(iv). Our company will obtain a written opinion from the specialist within 30 days of the medical examination. The written opinion shall meet the requirements of 29 CFR §1926.1153(h)(6) except paragraph (h)(6)(i)(B) and (ii)(B).

Section 9. Recordkeeping

Records of our workers' personal breathing zone sampling to assess RCS exposure (employee exposure records as defined in 29 CFR §1910.1020) conducted on behalf of our company by third parties or those conducted by our staff will be maintained for a period of 30 years from the date of the record's initial creation. The initial record must include:

- The date of the measurement for each RCS sample taken

- The task monitored
- The sampling and analytical methods used
- The number, duration and results of the samples taken
- The identity of the laboratory that performed the analysis
- A description of any PPE worn by workers who were monitored
- The names, job classifications and social security numbers of workers sampled along with similar information for other workers present at the sampling location who performed similar tasks but were not sampled

This RCS exposure control plan is available for examination and copying by all employees who may be covered under the OSHA construction RCS regulation, their designated representatives, and officials of the U.S. Department of Labor or allied state agencies.

Jackson Johns
President

National Roofing
6821 Academy Parkway West NE
Albuquerque, NM 87109

Construction Industry Safety Coalition Recommendations: COVID-19 Exposure Prevention, Preparedness, and Response Plan for Construction

The purpose of this plan is to outline the steps that every employer and employee can take to reduce the risk of exposure to COVID-19. The plan describes how to prevent worker exposure to coronavirus, protective measures to be taken on the jobsite, personal protective equipment and work practice controls to be used, cleaning and disinfecting procedures, and what to do if a worker becomes sick.¹

National Roofing Company takes the health and safety of our employees very seriously. With the spread of the coronavirus or “COVID-19,” a respiratory disease caused by the SARS-CoV-2 virus, we all must remain vigilant in mitigating the outbreak. This is particularly true for the construction industry, which has been deemed “essential” during this Declared National Emergency. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented throughout the Company and at all of our jobsites. We have also identified a team of employees to monitor available U.S. Center for Disease Control and Prevention (“CDC”) and Occupational Safety and Health Administration (“OSHA”) guidance on the virus.

This Plan is based on currently available information from the CDC and OSHA and is subject to change based on further information provided by the CDC, OSHA, and other public officials. The Company may also amend this Plan based on operational needs.

I. Responsibilities of Managers and Supervisors

All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors must always set a good example by following this Plan. This involves practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

II. Responsibilities of Employees

We are asking every one of our employees to help with our prevention efforts while at work. To minimize the spread of COVID-19 at our jobsites, we all must play our part. As set forth below, the Company has instituted various housekeeping, social distancing, and other best practices at our jobsites. All employees must follow these rules.

In addition, employees are expected to report to their managers or supervisors by phone, email, or text if they are experiencing signs or symptoms of COVID-19 (symptoms are listed below). Employees who are showing symptoms or have been in close contact with someone showing symptoms are **NOT** allowed to return to work unless authorized by Human Resources.

Failure to follow the guidelines listed in this document is grounds for disciplinary action and could include termination.

If you have a specific question about this Plan or COVID-19, please contact **Francine Campos at (310) 904-2151 or Jackson Johns at (505) 681-5379.**

OSHA and the CDC have provided the following control and preventative guidance to all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes. Cover your cough or sneeze with a tissue, then throw the tissue in the trash. If you do not have a tissue at hand, cough or sneeze into the crook of your elbow.
- Avoid close contact with people who are sick.
- If you are sick, stay home!
- Clean and disinfect frequently touched objects and surfaces. This includes your cellphone.
- Do not shake hands with people, whether they show symptoms or not. A fist bump will work. An air bump is even better. A polite bow is also encouraged.

In addition, employees must familiarize themselves with the symptoms of COVID-19:

- Coughing.
- Fever of 100.4 degrees Fahrenheit or higher.
- Shortness of breath, difficulty breathing; and
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, **DO NOT GO TO WORK** and call your healthcare provider or the NM Department of Health hotline at 855-600-3453 right away. You are also required to call Human Resources at (505) 883-3000. Likewise, if you come into close contact with someone showing these symptoms, call your healthcare provider and Human Resources right away.

In addition, National Roofing made the following changes:

- National Roofing has temporarily suspended all non-essential business travel until further notice. If travel is not necessary in order to fulfill an immediate or near-term business obligation, we do not consider the travel to be essential. If you have any questions about cancelling planned travel, please contact us at 505-883-3000. All air travel has been suspended.

III. Guidance for Critical Infrastructure Employers

The CDC has provided guidance for employers regarding safety practices for “critical infrastructure workers” who may have been exposed to a person with a suspected or confirmed case of COVID-19. Construction has been deemed as critical infrastructure by the U.S. Department of Homeland Security’s Cybersecurity and Infrastructure Security Agency (“CISA”) and many state and local jurisdictions have similarly deemed construction as critical infrastructure during the COVID-19 pandemic. Given this, **National Roofing Company** is adopting the following protocol for employees exposed or potentially exposed to a suspected or confirmed case of COVID-19, consistent with CDC recommendations.

If a critical infrastructure employee has been exposed or potentially exposed to a suspected or confirmed case of COVID-19, **National Roofing Company** will permit the employee to continue to work, but will implement the following practices:

- Measure temperature of employees before they enter the worksite (see Appendix A for additional information);
- Regularly monitor asymptomatic employees;
- Exposed or potentially exposed employees wear a mask/face covering for 10 days after exposure;
- Have employees maintain social distancing as work duties permit; and
- Routinely disinfect workspaces.

Depending upon workforce needs, **National Roofing Company** may choose to keep the exposed or potentially exposed employee away from work for 10 days.

III. Job Site Protective Measures

The Company has instituted the following protective measures at all jobsites.

A. *General Safety Policies and Rules*

- Any employee/contractor/visitor showing symptoms of COVID-19 will be asked to leave the jobsite and return home. **National Roofing Company** may determine that taking employee/contractor/visitor temperatures at worksites is appropriate and restrict access based upon temperature readings. As an alternative to taking temperatures at the worksite, **National Roofing Company** may request employees/contractors/visitors to take their own temperatures prior to coming to the worksite. (See Appendix A for additional information.)
- Safety meetings will be by telephone, if possible. If safety meetings are conducted in-person, attendance will be collected verbally, and the foreman/superintendent will sign-in each attendee. Attendance will not be tracked through passed-around sign-in sheets or mobile devices. During any in-person safety meetings, avoid gathering in

groups of more than ten (10) people and participants must remain at least six (6) feet apart.

- Employees must avoid physical contact with others and direct employees/contractors/visitors to increase personal space to at least six (6) feet, where possible.
- All in-person meetings will be limited. To the extent possible, meetings will be conducted by telephone.
- Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than ten (10) people.
- The Company understands that due to the nature of our work, access to running water for hand washing may be impracticable. In these situations, the Company will provide, if available, alcohol-based hand sanitizers and/or wipes.
- Employees should limit the use of co-worker's tools and equipment. To the extent tools must be shared, the Company will provide alcohol-based wipes to clean tools before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
- Employees are encouraged to limit the need for N95 respirator use, by using engineering and work practice controls to minimize dust. Such controls include the use of water delivery and dust collection systems, as well as limiting exposure time.
- The Company will divide crews/staff into two (2) groups where possible so that projects can continue working effectively in the event that one of the divided teams is required to quarantine.
- As part of the division of crews/staff, the Company will designate employees into dedicated shifts, at which point, employees will remain with their dedicated shift for the remainder of the project. If there is a legitimate reason for an employee to change shifts, the Company will have sole discretion in making that alteration.
- Employees are encouraged to minimize ridesharing. While in vehicle, employees must ensure adequate ventilation and use a face covering.
- If practicable, employees should use/drive the same truck or piece of equipment every shift.
- In lieu of using a common source of drinking water, such as a cooler, employees should use individual water bottles. Use of tobacco products (chewing tobacco, smoking), vaping, sunflower seeds, etc., should be avoided.

B. Workers entering Occupied Building and Homes

- When employees perform construction and maintenance activities within occupied homes, office buildings, and other establishments, these work locations present unique hazards with regards to COVID-19 exposures. All such workers should evaluate the specific hazards when determining best practices related to COVID-19.

- During this work, employees must sanitize the work areas upon arrival, throughout the workday, and immediately before departure. The Company will provide alcohol-based wipes for this purpose.
- Employees should ask other occupants to keep a personal distance of six (6) feet at a minimum. Workers should wash or sanitize hands immediately before starting and after completing the work.

C. *Job Site Visitors*

- The number of visitors to the job site, including the trailer or office, will be limited to only those necessary for the work.
- All visitors will be screened in advance of arriving on the job site. If the visitor answers “yes” to any of the following questions, he/she should not be permitted to access the jobsite:
 - Have you been confirmed positive for COVID-19?
 - Are you currently experiencing, or recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath?
 - Have you been in close contact with any persons who have been confirmed positive for COVID-19 and are also exhibiting acute respiratory illness symptoms?
 - Have you been in close contact with any persons who have traveled and are also exhibiting acute respiratory illness symptoms?
- **National Roofing Company** may determine that taking visitor temperatures at worksites is appropriate and restricting access based upon temperature readings. As an alternative to taking temperatures at the worksite, **National Roofing Company** may request visitors take their own temperatures prior to coming to the worksite. (See Appendix A for more information.)
- Site deliveries will be permitted but should be properly coordinated in line with the employer’s minimal contact and cleaning protocols. Delivery personnel should remain in their vehicles if at all possible.

D. *Personal Protective Equipment and Work Practice Controls*

- In addition to regular PPE for workers engaged in various tasks (fall protection, hard hats, hearing protection), employers will also provide:
 - **Gloves:** Gloves should be worn at all times while on-site. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Employees should avoid sharing gloves.
 - **Eye protection:** Eye protection should be worn at all times while on-site.
 - **NOTE:** The CDC is currently not recommending that healthy people wear N95 respirators to prevent the spread of COVID-19. Employees should wear N95 respirators if required by the work and if available.

- Due to the current shortage of N95 respirators, the following Work Practice Controls should be followed:
 - Keep dust down by using engineering and work practice controls, specifically through the use of water delivery and dust collection systems.
 - Limit exposure time to the extent practicable.
 - Isolate workers in dusty operations by using a containment structure or distance to limit dust exposure to those employees who are conducting the tasks, thereby protecting nonessential workers and bystanders.
- Institute a rigorous housekeeping program to reduce dust levels on the jobsite.
- To the extent that shortages of N95 respirators continue to occur, the Company will take the following steps in accordance with OSHA guidance to continue to protect employees where respirator use is required by other OSHA standards:
 - *Extended use or reuse of N95s* – If extended use or reuse of N95 respirators becomes necessary, the same employee is permitted to extend use of or reuse the respirator, as long as the respirator maintains its structural and functional integrity and the filter material is not physically damaged, soiled, or contaminated.
 - *Use of expired N95s* – If N95s are not available and extended use or reuse of N95s is not possible, employees may use previously NIOSH-certified *expired* N95s.
 - *Non-NIOSH approved respirators* – If N95s are not available, extended use or reuse of N95s is not possible, and expired N95s are not available, employees may use respirators that are either certified under certain standards of other countries; or previously certified under the standards of other countries but beyond their manufacturer’s recommended shelf life. OSHA directs that respirators certified by the People’s Republic of China be used only after respirators from other countries are sought.

E. Face Coverings

- **National Roofing Company** has reviewed OSHA’s workplace classification scheme for worker exposure potential to COVID-19. While construction work could generally be considered “low risk” for viral transmission, some construction tasks or activities may involve working with others in proximity closer than six feet, including sitting in the same vehicle, and therefore might be considered as “medium risk” under the Agency’s risk pyramid.
- Due to this and CDC recommendations, we are implementing a face covering policy for all work activities for the foreseeable future, including those situations where (1) it is mandated by state or local rule, or (2) employees must work in proximity of six (6) feet from other employees. A face covering is a cloth, bandana, or other type of material that covers a person’s nose and mouth. The CDC lists five criteria for “cloth face coverings”: the face covering should:
 - fit snugly but comfortably against the side of the face;
 - be secured with ties or ear loops;
 - include multiple layers of fabric;
 - allow for breathing without restriction; and

- be able to be laundered and machine-dried without damage or change to shape.

Use of a face covering is not a substitute for other workplace preventative techniques that are outlined in this Plan.

IV. Job Site Cleaning and Disinfecting

The Company has instituted regular housekeeping practices, which includes cleaning and disinfecting frequently used tools and equipment, and other elements of the work environment, where possible. Employees should regularly do the same in their assigned work areas.

- Jobsite trailers and break/lunchroom areas will be cleaned at least once per day. Employees performing cleaning will be issued proper personal protective equipment (“PPE”), such as nitrile, latex, or vinyl gloves and gowns, as recommended by the CDC.
- Any trash collected from the jobsite must be changed frequently by someone wearing nitrile, latex, or vinyl gloves.
- Any portable jobsite toilets should be cleaned by the leasing company at least twice per week and disinfected on the inside. The Company will ensure that hand sanitizer dispensers are always filled. Frequently touched items (i.e. door pulls and toilet seats) will be disinfected frequently.
- Vehicles and equipment/tools should be cleaned at least once per day and before change in operator or rider.
- If an employee has tested positive for COVID-19, OSHA has indicated that there is typically no need to perform special cleaning or decontamination of work environments, unless those environments are visibly contaminated with blood or other bodily fluids. Notwithstanding this, the Company will clean those areas of the jobsite that a confirmed-positive individual may have come into contact with before employees can access that workspace again.
- The Company will ensure that any disinfection shall be conducted using one of the following:
 - Common EPA-registered household disinfectant;
 - Alcohol solution with at least 60% alcohol; or
 - Diluted household bleach solutions (these can be used if appropriate for the surface).
- The Company will maintain Safety Data Sheets of all disinfectants used on site.

V. Jobsite Exposure Situations

- **Employee Exhibiting COVID-19 Symptoms**

If an employee exhibits COVID-19 symptoms, the employee must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). The Company will similarly require an employee that reports to work with symptoms to return home until they are symptom free for 72 hours (3 full days). To the extent practical, employees are required to obtain a doctor's note clearing them to return to work.

- **Employee is showing symptoms or test positive**

Employee will be advised to call the COVID-19 hotline (855-600-3453). If the representative suggests they test, please call them in for a home test or schedule them for a test. If they test positive, please have them do the following (regardless of vaccination status).

- Stay home for 5 days.
- If you have no symptoms or your symptoms are resolving after 5 days, you can leave your house.
- Continue to wear a mask around others for 5 additional days.
- If you have a fever, continue to stay home until your fever resolves.
- **Ask them who they had close contact with in the past 5 days.**
 - *A "close contact" is someone who has a cumulative exposure of 15 minutes or longer within six feet of a confirmed COVID-19 case. If you have been identified through contact tracing to be a "close contact," you will be notified by school administration. At that time, "close contact" individuals will receive further instructions.*

If they test negative, they can return to work

- **Employee Has Close Contact with a Tested Positive COVID-19 Individual**

Employees that have come into close contact with a confirmed-positive COVID-19 individual (co-worker or otherwise), will be directed to either:

If they:

Have been boosted

OR

Completed the primary series of Pfizer or Moderna vaccine within the last 6 months

OR

Completed the primary series of J&J vaccine within the last 2 months

We will have them do the following:

- Wear a mask around others for 10 days.
- Test on day 5, if possible.
- *If they develop symptoms schedule them for a test and have them stay home until results are received.*

If they:

Completed the primary series of Pfizer or Moderna vaccine over 6 months ago and are not boosted

OR

Completed the primary series of J&J over 2 months ago and are not boosted

OR

Are unvaccinated

Have them do the following:

- Stay home for 5 days. After that continue to wear a mask around others for 5 additional days.
- If you can't quarantine you must wear a mask for 10 days.
- Test on day 5, if possible.
- *If they develop symptoms schedule them for a test and have them stay home until results are received.*

If the Company learns that an employee has tested positive, the Company will conduct an investigation into co-workers that may have had close contact with the confirmed-positive employee in the prior 10 days.

- *A "close contact" is someone who has a cumulative exposure of 15 minutes or longer within six feet of a confirmed COVID-19 case. If you have been identified through contact tracing to be a "close contact," you will be notified by school administration. At that time, "close contact" individuals will receive further instructions.*

If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a manager or supervisor of the close contact.

VI. OSHA Recordkeeping

For purposes of recording cases of COVID-19, the Company is responsible for recording a case, if:

- The case is a tested-positive confirmed case of COVID-19, as defined by the CDC; and
- The case is "work-related," which is defined as an event or exposure that either caused or contributed to the resulting condition or significantly aggravated a pre-existing injury or illness; and
- The case involves one or more of the following:
 - Death;
 - Days away from work;
 - Restricted work or transfer to another job;
 - Medical treatment beyond first aid;
 - Loss of consciousness; and
 - A significant injury or illness diagnosed by a physician or other licensed health care professional, even if it does not result in death, days away from work, restricted work or job transfer, medical treatment beyond first aid, or loss of consciousness.

However, per OSHA recent guidance, the Company will consider a COVID-19 positive case to be work-related only where:

- There is objective evidence that a COVID-19 case may be work-related. For example, a number of cases developing among workers who work closely together without an alternative explanation; and
- The evidence was reasonably available to the Company. For example, the Company was given information by employees or the Company learns of information regarding employees' health and safety in the ordinary course of business.

For purposes of reporting the case to OSHA, the Company will report any work-related confirmed cases if they result in a fatality within 30 days or an in-patient hospitalization within 24-hours of the exposure incident occurring.

VII. "Essential" Industry

Several States and localities are issuing orders that prohibit work and travel, except for essential businesses. In general, construction work has been deemed essential and the Company is committed to continuing operations safely. If upon your travel to and from the worksite, you are stopped by State or local authorities, you will be provided a letter that you can show the authorities indicating that you are employed in an "essential" industry and are commuting to and from work.

VIII. Confidentiality/Privacy

Except for circumstances in which the Company is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed of an employee's condition will be kept at the minimum needed not only to comply with legally-required reporting, but also to assure proper care of the employee and to detect situations where the potential for transmission may increase. A sample notice to employees is attached to this Plan. The Company reserves the right to inform other employees that a co-worker (without disclosing the person's name) has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health.

IX. General Questions

Given the fast-developing nature of the COVID-19 outbreak, the Company may modify this Plan on a case by case basis. If you have any questions concerning this Plan, please contact **Francine Campos or Jackson Johns**.

Appendix A – Temperature Screening Guidance

General Considerations²

- Certain local jurisdictions have recommended or required employers to conduct temperature screenings of employees as they enter the worksite. Any applicable federal, state, or local requirements on employee temperature screenings should be consulted prior to performing them.
- Temperature screenings must be conducted consistently, professionally, and with proper training for those conducting the checks. Such checks must be uniformly and non-discriminatorily conducted on all employees (as well as contractors, vendors, customers, and/or visitors, if they will also be screened).
- Any information obtained from temperature screenings should be stored securely with access limited to those with a business need to know. It is essential to have proper documentation in the event that an individual need to be excluded from the worksite based on the results of their temperature screening. If excluding individuals from a worksite based upon temperature, a set temperature should be established, based upon public health recommendations. Many employers have set the temperature required for exclusion at 100.4 degrees Fahrenheit or above.
- Wage protocols and procedures to account for any potential time spent waiting in line to be screened must also be considered. This is particularly important at worksites where there may be numerous workers reporting to their shift at the same time and only one or two individuals conducting the temperature screenings. Any existing Collective Bargaining Agreements should also be considered.

Options for Screening

- There are two options for how temperature screening can be conducted:
 - By the employee, at home, prior to leaving for work; or
 - By the employer, at the worksite, when the employee arrives to report for their shift.
- Types of temperature screeners:
 - *Traditional digital thermometers applied typically in the ear.* These thermometers should only be used with a temperature screening policy that requires employees to conduct such screenings at their homes, prior to leaving for their shift. These types of thermometers should not be used by employers at the worksite as there would be a high risk of exposure for the individuals conducting such temperature screenings.
 - *Infrared thermometers.* Infrared thermometers are the most practicable and safe option for conducting screening at work. However, the individual conducting such temperature screening must still be provided with appropriate protective gear. If the infrared thermometer does not allow the individual conducting the screening to

² Temperature screening involves numerous, difficult legal issues. This Appendix does not represent a comprehensive discussion of all of those issues. It is intended to provide some basic guidance to contractors who might be performing screening. Contractors should consult with legal counsel before implementing a screening program.

stand at least six feet from the employee being screened, the following protective gear is recommended:

- The individual conducting the screening is required to wear a face covering and gloves. The employee being screened should also wear a face covering during the check.

If the individual conducting the screening is able to stand six feet or more from the employee being screened, no additional protective gear is necessary, though a face mask and gloves are recommended.

COVID-19 Prevention and Work Practice Controls:

Worker Responsibilities

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home—DO NOT GO TO WORK.
- Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.

Office Worker Responsibilities

- Please coordinate your work in the office schedule with your manager prior to your office arrival.
- All visitors and employees will be required to sign in at the front desk. When signing in you agree that you are not showing any symptoms of COVID (listed below), you have not been in contact with anyone who has COVID. If you answer “yes” to any of these questions you will be told to leave the office.
- All visitors and employees will be required to get their temperature checked at the front desk when they enter the building. If you have a fever that reads 100.4° F or higher you will not be allowed in the office.
- All visitors and employees are required to wear a face-covering while in the office. If you are seen not wearing your face covering, you will be sent home.
 - You do not have to wear your mask while eating lunch. Please keep in mind employees can eat their lunch in the breakroom or outside of the building. Do not eat at your desk or in any conference rooms.
- Social distance, if possible.
- Clean and disinfect frequently touched objects and surfaces. This includes your cellphone.
- Do not shake hands with people, whether they show symptoms or not. A fist bump will work. An air bump is even better.
- Wash your hands often with soap and water for at least 20-30 seconds.
 - Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

General Job Site / Office Practices

- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use products that meet EPA's criteria for use against SARS-CoV-2external icon, the cause of COVID-19, and are appropriate for the surface.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Clean and disinfect frequently used tools and equipment on a regular basis.

- This includes other elements of the jobsite where possible.
 - Employees should regularly do the same in their assigned work areas.
- Clean shared spaces such as trailers and break/lunchrooms at least once per day.
- Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
- Avoid sharing tools with co-workers if it can be avoided. If not, disinfect before and after each use.
- Arrange for any portable job site toilets to be cleaned by the leasing company at least twice per week and disinfected on the inside.
- Any trash collected from the jobsite must be changed frequently by someone wearing gloves.
- In addition to regular PPE for workers engaged in various tasks (fall protection, hard hats, hearing protection), employers will also provide:
 - Gloves: Gloves should be worn at all times while on-site. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Gloves should not be shared if at all possible.
 - Eye protection: Eye protection should be worn at all times while on-site.
- All employees are required to wear a face covering, including in those situations where (1) it is mandated by state or local rule, or (2) employees must work in proximity of six (6) feet from other employees. A face covering is a cloth, bandana, or other type of material that covers a person's nose and mouth. The CDC lists five criteria for "cloth face coverings": the face covering should: fit snugly but comfortably against the side of the face; be secured with ties or ear loops; include multiple layers of fabric; allow for breathing without restriction; and be able to be laundered and machine-dried without damage or change to shape. Use of a face covering is not a substitute for other workplace preventative techniques that are outlined in this Plan.

OSHA's Form 300A (Rev. 01/2004) Summary of Work-Related Injuries and Illnesses

Year 2019



U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases write "0."

Employees former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.35, in OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
<u>0</u>	<u>1</u>	<u>3</u>	<u>2</u>
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
<u>2</u>	<u>153</u>
(K)	(L)

Injury and Illness Types

Total number of... (M)	(1) Injury	(2) Skin Disorder	(3) Respiratory Condition	(4) Poisoning	(5) Hearing Loss	(6) All Other Illnesses
	<u>6</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Post this Summary page from February 1 to April 30 of the year following the year covered by the form

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave. NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment information

Your establishment name National Roofing Company

Street 6821 Academy Parkway W NE

City Albuquerque State New Mexico Zip 87109

Industry description (e.g., Manufacture of motor truck trailers)
Roofing - Commercial

Standard Industrial Classification (SIC), if known (e.g., SIC 3715)

OR North American Industrial Classification (NAICS), if known (e.g., 336212)

2 3 8 1 6 2

Employment information

Annual average number of employees 126

Total hours worked by all employees last year 241567.08

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.



Company executive

CHRO
Title

(505) 883-3000
Phone

01/30/2020
Date

OSHA's Form 300A (Rev. 01/2004)

Summary of Work-Related Injuries and Illnesses

Year 2020



U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases write "0."

Employees former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.35, in OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
<u>0</u>	<u>4</u>	<u>5</u>	<u>3</u>
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
<u>21</u>	<u>117</u>
(K)	(L)

Injury and Illness Types

Total number of...			
(M)			
(1) Injury	<u>12</u>	(4) Poisoning	<u>0</u>
(2) Skin Disorder	<u>0</u>	(5) Hearing Loss	<u>0</u>
(3) Respiratory Condition	<u>0</u>	(6) All Other Illnesses	<u>0</u>

Post this Summary page from February 1 to April 30 of the year following the year covered by the form

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave. NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment information

Your establishment name NATIONAL ROOFING COMPANY, INC.

Street 6821 ACADEMY PARKWAY W. NE

City ALBUQUERQUE State NM Zip 87109

Industry description (e.g., Manufacture of motor truck trailers)

ROOFING - COMMERCIAL

Standard Industrial Classification (SIC), if known (e.g., SIC 3715)

1 7 1 6

OR North American Industrial Classification (NAICS), if known (e.g., 336212)

2 3 8 1 6 2

Employment information

Annual average number of employees 141

Total hours worked by all employees last year 274251

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Javier Campos
Company executive

CHRO
Title

505-883-3000
Phone

2/1/2021
Date

OSHA's Form 300A

Summary of Work-Related Injuries and Illnesses

Year 2021

Department of Consumer and Business Services
Oregon Occupational Safety and Health Division (Oregon OSHA)

All establishments covered by OAR 437-001-0700 must complete this Summary, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	2	8	0
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
21	171
(K)	(L)

Injury and Illness Types

Total number of...	(1) Injuries	(2) Skin disorders	(3) Respiratory conditions	(4) Poisonings	(5) Hearing losses	(6) All other illnesses
(M)	10	0	0	0	0	0

Post this Summary page from February 1 to April 30 of the year following the year covered by this form

Establishment information

Your establishment name: National Roofing Company

Street: 6821 Academy Parkway W NE

City: Albuquerque State: NM Zip: 87109

Industry description (e.g., manufacture of motor truck trailers)
Roofing - Commercial

North American Classification System (NAICS), if known (e.g., NAICS 4441)
2 3 8 1 6 2

Employment information

Annual average number of employees 136

Total hours worked by all employees last year 248,438.28

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that, to the best of my knowledge, the entries are true, accurate, and complete.

Francine Campos
Company executive

CHRO
Title

505-883-3000
Phone

01/31/2022
Date

Appendix C – Quality Control Plan and Safety

Attach a copy of the firm's quality control plan and safety. Per the evaluation criteria set forth in proposal evaluation, the quality control plan shall include the following:

- 1) Propose a mechanism for addressing the preparation, submittal and re-submittal of proposals, transmittals, reports, drawings, and data.
- 2) Proposed plan for insuring that the price proposal, submittals, and documents are complete and accurate.
- 3) Proposed organizational approach for quality control and procedures to ensure that projects are constructed according to the scope of work, standards and specifications.
- 4) Explain the firm's approach to safety and procedures that you will follow to ensure site safety and accident prevention on all jobs.

ALWAYS ON TOP OF IT

NATIONAL ROOFING

National Roofing Company
Quality Assurance / Quality Control Plan

Version: 20220113

6821 ACADEMY PARKWAY W. NE ALBUQUERQUE, NM 87109
P 505 883 3000 F 505 883 1719 INFO@NATIONALROOFING.COM

NATIONALROOFING.COM

PROJECT-SPECIFIC ROOF CONSTRUCTION QUALITY PLAN

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A. NATIONAL ROOFING QUALITY POLICY

The National Roofing Company (NRC) Quality Policy consists of:

- Evaluation of Site Specific Specifications
- Manufacturer Accreditations
- Installer Training and Accreditation
- Documentation and Reporting
- Routine Inspections and Evaluations
- In-house QAP
- 3rd Audits
- Database Tracking

Our commitment to quality means:

- Every National Roofing employee is responsible for fully implementing and complying with provisions of the National Roofing quality system.
- Our quality standards meet or exceed applicable regulations, codes, industry standards, and manufacturer specifications as well as with our customers' contract and individual requirements.
- We stand behind our work. We inspect every work task to assure conformance to the project requirements. Should problems be found, we correct them.
- We are always improving. Employees receive regular training to make systematic improvements to remove quality risks and enhance quality performance.
- We conduct our work with dignity and respect for the customer, our subcontractor and supplier partners, and ourselves.

Quality Assurance and Quality Control (QA/QC) are terms that are sometimes used interchangeably; for the purposes of this Policy, Quality Assurance (QA) is a proactive process which focuses more on preventing defects whereas Quality Control (QC) focuses more on identifying defects in the product.

QA sets forth specific activities to help ensure the methods and processes used to manage and create the deliverables have been followed and are operative. QC ensures that those methods and processes are following correctly and that the project deliverables meet the defined quality standards.

National Roofing Company's Quality Policy uses components of both Quality Assurance and Quality Control to ensure that specific products are installed correctly and that services are being provided to the highest standards. We implement a mobile-first communication and Project Management platform Bluebeam Revu to allow Team members to share information, assign tasks, post media, and track progress on jobs. The software provides full visibility of the project and helps manage trends and reduces defects. Forms included in this QA/QC plan contain sample information of information that may be collected and/or communicated depending on project specific requirements.

Although not specifically part of the QA/QC policy, National Roofing has established a Silica Exposure Control Plan and Respiratory Protection Program in compliance with OSHA-29 CFR. When it has been determined that our employees will be exposed to respirable crystalline silica (RCS), engineering and work practice control methods will be established and followed, and proper respiratory protection will be provided.

Our objective is to safely deliver projects that meet contract and customer expectations the first time, every time.

B. KEY ELEMENTS OF THE ROOF CONSTRUCTION QUALITY PLAN

Key elements of the National Roofing Quality Assurance/Quality Control Plan include:

Quality Management and Responsibilities.

National Roofing fully integrates its quality management system into the organizational structure systems for each project. We:

- Maintain a documented quality system consisting of a quality manual with policies and procedures.
- Tightly control exceptions to the quality system so company standards are applied uniformly to every project
- Systematically maintains quality system documents and records.

Quality Control Personnel.

National Roofing fully integrates its quality management system into the performance management systems for each project. We:

- Appoint a Quality Manager, Project Manager and Project Foreman to each project, each with well-defined quality responsibilities and the authority to carry them out.
- Have well-defined quality responsibilities for every employee with specific quality responsibilities for key job positions.
- Plan project quality records and documentation that will be maintained.
- Enforce policies that monitor work conditions before and during work so that quality results are assured.

Project Quality Coordination and Communication.

National Roofing tightly controls the construction process to ensure quality results. We:

- Plan quality communications through meetings, reporting requirements, and points of contact.
- Have a project startup meeting to communicate project goals and expectations.
- Conduct preparatory meetings in advance of each scheduled work task to communicate requirement details and coordinate work activities.

Quality Assurance Surveillance.

National Roofing audits the quality system to assure it is operating effectively. We:

- Audit the operation of the quality system on each project for conformance to the Project Quality Assurance/Quality Control Plan and the National Roofing Quality System requirements.
- Conduct annual company-wide audits to evaluate effectiveness of the National Roofing Quality System and improve its operation.

Employee Qualifications.

National Roofing ensures that only knowledgeable, capable employees carry out the planning, execution, and control of our projects. We:

- Identify employee qualification requirements, including licensing requirements, training qualifications, responsibilities, and authority for each job position.
- Train field employees on quality standards and procedures for their job position.
- Validate employee capabilities before they are assigned to carry out quality job responsibilities.
- Review ongoing employee qualifications and evaluate quality practices and performance as part of the employee performance management process.

Qualification of Subcontractors and Suppliers.

National Roofing purchases only from subcontractors and suppliers that consistently meet National Roofing standards for quality. We:

- Clearly define outside organization qualification requirements including licensing requirements, compliance with specific quality standards, quality responsibilities, qualification of personnel and quality improvement processes.
- Validate capabilities to meet project quality requirements at planned production levels.
- Verify ongoing quality performance.

Project-Specific Quality Standards.

National Roofing clearly defines standards and specifications that apply to each project. We:

- Identify relevant regulations, codes and industry standards.
- Identify specifications for materials that meet contract as well as regulatory requirements.
- Specify quality and certification requirements for materials and equipment that affect quality.
- Identify special requirements for calibration of quality measuring devices.
- Supplement the contract and published standards with National Roofing quality standards as required to reduce quality risks and assure quality results.

Inspections and Test Plan.

National Roofing quality inspection processes ensure that all work activities comply with the documented standards and specifications. We:

- Identify inspections and tests required by contract specifications and industry standards.
- Record the result of each quality inspection and test.
- Use independent laboratories certified by nationally recognized accreditation agencies

Work Task Quality Inspections.

National Roofing quality inspection processes ensure that all work activities comply with the documented standards and specifications. We:

- Identify required quality inspections and tests at key milestones during the project.
- Identify each work task that is subject to a series of quality inspections and quality control activities
- Conduct a series of quality inspections for each construction task: before work begins, at first article completion, while work is in process, and at completion.
- Inspect all materials before use.
- Record the result of pertinent work task inspections.

Quality Control of Corrections and Nonconformances.

National Roofing nonconformance control processes ensure that we prevent all nonconformances from cover-up, inadvertent use, and corrected. We:

- Mark the item to clearly identify it for correction.
- Make corrections in a timely manner and validate their effectiveness.
- Require customer approval before accepting any nonconforming items.
- Identify nonconformance items for future prevention.
- Address nonconformance causes systematically by updating standards and specifications; improving process and employee capabilities; setting new requirements for outside organizations; and enhancing the effectiveness of field and third party quality inspections.
- Validate actions taken to prevent nonconformances and their effectiveness.

Project Completion Inspections. National Roofing conducts a series of inspection near the completion of major milestones and end of the project to assure that the contracted work is completed to specifications. We:

- Perform a rigorous inspection by senior managers.
- Correct any deviations and reinspect prior to submittal to the customer for final review.
- Participate in the customer's final inspection quickly address any issues found.

C. PROJECT QUALITY COORDINATION AND COMMUNICATION

National Roofing has regular, planned communications with customers, subcontractors, and suppliers to coordinate quality expectations, priorities, activities, and improvements.

The process begins when we hold a pre-construction meeting where we discuss how quality of the project will be controlled and the quality responsibilities of key personnel. We also coordinate a schedule for weekly production meetings, monthly quality management meetings, and protocols for telephone and internet communications.

Throughout the project, National Roofing holds preparatory meetings prior to the start of upcoming milestones, tasks, or phases of work. These meetings are attended by key company, subcontractor personnel responsible for carrying out, supervising, or inspecting the work, and interested customer representatives. We review quality requirements, coordinate quality inspections and hold points. In the process, we listen to each stakeholder to understand their concerns for critical details. We add the critical details to inspection checklists. We also train production personnel on these details in toolbox talk meetings.

National Roofing team toolbox meetings deploy findings of the preparatory meeting to field personnel. The venue is used to train personnel on technical requirements, reinforce critical details for heightened awareness, and institute improvements to work methods. It is also a forum for team communications and coordination.

**National Roofing
Point Of Contact List**

Version 20140419

Project ID	Project Name	Preparer	Date
[ProjectNumber]	[ProjectName]	[ProjectManagerName]	

Company	Name	Job Position(s)	Phone Contact Numbers	Email
National Roofing	[PresidentName]	President		
National Roofing	[ProjectManagerName]	Project Manager		
National Roofing	[Project ForemanName]	Project Foreman		
National Roofing	[QualityManagerName]	Quality Manager		
National Roofing	[SafetyManagerName]	Safety Manager		

SAMPLE

National Roofing Project Quality Communications Plan

Version 20140419

Project ID	Project Name	Preparer	Date
[ProjectNumber]	[ProjectName]		
Distribution of project organization chart and assigned responsibility and authority of the Project Manager, Quality Manager, and Project Foreman:			
Points of contact list distribution:			
Project startup meeting participants, date, location:			
Work task quality plan meeting participants, nominal location:			
Weekly project communication meeting participants, and nominal day of week, time, and location:			
Daily quality report distribution, frequency, and due date:			
Monthly project quality status report distribution and due date:			
Distribution of quality inspection and test records, and due date:			
Nonconformance report distribution and customer approval authority:			

Location of project quality records storage and point of contact for records access:
Nominal frequency of project quality audits and the job position that will conduct the audits:
Warehousing of customer supplied materials/equipment location, security, damage prevention.

SAMPLE

D. PROJECT QC PERSONNEL

National Roofing ensures that quality control personnel remain independent from the pressures of production through our organizational lines of authority as defined by our QC Organization Chart.

The President appoints a Quality Manager, Project Foreman, and Project Manager, and then assigns each with specific quality responsibilities and authorities of their job position.

PROJECT QC JOB POSITION ASSIGNMENTS

Table D-1 shows the job positions assigned to personnel on this project.

Table D-1

QC Personnel Name	Job Position
[PresidentName]	President
[ProjectManagerName]	Project Manager
[Project ForemanName]	Project Foreman
[QualityManagerName]	Quality Manager
[SafetyManagerName]	Safety Manager

DUTIES, RESPONSIBILITIES, AND AUTHORITY OF QC PERSONNEL

The President has overall responsibility for implementation safety including performance and results of the National Roofing Quality System, including quality on this project.

QC personnel assigned to this project have the duties, responsibilities and authority defined by their job position.

Key project personnel have accepted their appointments and declared their ability to carry out the appointments.

QUALITY RESPONSIBILITIES

PROJECT QUALITY MANAGER: QUALITY DUTIES, RESPONSIBILITIES, AND AUTHORITY

The Quality Manager is responsible for ensuring the overall effectiveness of the Quality System for a specific project. Regardless of other duties, the Quality Manager is responsible for:

- Planning project quality controls required by the National Roofing quality systems and contract requirements
- Fully implementing all provisions of the National Roofing Quality System and related documents on the project.
- Manage the operation of the National Roofing Quality System on the project.
- Implement and manage all phases of quality control
- Communicating project-specific quality requirements to all affected departments, subcontractors and suppliers, and customers
- Ensuring that the Quality System is established and implemented by persons doing work that impacts quality
- Monitoring progress of activities
- Ensuring that the Quality System is maintained
- Acting as the project quality liaison with parties outside the company on matters relating to quality
- Reporting to senior management on performance of the Quality System, including needed improvements
- Review and approval of all project Quality System records
- Review and approval of project quality-related contract submittals
- Managing all project inspection and quality control activities
- Controlling corrective actions
- Resolving quality nonconformances

The Quality Manager has the authority to:

- Stop work when continuing work may adversely affect quality or cover up a defect
- Prevent the use of equipment or materials that may adversely affect quality or cover up a defect
- To direct the removal and replacement of any non-conforming work, equipment, or material by National Roofing, any subcontractor, or any supplier.
- Suspend work and/or supply of materials by any staff member, subcontractor personnel, or supplier as deemed necessary to assure quality results.

Alternate Quality Managers acting in the role of the project Quality Manager have the same quality duties, responsibilities and authority as the project Quality Manager.

PROJECT FOREMAN: QUALITY DUTIES, RESPONSIBILITIES, AND AUTHORITY

A Project Foreman verifies that work performed by subcontractors, suppliers and National Roofing work crews conforms to National Roofing quality standards. The President appoints one or more Project Foremen for each project.

A Project Foreman has specific responsibilities for:

- Ensuring that work meets government regulatory and code requirements, customer requirements, contract requirements, contract technical specifications, contract drawings, approved contract submittals, and company quality standards and specifications
- Ensuring that subcontractors and suppliers begin work in accordance with National Roofing start-work policies
- Ensuring that subcontractors and suppliers receive a notice to work only when conditions will not adversely affect quality results
- Conducting quality inspections, tests, and recording findings
- Accurately assessing subcontractor quality and on-time performance

- Ensuring that quality standards are achieved before approving subcontractor or work crew completion of work

The Project Foreman has the authority to:

- Stop work when continuing work may adversely affect quality or cover up a defect
- Prevent the use of equipment or materials that may adversely affect quality
- Direct the removal or replacement of any non-conforming work, equipment, or material
- Suspend work and/or supply of materials as deemed necessary to assure quality results

Alternate Project Foreman has the same quality duties, responsibilities and authority as the Project Foreman. Multiple Project Foremen may be assigned to the project.

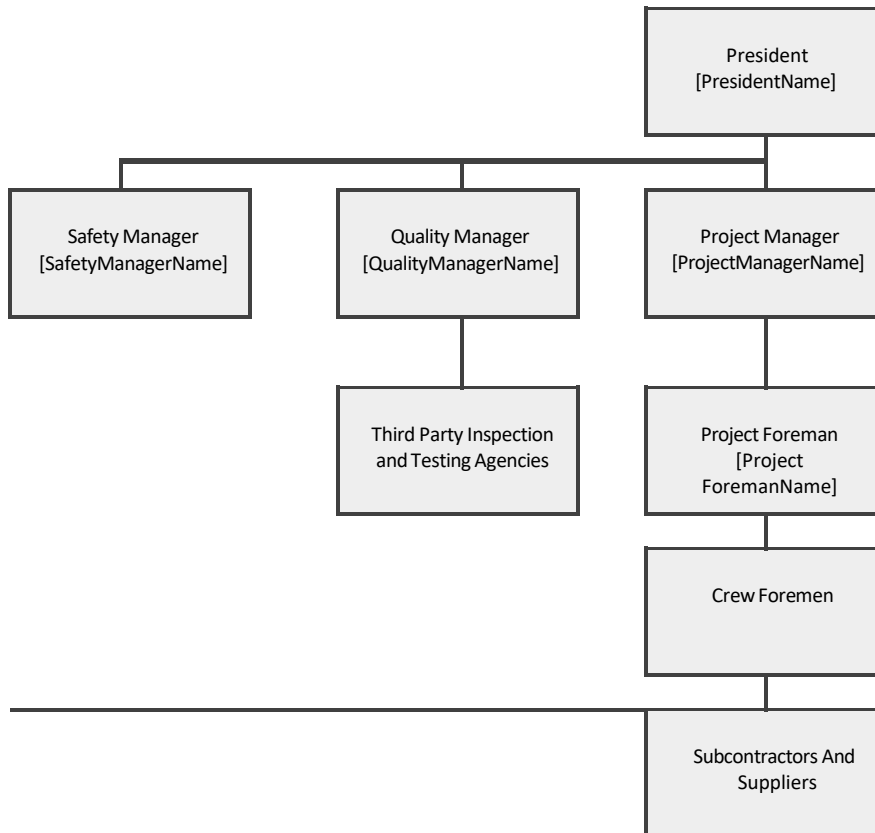
PROJECT QC ORGANIZATION CHART

The Project QC Organization Chart shows the QC organizational structure. The chart includes job positions along with the name of each person appointed to that position. Figure A-1 shows the QC Organization Chart for this project.

The President defines the organization chart for the project. The organizational chart includes job titles, names of assigned personnel, and organizational and administrative interfaces with the customer. The organization chart defines lines of authority as indicated by solid connection; dotted lines indicate lines of communication. The lines of authority preserve independence of quality control personnel from the pressures of production.

The President assesses the qualification requirements for each position on the project organization chart, qualifications of each person, and then appoints only qualified persons to the project organization.

Figure A-1



E. PERSONNEL QUALIFICATIONS

National Roofing ensures that only knowledgeable, capable employees carry out the planning, execution, and control of the project.

We train our employees on quality standards and procedures based on project requirements as well as their job positions. Then we validate their capabilities before they are assigned to carry out their quality job responsibilities on the project. Ongoing monitoring of performance continually validates qualifications of each employee.

The Quality Manager qualifies employee capabilities to ensure that they are capable of completely carrying out their assigned quality responsibilities including the following capabilities:

- Knowledge of Company quality standards
- Knowledge of job responsibilities and authority
- Demonstrated skills and knowledge
- Demonstrated ability
- Demonstrated results
- Required training
- Required experience

The Quality Manager also evaluates independent contractor personnel on the same standards that apply to employees.

TRAINING

We train our employees on quality standards and procedures based on project requirements as well as their job positions. Then we validate their capabilities before they are assigned to carry out their quality job responsibilities on the project. Ongoing monitoring of performance continually validates qualifications of each employee.

After a training activity is completed, National Roofing keeps of record of both the training activity and the training participants.

Project Personnel Resumes

F. QUALIFICATION OF THIRD PARTY INSPECTION/TESTING COMPANIES AND SUBCONTRACTORS AND SUPPLIERS

National Roofing evaluates outside organizations to ensure that the quality of their materials or services will meet contract requirements, and that they have the capacity and equipment to carrying out the contract on schedule.

Our subcontractors and suppliers meet the project requirements by either 1) working under the National Roofing Quality System or 2) operating their own quality program as long as it meets National Roofing Quality System requirements.

Ongoing monitoring of performance continually validates qualifications of each subcontractor and supplier.

Key outside organizations that will be used on this project are listed on the Subcontractor and Supplier List form. A Subcontractor and Supplier List form exhibit is included in this subsection. The qualifications of listed suppliers have been verified.

QUALIFICATION OF TESTING LABORATORIES

Independent laboratories performing tests or quality inspections have additional requirements for certification by a nationally recognized testing accreditation organization as appropriate for the scope of the inspection or test:

- NRTL: A nationally recognized testing laboratory according to 29 CFR 1910.7.
- NVLAP: A testing agency accredited according to NIST's National Voluntary Laboratory Accreditation Program.
- The American Association of State Highway and Transportation Officials (AASHTO)
- International Accreditation Services, Inc. (IAS)
- U. S. Army Corps of Engineers Materials Testing Center (MTC)
- American Association for Laboratory Accreditation (A2LA) program

**National Roofing
Project Subcontractor and Supplier List**

Version 20140419

Project ID	Project Name		Preparer/ Date
[ProjectNumber]	[ProjectName]		

Work Tasks	Subcontractor and Supplier Name	Description of Services	Quality Control Method (Not Applicable/ Subcontractor and Supplier QC/ National Roofing QC)	Remarks

SAMPLE

G. ROOF CONSTRUCTION PROJECT QUALITY SPECIFICATIONS

Fulfilling customer contract expectations is a primary objective of the National Roofing Quality System. To ensure that customer expectations will be fulfilled, National Roofing clearly defines the requirements for each contract before it is approved.

The Project Manager ensures that the information in customer contracts clearly defines customer expectations and that the necessary details are provided to set requirements for construction.

National Roofing personnel and subcontractors and suppliers are accountable for compliance to standards-based written specifications.

To achieve expectations reliably and consistently, specifications are clearly spelled out, not only for results but also for processes. Specifications apply to materials, work steps, qualified personnel and subcontractors and suppliers, safe work rules, and environmental work conditions.

Standards ensure that results are specified rather than left to discretionary practices.

All National Roofing construction activities comply with generally accepted good workmanship practices and industry standards.

COMPLIANCE WITH INDUSTRY ROOF CONSTRUCTION STANDARDS

Codes that may apply to this project include those listed below.

Regulatory Codes and Industry Standards			
Division	Description	Reference Standard No.	Reference Standard Title
7	Use of coal-tar pitch materials	29 CFR 1926	Safety and Health Regulations for Construction
7	Minimum clearance around masonry chimneys or masonry enclosing a flue	NFPA 211	Standard for Chimneys, Fireplaces, Vents, and Solid Fuel-Burning Appliances
7	Minimum clearance around vents and vent connectors	NFPA 211	Standard for Chimneys, Fireplaces, Vents, and Solid Fuel-Burning Appliances
7	Applying roofing materials to steep-slope roofs	NRCA 0418	Steep-slope Roof System Manual
7	Fabrication of flashing and trim	SMACNA 1793	Architectural Sheet Metal Manual
7	Anchoring metal roof panels	NRCA 0409	Architectural Sheet Metal and Metal Roofing Manual
7	Anchoring metal wall panels	MBMA MBSM	Metal Building Systems Manual
7	Installation of roof membrane systems	NRCA 0405	Roofing and Waterproofing Manual

H. ROOF CONSTRUCTION INSPECTION AND TEST PLAN

National Roofing identifies inspections and tests that will be performed during the project. A test report is completed for each test. The test reports are then used for monitoring compliance to the plan and tracking results.

If independent laboratories are required to perform tests or quality inspections, we ensure that the laboratories are certified by a nationally recognized testing accreditation organization as appropriate for the scope of the inspection or test.

The Quality Inspection and Test Plan form lists inspections and tests (other than work task inspections) that will be performed on this project.

Results of inspections and tests will be recorded and distributed to the appropriate recipients.

Form exhibits are included as an exhibit in this subsection.

CONTROL OF INSPECTION, MEASURING, AND TEST EQUIPMENT

Inspection, measuring, and test equipment that will be controlled, calibrated, and maintained.

The Quality Manager evaluates the project requirements and determines if there are measuring devices that require controls to assure quality results.

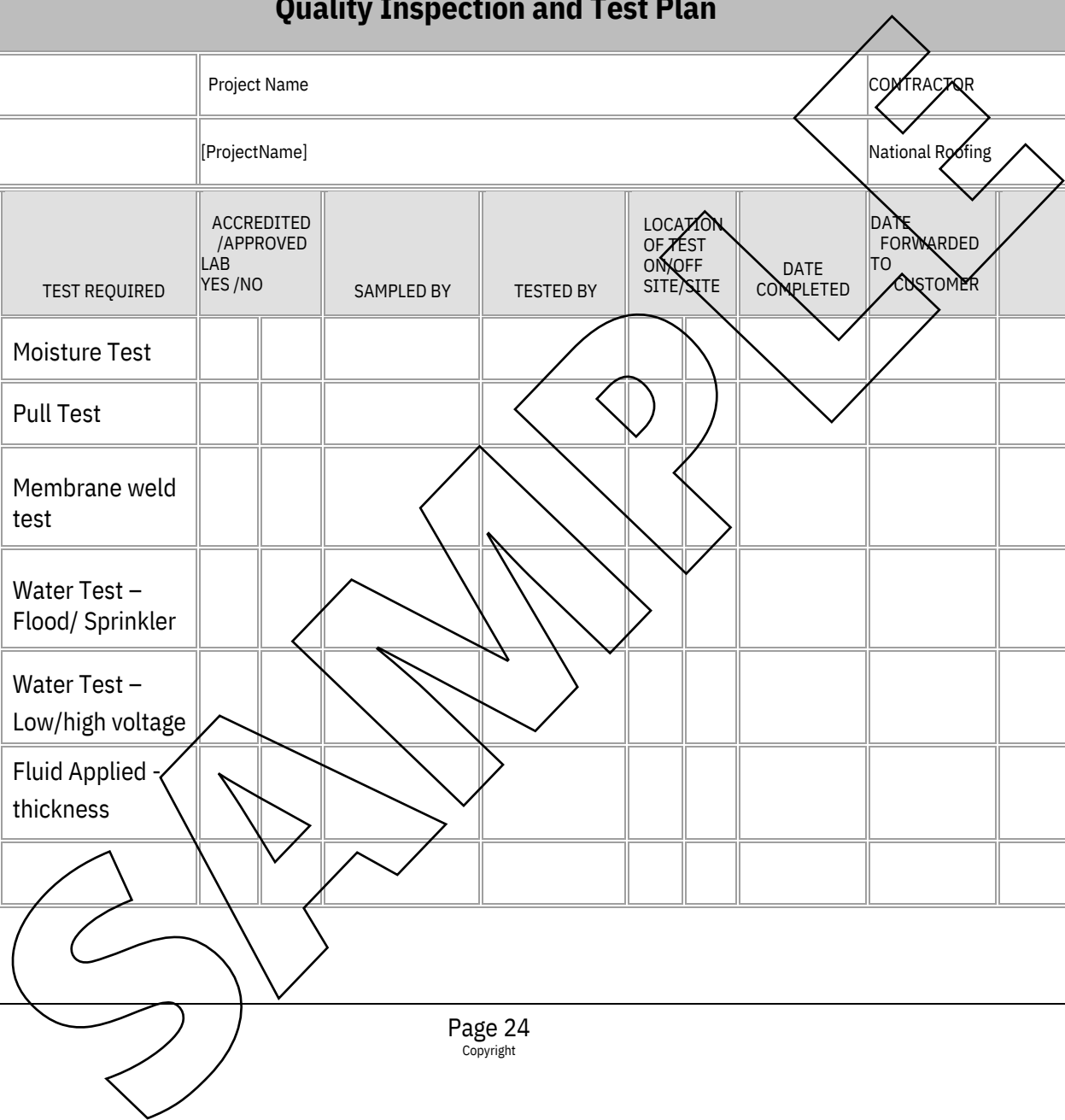
For each type of device the Quality Manager identifies:

- Restrictions for selection
- Limitations on use.
- Calibration requirements including the frequency of calibration. All calibrations must be traceable to national measurement standards.

When a measurement device is found not to conform to operating tolerances, the Quality Manager validates the accuracy of previous measurements.

National Roofing Quality Inspection and Test Plan

Project ID		Project Name					CONTRACTOR			
[ProjectNumber]		[ProjectName]					National Roofing			
SPECIFICATION SECTION AND PARAGRAPH NUMBER	SCHEDULE ACTIVITY ID	TEST REQUIRED	ACCREDITED /APPROVED LAB YES /NO	SAMPLED BY	TESTED BY	LOCATION OF TEST ON/OFF SITE/SITE	DATE COMPLETED	DATE FORWARDED TO CUSTOMER	REMARKS	
		Moisture Test								
		Pull Test								
		Membrane weld test								
		Water Test – Flood/ Sprinkler								
		Water Test – Low/high voltage								
		Fluid Applied - thickness								



Standard Field Test Procedure for Determining the Withdrawal Resistance of Roofing Fasteners – For use on Low Slope Roofs

Purpose

When required, NRC will test the pullout resistance of all types of fasteners. The data developed from these tests provide the roof system manufacturer, design professional, and other practitioners with pullout resistance values for the specific fastener installed into the load resisting material of the deck.

Procedure

Perform a minimum of 10 pullouts for up to 50,000 ft² (4,650 m²), and 5 additional pullouts for each additional 50,000 ft² (4,650 m²) or portion thereof on each project. Perform the pullouts in various areas of the roof, including corners, perimeter, and field, to provide a representative sampling of roof area. 50% of the tests shall be performed in the corners and perimeter areas.

Record all pullouts.

Personnel

The test shall be performed by an individual trained in the proper use of the pull test equipment. A roofing professional shall be present to repair the roof (if required) at pull test locations.

If specifically requested by the Building Owner or the contract documents, NRC will notify Owner of the schedule for pull test so the owner or owner's representative may witness the test and verify the values.

I. Roof Construction Work Task Quality Inspections

National Roofing identifies a list of work tasks, phases of production, which will be quality controlled.

WORK TASKS SERIES OF INSPECTIONS

Each work Task is subject to a series of inspections; before, during, and after the work is complete. Each inspection verifies compliance with full scope of the relevant specifications; not limited to checkpoints for heightened awareness.

- The initial task-ready inspection occurs when crews are ready to start work and ensures that work begins only when the roof substrate is properly prepared and that commencement with the work will not adversely impact quality results.
- Incoming material inspections verify that materials are as specified and meet all requirements necessary to assure quality results.
- Work-in-process inspections continuously verify that work conforms to project specifications and workmanship expectations. Work continues only when it does not adversely impact quality results.
- At completion of the Task an inspection verifies that work, materials, and tests have been completed in accordance with project quality requirements. When appropriate, functional tests are performed.

Inspection results are recorded and maintained as part of the project files.

SPECIAL PROCESS INSPECTIONS

The Quality Manager identifies special processes where the results cannot be verified by subsequent inspection or testing and determines if continuous work in process inspections are required. For these special processes, a qualified inspector continuously inspects the work process.

MATERIAL QUALITY INSPECTION AND TESTS

Material quality inspections and tests ensure that purchased materials meet purchase contract quantity and quality requirements. The Project Foreman inspects, or ensures that a qualified inspector inspects materials prior to use for conformance to project quality requirements.

The Project Foreman ensures that each work task that uses the source inspected materials proceed only after the material has been accepted by the material quality inspection or test.

DAILY QUALITY CONTROL REPORT

The Project Foreman records a summary of daily work activities. The report may include:

- Schedule Activities Completed
- General description of work activities in progress.
- Problems encountered, actions taken, problems, and delays
- Meetings held, participants, and decisions made
- Subcontractor and Supplier and Company Crews on site
- Visitors and purpose
- General Remarks
- Improvement Ideas
- Weather conditions

National Roofing Quality Controlled Work Task List

Version 20140419

Project ID	Project Name	Preparer	Date
[ProjectNumber]	[ProjectName]		

Project Work Tasks / Contract Section	Quality Controlled work task	Method for identification of Approved Inspection Status
	VAPOR BARRIER	
	SUBSTRATE BOARD / INSULATION ATTACHMENT	
	MEMBRANE ATTACHMENT	
	BASE FLASHING ATTACHMENT	
	BASE FLASHING TERMINATION	
	PENETRATIONS	
	DRAINS AND SCUPPERS	
	EXPANSION JOINTS / CURBS	
	ASPHALT TEMPERATURE AT APPLICATION	
	MEMBRANE ROOFING – ROLLS RELAXED PRIOR TO INSTALLATION	



National Roofing Job Ready Requirement List

Version 20140419

Project ID	Project Name	Preparer*/Date
[ProjectNumber]	[ProjectName]	
<p>* On behalf of the contractor, I certify that this report is complete and correct and equipment and material used and work performed during this reporting period is in compliance with the contract drawings and specifications to the best of my knowledge except as noted in this report.</p>		
Description		
<p>Deck Condition / Suitability (check all that apply):</p> <ul style="list-style-type: none"> Decking type as specified Decking clean of all debris Deck attached Deck surface smooth and continuous No excessive gaps in decking No excessive deflection noted No obvious depressions in deck 		
<p>Proper slope to approved drain locations</p>		
<p>Drain set at proper height, attached properly to deck</p>		
<p>Scuppers located properly</p>		
<p>Penetrations secured properly with minimal gap at deck</p>		
<p>Expansion joints in proper locations</p>		
<p>Roof area clear of other trades and available for roofing to extent indicated on schedule? If not, describe conditions and indicate areas not ready on roof key plan</p>		
<p>General Remarks and improvement ideas</p>		
<p>Problems / delays encountered Actions taken</p>		

National Roofing Work Task Inspection Form

Version 20140419

Work Task :

Project: Id#
[ProjectNumber]

Project Name:
[ProjectName]

Subcontractor and Supplier Company
ID/Name:

Location/Area:

Reference drawing version #:

Crew ID/Name

Compliance Verification

- Compliance with initial job-ready requirements
(Note: refer to job-ready requirement list)
- Compliance with material inspection and tests
- Compliance with work in process first article inspection requirements
- Compliance with work in process inspection requirements
- Compliance with work task completion inspection requirements
- Compliance with inspection and test plan

Heightened Awareness Checkpoints

- [Insert items identified at project startup and preparatory meetings]
-
-
-
-

Production Notes:

Reported Nonconformances:

Verification of Work Task Completion (sign and date)

Subcontractor and Supplier Sign and date*:
Work task verified complete to specifications (sign and date)

Project Foreman Sign and date*:
Work task verified complete to specifications (sign and date)

Project Foreman score subcontractor/crew performance and feedback notes

Quality: 5 4 3 2 1
Safety: 5 4 3 2 1
Delivery: 5 4 3 2 1

Quality Manager Sign and date*:
Work task verified complete to specifications (sign and date)

Quality Manager score quality performance and feedback notes

Quality: 5 4 3 2 1

* On behalf of the contractor, I certify that this report is complete and correct and equipment and material used and work performed during this reporting period is in compliance with the contract drawings and specifications to the best of my knowledge except as noted in this report.

J. QUALITY CONTROL OF CORRECTIONS, REPAIRS, AND NONCONFORMANCES; STOP WORK NOTICE

Should a problem occur in the quality of work, we systematically contain the issue and quickly make corrections. Our first action is to clearly mark the item by tape, tag, or other easily observable signal to prevent inadvertent cover-up.

Then we expedite a corrective action that brings the workmanship or material issue into conformance by repair, replacement, or rework. Previously completed work is reinspected for similar nonconformances. In the event that we cannot correct the item to meet contract specifications, the customer will be notified and customer approval of corrective actions is required before proceeding.

Fixing problems found is not sufficient. National Roofing systematically prevents recurrences to improve quality. First enhanced controls and management monitoring are put into place to assure work proceeds without incident. Then using a structured problem solving process, National Roofing identifies root causes and initiates solutions. Solutions may involve a combination of enhanced process controls, training, upgrading of personnel qualifications, improved processes, and/or the use of higher-grade materials. Follow-up ensures that a problem is completely resolved. If problems remain, the process is repeated.

Nonconformances and their resolution are recorded on a Nonconformance Report form. A Nonconformance Report form exhibit is included in this subsection.

Stop Work:

The Quality Manager and the Project Foreman have the authority to Stop work when continuing work may adversely affect quality or cover up a defect or as deemed necessary to assure quality results.

A notice to stop work will be filled in with supporting documentation should it become necessary to interrupt the roofing process to ensure quality or safety. Only when preventative or corrective actions have been implemented and recorded will the roofing be allowed to continue.

National Roofing Nonconformance Report / Stop Work Notice

Version 20140419

Nonconformance Report Control ID	Project ID	Project Name
	[ProjectNumber]	[ProjectName]
Preparer Signature/ Submit Date		Quality Manager Signature/ Disposition Date
Description of the requirement or specification		
Description of the nonconformance, location, affected area, and marking		
Disposition	<input type="checkbox"/> Replace <input type="checkbox"/> Repair <input type="checkbox"/> Rework <input type="checkbox"/> Use As-is Stop Work	
	Approval of disposition required by customer representative? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Customer approval signature/date: _____		
Corrective Actions	Corrective actions completed / Notice to Continue Work Name/Date: _____	
	Customer acceptance of corrective actions required? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Name/Date: _____		
Preventive Actions	_____	
	<input type="checkbox"/> Preventive actions completed / Notice to Continue Work Name/Date: _____	

K. PROJECT COMPLETION INSPECTIONS

National Roofing conducts a series of inspections near the end of each project to assure that the contracted work is completed to specifications.

Near the end of the project, or a milestone, the Quality Manager, Project Foreman, and Project Manager participate in the inspection of the completed project and verify conformance to contract specifications. Any deviations are corrected and reinspected before submitting the project to the customer for final inspection.

If the customer performs a final inspection, corrections are quickly addressed, reinspected by the Quality Manager, and then submitted for customer final review.

A Record of each of the inspections will be maintained. If punch items are discovered during the inspection, a record of the punch items and their correction will be maintained.

National Roofing Project Completion Inspection Form

Version 20140419

Project ID:	Project Name:	Location/Area:
[ProjectNumber]	[ProjectName]	

<p>Compliance Verification</p> <p><input type="checkbox"/> Compliance with material inspection and tests</p> <p><input type="checkbox"/> Compliance with inspection requirements</p> <p><input type="checkbox"/> Compliance with functional tests if required</p> <p><input type="checkbox"/> Compliance with inspection and test plan</p> <p><input type="checkbox"/> Punch lists corrections complete</p>	<p>Heightened Awareness Checkpoints</p> <p><input type="checkbox"/> [Insert items identified at project startup, preparatory and status meetings]</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
--	--

Notes:

Reported Nonconformances:

Verification of Project Completion (sign and date)

Project Foreman verified complete to specifications (sign and date)	Sign and date*:
Quality Manager verified complete to specifications (sign and date)	Sign and date*:

* On behalf of the contractor, I certify that this report is complete and correct and equipment and material used and work performed during this reporting period is in compliance with the contract drawings and specifications to the best of my knowledge except as noted in this report.

L. QUALITY ASSURANCE SURVEILLANCE

We manage overall project performance by setting performance objectives, measuring actual performance, and managing performance improvements. Overall performance objectives will be designed to extend our customer's performance work objectives into National Roofing operations. Each objective will have specific and verifiable measures.

We expect to measure performance in the following areas:

- Customer satisfaction through customer feedback, surveys, complaints, and quality assurance surveillance reports.
- On-time task completion as measured by a monthly on-time performance assessment
- Contract administration compliance as measured by a monthly project contract administration assessment
- Safety Plan compliance as measured by safety violations and a monthly safety assessment
- Quality Plan conformance as measured by a monthly Quality Plan assessment

National Roofing holds frequent performance improvement meetings with the participation of key project and customer personnel. They review past performance, project quality risks, and quality issues. An action plan is set for improvement and progress is reviewed at the next meeting.

National Roofing Project Quality System Audit Form

Version 20140419

Project ID	Project Name	Auditor	Date
[ProjectNumber]	[ProjectName]		
Review Topics: (Place check mark next to each item audited)			
<p>Customer satisfaction On-time task completion Contract administration Safety compliance Quality risk planning and mitigation Performance improvement results Action plan for improvements</p> <p>Quality Plan Conformance:</p> <p>Project QC Personnel Project Quality Coordination and Communication Employee Qualifications Qualification of subcontractors and suppliers Project Quality Specifications Testing Plan Test Reports Work Task Quality Inspections Daily Quality Control Report Control of Punch Items and Nonconformances Project Records and Documents</p>			
Nonconformance Notes and observations			
Action plan for improvement			
Follow-up results and date			

M. CONTROL OF QUALITY RECORDS AND DOCUMENTS

On this project, National Roofing will keep quality documents and records of quality activities that occur throughout the duration of the project.

Project quality records will be stored in the project field office when NRC acts as the General Contractor and a field office is a requirement of the project. As a backup, copies of records will be held off site. The exact location will be determined at quality coordination meeting.

N. SERVICING AND WARRANTY

National Roofing will provide warranty service per the contract specifications and regulatory requirements.

National Roofing will maintain the capability to provide the necessary service by having the required resources available. This includes materials, equipment, and personnel.

ALWAYS ON TOP OF IT

NATIONAL ROOFING

SAFETY PLAN

Revised: January 2022

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SAFETY PLAN

This document is intended for the development and implementation of a program to protect and minimize personal injuries on the job, the safety of the general public, the environment, and to reduce work related injuries by a measurable amount. Our goal is a zero-accident rate. In pursuit of this goal, programs to assist in the implementation of safety procedures will be developed, maintained, and reviewed annually as part of our policy.

STATEMENT OF POLICY

It is the policy of **National Roofing (NRC)** to provide a healthy and safe place of employment for all employees; to abide by all regulations, as they pertain to our industry, set forth in federal, state, and local standards and statutes as well as OSHA standards and requirements; and to integrate good work safety habits into every aspect of our daily activity. To support this policy, the following principals are inherent:

1. A positive belief that all personal injuries can be prevented. Employees are expected to work in a safe and responsible manner.
2. Documented safety meetings will be scheduled regularly, and all employees will be required to attend.
3. Accidents or any unsafe work habits shall be reported immediately and shall be investigated, and action taken to prevent recurrence.
4. Employees shall be trained in safe work practices and will be closely supervised until it is determined that they are capable of performing their duties in a safe manner.
5. An understanding that all sub-contractors are contractually obliged to abide by this Safety Policy, and to adhere to NRC's Safety Program. Further, any references to the contractor in this statement of policy will be applicable in full to all sub-contractors as well.
6. First Aid kits and fire extinguishers are available at all locations and in all vehicles. This is an OSHA requirement.
7. A conviction that it is reasonably possible to safeguard all operating exposures which may result in injuries. We believe that *no job is so important or urgent that we cannot take the time to do our work safely!*

SAFETY RESPONSIBILITIES AND DUTIES

MANAGEMENT

RESPONSIBILITIES: Safety begins with management's commitment and participation. We will set goals, establish accountability, and be involved. A poor safety record is a management problem. Management is required to abide by this policy as are all employees.

DUTIES: Communicate safety commitment and policy.
Set a good example.
Provide resources, including funding, to support this program.
Make needed appropriations.
Review accident reports and safety activities.
Select and support the Safety Coordinator.
Provide direction, motivation and accountability to ensure a dynamic safety and loss control program for all NRC construction projects.

SAFETY COORDINATOR

RESPONSIBILITIES: The Safety Coordinator will be responsible for the overall safety program. Although the Safety Coordinator is assigned overall responsibility for the administration of this program, the responsibility for a safe workplace rests with each and every employee.

DUTIES: Develop educational materials, develop and implement training program.
Arrange for training of employees and supervisors.
Develop and maintain written safety rules.
Ensure that the resources necessary to implement this program are available using appropriations provided by management.
Provide First Aid Kits for all jobsites and NRC vehicles.
Keep records of safety and training attendance.
Ensure that this safety policy is communicated to all employees and subcontractors of NRC.
Assist the site superintendents in the formation of NRC site specific safety and loss control programs.

SUPERVISORS

- RESPONSIBILITIES:** Supervisors have a direct responsibility for the safety of the working group. They will help build safety into the work process and be on alert for safety and health problems.
- DUTIES:** New employee orientation.
Help train and re-train employees on job assignments and identified hazards.
Correct unsafe acts and conditions immediately on becoming aware of them.
Make sure that each job site has the necessary equipment and safety devices and that they are in proper working order.
Make informal job site inspections and monitor safety performance of all sub-contractors to ensure compliance with the safety performance requirements of the project.
Establish the disciplinary actions necessary to encourage a well-functioning safety program.
Conduct accident investigation, analyze causes, and formulate recommendations for corrective and preventative measures.

EMPLOYEES

- RESPONSIBILITIES:** Workers must learn the hazards of their jobs and abide by safety rules. The program requires the wholehearted support of those it was designed to protect. Employees are expected to fully participate in the NRC safety program and to work in a manner which will not inflict injury to themselves or others. It is important that each employee understand that responsibility for his or her own safety is an integral job requirement.
- DUTIES:** Abide by all safety rules.
Immediately report any accidents, concerns, or unsafe conditions.
Use and maintain all proper tools and personal protective equipment for the job at hand. If you need equipment or safety items, contact your supervisor.
Know emergency numbers to call in case of fire or injury.
Make suggestions to help improve safety.
Communicate safety to fellow employees.
Attend weekly tool-box meetings and bi-monthly safety and training meeting.

ACCIDENT REPORTING

All on-site accidents, regardless of how incidental, must be reported by the employee to his/ her supervisor or to an NRC supervisor immediately.

1. Supervisors will fully investigate all accidents and, along with the Safety Coordinator, fill out the appropriate accident report form on the day of the accident. Accidents will be recorded as required on the First Report of Injury and on U.S. Department of Labor OSHA Form 300.
2. Supervisors, along with the Safety Coordinator, will document accidents on an Accident Investigation Form for all accidents which result in an injury or work-related illness. The form will be completed within 2 hours of any injury.
3. Outside workers who are exposed to hot and humid conditions are at risk of heat-related illness. The heat index is a single value that takes both temperature and humidity into account. Under the OSHA Act, the employers have a duty to protect workers from recognized serious hazards in the workplace, including heat-related hazards.
4. In the event of a serious injury, fatality, property damage accident or any damaging fire, the Safety Coordinator will be immediately notified regardless of the day or hour. **A recordable injury is defined as any injury that requires medical treatment beyond First Aid. (As defined by OSHA in the publication *Recordkeeping Guidelines for Occupational Injuries and Illnesses*) A serious accident is any trip to the hospital or doctor's office, or any single accident where two or more employees are injured.**
5. Supervisor and/or Safety Coordinator will complete a report outlining details involving any safety related incident occurring on the site. The report will describe the circumstances of the incident and the corrective action taken.

Copies of forms and records will not be duplicated or distributed to unauthorized personnel, outside agencies' employees or other third parties without the explicit permission of the Safety Coordinator and/or the President of NRC. Requests from third parties or external agencies, including clients and owners of projects, must be directed to the Safety Coordinator and/or the President of NRC for approval.

DRUG AND ALCOHOL POLICY

PURPOSE

The employees of National Roofing are a valuable resource. We recognize our obligation to provide a safe, healthy and efficient working environment for all employees. To promote this goal, National Roofing employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner and preserve the health and safety of other employees, clients and the public and to maintain the quality of products, workmanship and/or services provided by NRC. We are committed to ensuring compliance with the Drug Free Workplace Act of 1988 and all federal, state and local laws and regulations.

SCOPE OF POLICY

USE OR POSSESSION OF DRUGS OR ALCOHOL

- To ensure a safe, productive work environment at all NRC facilities, and to protect employees and NRC property, the use, sale, transfer or possession of alcohol, drugs or controlled substances, on NRC property, NRC jobsites or in NRC vehicles is strictly prohibited. These are considered disciplinary offenses and may lead to employee termination. In addition, any employee under the influence of alcohol, drugs or controlled substances while on the job, is subject to immediate discharge. Under the influence is defined as a) being unable to perform work in a safe or productive manner; b) being in a physical or mental condition which creates a risk to the safety and wellbeing of the employee, other employees, subcontractors, the public or NRC property; and, c) having any detectable level, in excess of a trace, of alcohol, drugs or controlled substances in the body.
- Any employee who is taking a drug or other medication, whether or not prescribed by the employee's physician for a medical condition, which is known or advertised as possibly affecting or impairing judgment, coordination or other senses (including dizziness or drowsiness) or which may adversely affect the employee's ability to perform work in a safe and productive manner, must notify the employee's supervisor, or the personnel manager, prior to starting work or entering NRC's facilities. The supervisor, or management, will decide if the employee can remain at work or on the job-site and what work restrictions, if any, are deemed necessary. Any employee violating this policy is subject to immediate discharge.

TESTING FOR DRUGS AND ALCOHOL

1. Whenever an employee's behavior raises a question about the employee's physical condition and/or fitness to perform his or her job, blood and/or urine samples or other medical tests may be taken and screened by a medical laboratory for the presence of alcohol, drugs or controlled substances. Prior consent to such medical tests is a condition of initial employment as well as continued employment and refusal of consent is considered insubordination.
2. An employee's refusal to consent to such medical testing will result in the immediate suspension of the employee pending an NRC investigation. Once the investigation is complete, a determination will be made concerning the appropriate discipline for the employee, up to and including discharge, based on the evidence available to NRC and the employee's refusal to consent to medical testing.
3. Any employee involved in a work-related accident and/or injury, **must** be tested for alcohol, drugs and controlled substances as part of initial treatment by a physician.

4. Any accident resulting in injury, an OSHA recordable injury, or vehicle damage must report for a drug/alcohol/controlled substance screen within 8 hours of the incident.
5. Applicants for employment with NRC may be notified of, and given, an alcohol/drug/controlled substance screening test as a condition of initial employment. A positive test result will result in the denial of the application for employment.

POSITIVE DRUG/ALCOHOL TEST

1. If an employee returns a positive drug/alcohol/controlled substance screen result, whether as a specific job requirement or the result of a test taken when an accident has occurred on a job-site, or when behavior is observed that warrants a random test, employees will be a) suspended immediately for a length of time determined by his/her supervisor; and, b) he or she will then have 30 days to produce a negative test, the cost of which is the responsibility of the employee. At that time, if the employee returns another positive test, the employee will be suspended until they can produce a negative test at which time it will be determined if employment will continue.
2. If an employee tests positive for a drug/alcohol/controlled substance, then the penalty is termination. However, if the employee seeks out rehabilitation services and can provide to National Roofing three consecutive negative drug/alcohol/controlled substance tests, the cost of which are the responsibility of the employee, then the employee is eligible for rehire with NRC.

Preplacement Drug Screening

1. All new hires will be subject to a preplacement drug screen.
2. Human Resources will provide the new hire with authorization paperwork for the drug screen, which will be paid for by the potential new hire. A refund will only be provided to a new hire after a negative drug screen result is received by the company, along with the receipt. The refund will be provided to you within 10 days of your first day of employment.
3. If a positive drug test result is received, employment will be terminated, and no refund will be given.

I have received, read and understand the above drug and alcohol policy of National Roofing Company and agree to comply with its terms.

Employee signature

Date

MINIMUM GUIDELINES FOR JOBSITE SAFETY

PERSONAL PROTECTIVE EQUIPMENT

SAFETY EYEWEAR

- Wear eye protection (safety glasses, goggles or face shield) whenever exposed to flying objects, sawdust, metal shavings, splashing chemicals, or any other substance which could become airborne and cause damage to the eyes.
- Kettlemen must wear proper face shields.
- Coverage from the front and the sides is required anytime there is a hazard from flying objects.
- Safety glasses or goggles shall be worn under face shield and welding helmets for added protection.
- Specially numbered filtering lens is necessary to protect your eyes from welding or any other radiant energy. Check to see which lenses will best protect your eyes.
- Manufacturer identification must be listed on the eye protection equipment.

HEAD PROTECTION

- Head protection is required if you work where there is risk of injury from falling objects or if you work near exposed electrical conductors which could contact the head.
- Hard hats must be worn in all areas where overhead work is being performed. When there is no danger overhead or flying objects that could cause injury, employees may remove hard hats.

HAND PROTECTION

Fingers, hands and arms are injured more often than any other part of the body. You must wear hand protection when you are exposed to hazards such as those from skin absorption of harmful substance, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns and harmful temperature extremes.

- When working with chemicals, gloves must be taped at the top, or folded with a cuff to keep liquids from running inside your glove or onto your arm.
- Vinyl, rubber or neoprene gloves are sufficient when working with most chemicals. However, if you work with petroleum-based products, a synthetic glove will be needed.
- Leather or cotton knitted gloves are appropriate for handling most abrasive materials. Gloves reinforced with metal staples offer greater protection from sharp objects.
- It is dangerous to wear gloves while working on moving machinery. Moving parts can easily pull your glove, hand, and arm into the machine.

- Your Supervisor will instruct you on the best type of hand protection available for your job. Whatever gloves are selected and make sure they fit properly.

FOOT PROTECTION

- Foot injuries are most likely to occur when heavy or sharp objects fall on your foot, something rolls over your foot or an object pierces the sole of your shoe.
- Wear sturdy shoes, safety or steel toed, when required by the hazard assessment and appropriate clothing specified on job tasks. Soles should be kept reasonably free of bitumen, gravel, etc. This is especially important when climbing or descending ladders.
- Rubber or synthetic footwear may be needed when working around chemicals as specified by the hazard assessment.

RESPIRATORY PROTECTION

National Roofing will not allow workers to be exposed to harmful levels of air contaminants. Where feasible, exposure to air contaminants will be eliminated by the application of engineering controls, such as enclosure of the operation, ventilation, or substitution of less toxic materials. In situations where engineering controls are not feasible, protection will be accomplished by the use of personal respiratory protective equipment. NRC will only allow qualified, trained, and protected workers to use Respiratory equipment.

If changes occur during the scope and direction of work, an NRC Supervisor and the Safety Coordinator/Director will be notified. At that time, the work will stop and not commence until the hazards for those tasks are mitigated. Hazard mitigation may include, but is not limited to the following: additional training for employees, appropriate engineering or administrative controls, subsequent Personal Protective Equipment (PPE), and an addendum shall be added to this policy.

OTHER REQUIREMENTS

- Use gloves, aprons, or other suitable skin protection when handling rough materials, chemicals, hot or cold objects, and in adverse weather conditions.
- Wear no jewelry or unnecessary accessories while on the job.
- Do not wear earphones. You must be alert to verbal warnings or requests for help from others at all times.
- If possible, non-hazardous materials should be used instead of toxic, flammable or hazardous materials. Employees working with hazardous substances should change contaminated clothing and wash before eating, drinking or smoking.
- PPE must be properly maintained, sanitized and stored in accordance with manufacturer specifications.
- All PPE must be inspected prior to use.

FALL PROTECTION

ROOF TOP WORK AREAS

NRC's fall protection program promotes employee safety during construction, maintenance and installation work.

This program focuses on fall hazards, appropriate fall protection equipment, equipment limitations, proper use and wear of the equipment, and the dynamic forces that could apply to such equipment and personnel in the event of a fall. Fall protection rescue plan is available upon request.

A total fall arrest system must be used every time the employee is 6 feet or more above a lower working surface.

If any equipment is subjected to a fall, it must be immediately replaced with new equipment and the old equipment will be returned in a timely manner to management for destruction.

Any employee who violates any portion of this policy will be subject to disciplinary action that will likely result in termination of employment.

Fall protection equipment will be supplied and must meet or exceed all requirements of ANSI Z359.1 and OSHA 1926 (Subpart M). All items of fall protection equipment must be properly labeled, stating compliance with this standard, date of manufacture and date of purchase.

DUTY TO HAVE FALL PROTECTION

Supervisors and Foremen are required to assess the workplace to determine if the walking/working surfaces on which employees are to work have the strength and structural integrity to safely support workers. Employees are not permitted to work on those surfaces until it has been determined that the surfaces have the requisite strength and structural integrity to support the workers. Once it has been determined that the surface is safe for employees to work on, an appropriate fall protection system must be implemented.

For example: if an employee is exposed to falling 6 feet (1.8 meters) or more from an unprotected side or edge, the employer must select either a guardrail system, control zone or warning zone, safety net system, or personal fall arrest system to protect the worker. Similar requirements are prescribed for other fall hazards as follows:

1. Fall Protection
 - Employees who have attended the NRC's training course in Fall Protection, and satisfactorily meet the NRC's performance and safety standards, are permitted to work on elevated surfaces. No other employees are authorized to work on structures for any reason.
 - Constant awareness of, and respect for, fall hazards while working and compliance with all applicable safety rules and standards are considered conditions of employment.
 - Employees will not ascend or descend any structures or be elevated or lowered by way of a mechanically driven cable (i.e., "ride the ball").

2. Buddy System Requirements

- Before working, employees must use the buddy system to check and approve each other's Fall Protection Equipment, lanyards, safety climbs, rope grabs, and other safety equipment to make sure it works.
- Any equipment noticed as broken or worn during the buddy system check and check off must be replaced before working.

3. Three-Point Stance Requirements

- An employee maintains a three-point stance during a climb by always having either two hands and one foot or one hand and two feet always in firm contact with and support from the ladder or structure.

CONTROLLED ACCESS ZONES

A Controlled Access Zone is a work area designated and clearly marked in which certain types of work may not take place without the use of conventional fall protection systems (guardrails, personal arrest or safety net) to protect the employees working in the zone.

Controlled Access Zones are used to keep out workers other than those authorized to enter work areas from which guardrails have been removed. Where there are no guardrails, authorized trained employees are the only workers allowed in Controlled Access Zones.

Controlled access zones, when created to limit entrance to areas where leading edge work and other operations are taking place, must be defined by a control line or by any other means that restrict access. Control lines shall consist of ropes, wires, tapes or equivalent materials, and supporting stanchions, and each must be:

- Flagged or otherwise clearly marked at not more than 6 foot (1.8 meters) intervals with high-visibility material;
- Rigged and supported in such a way that the lowest point (including sag) is not less than 39 inches (1 meter) from the walking/working surface and the highest point is not more than 45 inches (1.3 meters) from the walking/working surface. When overhand bricklaying operations are being performed, the highest point is not more than 50 inches (1.3 meters) from the walking/working surface;
- Strong enough to sustain stress of not less than 200 pounds (0.88 kilonewtons). Control lines shall extend along the entire length of the unprotected or leading edge and shall be approximately parallel to the unprotected or leading edge.
- All workers in the zone must obey the Safety Monitor's instructions.
- Control lines also must be connected on each side to a guardrail system or wall.
- There will be a Safety Monitor in charge and responsible for watching all workers in the zone.

When control lines are used, they shall be erected not less than 6 feet (1.8 meters) nor more than 25 feet (7.6 meters) from the unprotected or leading edge, except when precast concrete members are

being erected. In the latter case, the control line is to be erected not less than 6 feet (1.8 meters) or more than 60 feet (18 meters) or half the length of the member being erected, whichever is less, from the leading edge.

Controlled Access Zones, when used to determine access to areas where related work are taking place, are to be defined by a control line erected not less than 10 feet (3 meters) or more than 15 feet (4.6 meters) from the working edge. Additional control lines must be erected at each end to enclose the controlled access zone. Only employees engaged in edgework or related work, are permitted in the Controlled Access Zone.

On floors and roofs where guardrail systems are not in place prior to the beginning of roofing operations, Controlled Access Zones will be enlarged as necessary to enclose all points of access, material handling areas, and storage areas. On floors and roofs where guardrail systems are in place, but need to be removed to allow overhand bricklaying work or leading edge work to take place, only that portion of the guardrail necessary to accomplish that day's work shall be removed.

WARNING LINE SYSTEM

Warning line systems must follow these requirements:

- Warning line shall be erected around all sides of the roof work area.
- When mechanical equipment is not being used, the warning line shall be erected not less than 6 feet (1.8m) from the roof edge.
- When mechanical equipment is being used, the warning line shall be erected not less than 6 feet (1.8m) from the roof edge which is parallel to the direction of mechanical equipment operation, and not less than 10 feet (3.1m) from the roof edge which is perpendicular to the direction of mechanical equipment operation.
- Points of access, material handling, storage areas, and hoisting areas shall be connected to the work area by an access path formed by two warning lines.
- When the path to a point of access is not in use, a rope, wire, or chain or other barricade shall be placed across the path at the point where the path intersects the warning line erected around the work area, or the path shall be offset such that a person cannot walk directly into the work area.
- Warning lines shall consist of ropes, wires or chains and supporting stanchions.
- Rope, wire or chain shall be rigged and supported in such a way that its lowest point is not less than 34 inches from the walking/working surface and its highest point is not more than 39 inches from the walking/working surface.
- Stanchions shall be capable of resisting, without tipping over, a force of at least 16 pounds applied horizontally against the stanchions, 30 inches above the walking/working surface, perpendicular to the warning line and in the direction of the floor, roof or platform edge.
- No employee shall be allowed in the area between a roof edge and warning line.
- Employees must obey the Safety Monitor.

- Safety Monitor must be able to watch all employees in the zone at all times and no duties shall prevent this.

SAFETY MONITORING SYSTEM

National Roofing shall designate a competent person to monitor the safety of all employees working in control zones or warning zones. The Safety Monitor must follow these requirements:

- Competent to recognize fall hazards;
- Warn employees when it appears that the employee is unaware of a fall hazard or acting in an unsafe manner;
- The monitor shall be on the same walking/working surface and within visual sighting distance of the employee(s) being monitored;
- The monitor shall be close enough to communicate orally with the employee(s);
- The monitor shall have no other responsibilities which could take the monitor's attention from safety monitoring functions;

Mechanical equipment shall not be used or stored in areas where safety monitoring systems are being used to monitor employees engaged in roofing operations on low-slope roofs.

No employee, other than the employees engaged in roofing work (on low-sloped roofs) or an employee covered by a fall protection plan, shall be allowed in an area where an employee is being protected by a safety monitoring system.

HOIST AREAS

Each employee in a hoist area must be protected from falling 6 feet (1.8 meters) or more by guardrail systems or personal fall arrest systems. If guardrail systems (or chain gate or guardrail) or portions thereof must be removed to facilitate hoisting operations, as during the loading of materials, and a worker must lean through the access opening or out over the edge of the access opening to receive or guide equipment and materials, that employee must be protected by a personal fall arrest system.

HOLES

Personal fall arrest systems, covers, or guardrail systems shall be used around holes (including skylights) that are more than 6 feet (1.8 meters) above lower levels.

LEADING EDGES

Each employee who is constructing a leading edge 6 feet (1.8 meters) or more above lower levels must be protected by guardrail systems, safety net systems, or personal fall arrest systems. If it can be demonstrated that it is not feasible or that it creates a greater hazard to implement these systems, an alternative fall protection plan must be established, i.e., control zone.

ROOFING

Low-slope Roofs

Each employee engaged in roofing activities on low-slope roofs with unprotected sides and edges 6 feet (1.8 meters) or more above lower levels shall be protected from falling by guardrail systems, safety net systems, personal fall arrest systems, or a combination of a warning line system and personal fall arrest system, or warning line system and safety monitoring system. On roofs 50 feet (15.24 meters) or less in width, the use of a safety monitoring system without a warning line system is permitted.

Steep Roofs

Each employee on a steep roof with unprotected sides and edges 6 feet (1.8 meters) or more above lower level shall be protected by guardrail system with toeboards, safety net systems, or personal fall arrest systems.

NRC's goal is to identify fall hazards, minimize exposure to those hazards and determine which equipment will best safeguard the individual working on that system. NRC will follow the requirements set forth in OSHA CFR 1926.501, as detailed in the following:

- Each employee on a walking/working surface, both horizontal and vertical with an unprotected side or edge which is 6 feet (1.8m) or more above a lower level shall be protected from falling by the use of guardrail systems, safety net systems, or personal fall arrest systems. (OSHA 1926.501 Duty to Have Fall Protection)
- Each employee on walking/working surfaces shall be protected from falling through holes (including skylights) more than 6 feet (1.8m) above lower levels by personal fall arrest systems, covers, or guardrail systems erected around such holes.
- Each employee on a walking/working surface shall be protected from tripping in or stepping into or through holes, including skylights, by covers.
- Each employee on a walking/working surface shall be protected from objects falling through holes, including skylights, by covers.
- Each employee on a steep roof with unprotected sides and edges 6 feet (1.8m) or more above lower levels shall be protected from falling by guardrail systems with toeboards, safety net systems, or personal fall arrest systems.

TYPES OF FALL PROTECTION SYSTEMS

Fall Restraint

Fall restraint systems prevent a worker from approaching a fall hazard. The worker *will not be* in danger of a free fall if he slips or trips because the fall restraint system will be free from the fall potential. The fall restraint system will not allow him to physically go any farther than the leading edge for instance if the leading edge is 6 feet from the anchor point the lanyard must be 6 feet or less.

Fall Arrest

Fall arrest systems minimize the chances of injury should a fall occur. In situations when a worker cannot be restricted from the potential fall hazard, a properly designed fall arrest system will be utilized and it must include the following:

- Anchorage system
- Adjustable 6 ft. positioning lanyard or 3ft. shock absorbing lanyard
- OSHA/ANSI approved full body harness. Body belts will not be used for fall arrest or fall restraint.

WALL OPENINGS

Each employee working on, at, above, or near wall openings, including those with chutes attached, where the outside bottom edge of the wall opening is 6 feet (1.8 meters) or more above lower levels and the inside bottom edge of the wall opening is less than 39 inches (1.0 meters) above the walking/working surface must be protected from falling by the use of a guardrail system, a safety net system, or a personal fall arrest system.

FALL PROTECTION SYSTEMS CRITERIA AND PRACTICES

GUARDRAIL SYSTEMS

If NRC chooses to use guardrail systems to protect workers from falls, the systems must meet the following criteria: top rails and midrails of guardrail systems must be at least one-quarter inch (0.6 centimeters) nominal diameter or thickness to prevent cuts and lacerations. If wire rope is used for top rails, it must be flagged at not more than 6 feet intervals (1.8 meters) with high-visibility material. Steel and plastic banding cannot be used as top rails or midrails. Manila, plastic or synthetic rope used for top rails or midrails must be inspected frequently as necessary to ensure strength and stability.

The top edge height of top rails, or (equivalent) guardrails, must be 42 inches (1.1 meters) plus or minus 3 inches (8 centimeters) above the walking/working level. When workers are using stilts, the top edge height of the top rail, or equivalent member, must be increased by an amount equal to the height of the stilts.

Screens, midrails, mesh, intermediate vertical members, or equivalent intermediate structure members must be installed between the top edge of the guardrail system and the walking/working surface when there are no walls or parapet walls at least 21 inches (53 centimeters) high. When midrails are used, they must be installed at a height midway between the top edge of the guardrail system and the walking/working level. When screens and mesh are used, they must extend from the top rail to the walking/working level and along the entire opening between top rail supports. Intermediate members, such as balusters, when used between posts, shall not be more than 19 inches (48 centimeters) apart.

Other structural members, such as additional midrails and architectural panels, shall be installed so that there are no openings in the guardrail system more than 19 inches (48 centimeters).

The guardrail system must be capable of withstanding a force of at least 200 pounds (890 newtons) applied within 2 inches of the top edge in any outward or downward direction. When the 200-pound (890 newtons) test is applied in a downward direction, the top edge of the guardrail must not deflect to a height less than 39 inches (1 meter) above the walking/working level.

Midrails, screens, mesh, intermediate vertical members, solid panels, and equivalent structural members shall be capable of withstanding a force of at least 150 pounds (667 newtons) applied in any downward or outward direction at any point along the midrail or other member.

Guardrail systems shall be surfaced to protect workers from punctures or lacerations and to prevent clothing from snagging.

The ends of top rails and midrails must not overhang terminal posts, except where such overhang does not constitute a projection hazard.

When guardrail systems are used at hoisting areas, a chain, gate, or removable guardrail section must be placed across the access opening between guardrail sections when hoisting operations are not taking place.

At holes, guardrail systems must be set up on all unprotected sides or edges. When holes are used for the passage of materials, the hole shall have not more than two sides with removable guardrail sections. When the hole is not in use, it must be covered or provided with guardrails along all unprotected sides and edges.

If guardrail systems are set up around holes that are used as access points (such as ladderways), gates must be used or the point of access must be offset to prevent accidental walking into the hole.

If guardrails are used at unprotected sides or edges of ramps and runways, they must be erected on each unprotected side or edge.

COVERS

Covers located in roadways and vehicular aisles must be able to support at least twice the maximum axle load of the largest vehicle to which the cover might be subjected. All other covers must be able to support at least twice the weight of employees, equipment, and materials that may be imposed on the cover at any one time. To prevent accidental displacement resulting from wind, equipment, or workers' activities, all covers must be secured. All covers shall be color-coded or bear the markings "HOLE" or "COVER".

PROTECTION FROM FALLING OBJECTS

When guardrail systems are used to prevent materials from falling from one level to another, any openings must be small enough to prevent passage of potential falling objects. No materials or equipment except masonry and mortar shall be stored within 4 feet (1.2 meters) of working edges. Excess mortar, broken or scattered masonry units, and all other materials and debris shall be kept clear of the working area by removal at regular intervals.

During roofing work, materials and equipment shall not be stored within 6 feet (1.8 meters) of a roof edge unless guardrails are erected at the edge. Materials piled, grouped, or stacked near a roof edge must be stable and self-supporting.

CANOPIES

When used as protection from falling objects canopies must be strong enough to prevent collapse and to prevent penetration by any objects that may fall onto them.

TOEBOARDS

When toeboards are used as protection from falling objects, they must be erected along the edges of the overhead walking/working surface for a distance sufficient to protect persons working below. Toeboards shall be capable of withstanding a force of at least 50 pounds (222 newtons) applied in any downward or outward direction at any point along the toeboard. Toeboards shall be a minimum of 3.5 inches (9 centimeters) tall from their top edge to the level of the walking/working surface, have no more than 0.25 inches (0.6 centimeters) clearance above the walking/working surface, and be solid or have openings no larger than 1 inch (2.5 centimeters) in size.

Where tools, equipment, or materials are piled higher than the top edge of a toeboard, paneling or screening must be erected from the walking/working surface to toeboard to the top of a guardrail system's top rail or midrail, for a distance sufficient to protect employees below.

FALL PROTECTION EQUIPMENT

PERSONAL FALL ARREST SYSTEMS

These consist of an anchor, connectors, and a body harness and may include a deceleration device, lifeline, or suitable combinations. If a personal fall arrest system is used for fall protection, it must do the following:

- Limit maximum arresting force on an employee to 1,800 pounds (8 kilonewtons) when used with a body harness;
- Be rigged so that an employee can neither free fall more than 6 feet (1.8 meters) nor contact any lower level;
- Bring an employee to a complete stop and limit maximum deceleration distance an employee travels to 3.5 feet (1.07 meters);
- Have sufficient strength to withstand twice the potential impact energy of an employee free-falling a distance of 6 feet (1.8 meters) or the free fall distance permitted by the system, whichever is less.
- **The use of a body belt for fall arrest is prohibited.**
- Personal fall arrest systems must be inspected prior to each use for wear damage and other deterioration. Defective components must be removed from service. D-Rings and snaphooks must have minimum tensile strength of 5,000 pounds (22.2 kilonewtons). D-rings and snaphooks shall be proof-tested to a minimum tensile load of 3,600 pounds (16 kilonewtons) without cracking, breaking, or suffering permanent deformation.

- Snaphooks shall be sized to be compatible with the member to whom they will be connected, or shall be of a locking configuration.
- Only locking-type snaphooks designed specifically for the following connections may be used:
 - a) connect directly to webbing, rope, or wire rope
 - b) connect to each other
 - c) connect to a D-ring to which another snaphook or other connector is attached
 - d) connect to a horizontal lifeline
 - e) connect to any object incompatible in shape or dimension relative to the snaphook, thereby causing the connected object to depress the snaphook keeper and release unintentionally.
- A hook is compatible when the diameter of the D-ring to which the snaphook is attached is greater than the inside length of the snaphook when measured from the bottom (hinged end) of the snaphook keeper to the inside curve of the top of the snaphook. Thus, no matter how the d-ring is positioned or moved (rolls) with the snaphook attached, the d- ring cannot touch the outside of the keeper, thus depressing it open. The use of non- locking snaphooks is prohibited.
- On suspended scaffolds or similar work platforms with horizontal lifelines that may become vertical lifelines, the devices used to connect to a horizontal lifeline shall be capable of locking in both directions on the lifeline.
- Horizontal lifelines shall be designed, installed, and used under the supervision of a qualified person, as part of a complete personal fall arrest system that maintains a safety factor of at least two. Lifelines shall be protected against being cut or abraded.
- Self-retracting lifelines and lanyards that automatically limit free fall distance to 2 feet (0.61 meters) or less shall be capable of sustaining a minimum tensile load of 3,000 pounds (13.3 kilonewtons) applied to the device with the lifeline or lanyard in the fully extended position.
- Self-retracting lifelines and lanyards that do not limit free fall distance to 2 feet (0.61 meters) or less, ripstitch lanyards, and tearing and deforming lanyards shall be capable of sustaining a minimum tensile load of 5,000 pounds (22.2 kilonewtons) applied to the device with the lifeline or lanyard in the fully extended position.
- Ropes and straps (webbing) used in lanyards, lifelines, and strength body harnesses shall be made of synthetic fibers.
- Anchorages shall be designed, installed, and used under the supervision of a qualified person, as part of a complete personal fall arrest system that maintains a safety factor of at least two (i.e. capable of supporting at least twice the weight expected to be imposed upon it). Anchorages used to attach personal fall arrest systems shall be independent of any anchorage being used to support or suspend platforms and must be capable of supporting at least 5,000 pounds (22.2 kilonewtons) per person attached.

- Lanyards and vertical lifelines must have a minimum breaking strength of 5,000 pounds (22.2 kilonewtons).

FULL BODY HARNESS

A full body harness must be used by each NRC employee when climbing. No employees may use body belts alone while climbing. All full body harnesses will be capable of supporting 5,000 pounds and will have compatible D-rings for work positioning and both a front center D-ring and a dorsal (back) center D-ring for the fall arrest system. All straps and buckles are required to be connected, fitted, and properly used when wearing the harness.

Instructions for fit and adjustment:

1. Spread the harness out on a flat surface with the Dorsal D-ring down.
2. Undo the chest strap, leg loops, and waist belt.
3. Put the harness on with the upper straps over the shoulders, locate the sub pelvic strap.
4. Be sure the Dorsal D-ring is located between the shoulder blades.
5. Adjust the sub-pelvic strap to fit snugly under the buttocks by adjusting the front adjuster buckles. This is most easily done by sliding the strap keepers well back from the buckles.
6. Pass the leg straps (from behind), between the legs, around the front of the groin and through the harness adjuster buckles (quick connects) located on the front of the hips and adjust to a snug fit. Do not over tighten. Repeat on other leg.
7. Thread the chest strap through the friction buckle and adjust to a snug fit. Do not over tighten. The chest strap or center D-ring shall be positioned over the sternum and held in place by the strap keepers.
8. Tighten the waist belt to a snug fit. Do not over tighten. Slide all the buckle keepers near the edge of the buckles to minimize creeping. Strap end keepers shall be pushed as close to the end of the strap as possible.

Magic marker, paint, and other marking devices can deteriorate the webbing and will not be used on the harness. Additionally, harnesses that have excess amounts of paint or other chemicals on the fabric must be replaced.

SHOCK ABSORBING LANYARDS AND CONNECTORS

Shock absorbing lanyards are provided to each employee and must be used by employees as an integral part of the fall protection system. The shock-absorbing lanyard (energy absorber) is a component whose primary function is to dissipate energy and limit deceleration forces, which the system imposes on the body during fall arrest. Different styles and lengths are available for various applications but at no time will any person be subjected to a free fall in excess of 6 feet or a shock load in excess of 1800 pounds. Shock absorbing lanyards will be connected at the back center D-ring with the fabric pack towards the body. Knots are not allowed to be tied in these lanyards as they may reduce the strength of the lanyard by as much as 50%. All lanyards will be equipped with self-closing, self-locking snap hooks for attachment to harness and with various self-closing, self-locking devices at

opposite ends for attachment to additional safety devices. Removal of self-closing and/or self-locking devices is strictly prohibited. Any lanyard found to be defective upon inspection should be replaced immediately.

ROPE GRABS AND LIFELINES

Rope grabs are provided to each employee and are to be used with complimentary, approved lifelines. Their use is dictated when you cannot connect your shock-absorbing lanyard to a point directly above. The vertical lifeline system is used with compatible hardware i.e., rope grabs, and energy absorbing lanyards and full body harnesses. The vertical lifeline system is designed to allow the worker to move in a vertical and slight horizontally work area with a minimum fall potential. The user can work in intervals without detaching from the lifeline. When rope grabs and lifelines are used, they must be compatible with the snaphooks and lanyards supplied. Rope grabs will be capable of supporting 5000 pounds and will be matched with the proper strength and diameter of lifeline. Rope grabs must always be positioned properly (upright) on the rope to ensure proper operation in the event of a fall. Check your rope grab before each use and especially after extended periods of storage to ensure that operation is not impaired due to corrosion. Lifelines will be capable of supporting 5,000 pounds and will have no knots tied anywhere on the line. A small counterweight may be fabricated and tied to the line (with an attaching cord) to keep it taut. Lifelines will not be hooked back to themselves. Anchorage straps or other certified anchorage devices are the only authorized means to anchor a lifeline.

SELF-RETRACTING LIFELINES (SRLs)

Self-retracting lifelines are provided as part of crew fall protection. Their use is dictated by the specific job requests. SRLs allow an individual to move up and down from a central point. SRLs will be capable of supporting 5,000 pounds and have an internal deceleration device built in that limits shock exposures to pounds or less (1/2 of the OSHA reg. for full body harnesses). Careful evaluation of the job site is required to ensure an employee using a cable type SRL is not exposed to an electrical energy hazard. The nylon web SRL must be serviced at least once a year. If an SRL is shock loaded, it must be removed from service and be returned to the Safety Department for inspection immediately. The retractable lifeline or lanyard should be positioned directly above the worker in an upright manner. To support the unit, an anchor tie-off adapter and/or steel auto-locking carabineer can be used to connect directly to the anchorage above. Retraction of the lifeline back into the housing shall be controlled to ensure proper winding onto the drum. Releasing the line from a long distance can render the unit inoperable for future use. When in use, the lifeline shall be protected against any sharp edges. The lifeline, which transmits a portion of the impact force to an edge, could fail at a lower breaking point than anticipated if exposed to sharp edges. This can also occur if the unit is employed in the horizontal plane, and the worker falls over a sharp edge, possibly severing the line.

ANCHORAGE STRAPS

Anchorage straps with compatible D-rings are supplied with crew fall protection. These are for direct connection of shock absorbing lanyards, or for the attachment of the properly selected lifeline. Anchorage straps will be capable of supporting 5000 pounds. These straps must not be attached in

such a manner as to pass over sharp edges. Additionally, anchorage straps shall be used in the choker configuration and never in basket configuration.

ANCHORAGE POINTS

Anchorage points must be capable of supporting 5,000 pounds per person before connecting fall protection devices to any anchorage point.

GENERAL

At no time, will two employees be connected to any of these fall protection devices or equipment at the same time. All employees must have *separate* fall arrest systems, and if more than one system is connected to the same anchorage point, that point must be capable of supporting a multiple of each person (i.e., 1 person = 5,000 pounds, 2 persons=10,000 pounds, etc.). If a professional engineer certifies both the system and installation of an anchorage point, that point must be capable of supporting 3,600 pounds (or multiples thereof).

TRAINING

All employees who will work at heights above 6 feet must complete a fall protection training program. This training will address:

1. ANSI Z359. Standards
2. OSHA Reg. 1926.500- .503 (Construction)
3. Proper Harness Donning
4. Use of Fisk Descent Controller
5. Proper Tie off to Anchorage
6. Suggested Anchorage Points
7. Limitations of Fall Arrest Equipment
8. Components of a Personal Fall Arrest System

Each employee shall obtain a User Instruction Manual from the manufacturer for each piece of Fall Arrest Equipment. Each employee must read each section of the manual and understand the instructions.

GLOSSARY OF FALL PROTECTION TERMS

ANCHORAGE:	A secure point of attachment for lifelines, lanyards, or deceleration devices.
BODY HARNESS:	Straps that may be secured about the person in a manner that distributes the fall-arrest forces over at least the thighs, pelvis, waist, chest, and shoulders with a means for attaching the harness to other components of a personal fall arrest system.

CONNECTOR:	A device that is used to couple (connect) parts of a personal fall arrest system or positioning device system together.
CONTROLLED ACCESS ZONE:	A work area designated and clearly marked in which certain types of work (such as overhand bricklaying) may take place without the use of conventional fall protection systems (guardrail, personal arrest, or safety net) to protect the employees working in the zone.
DECELERATION DEVICE:	Any mechanism (such as rope, grab, ripstitch lanyard, specially woven lanyard, tearing or deforming lanyards, automatic self-retracting lifelines/lanyards) which serves to dissipate a substantial amount of energy during a fall arrest, or otherwise limits the energy imposed on an employee during fall arrest.
DECELERATION DISTANCE:	The additional vertical distance a falling person travels before stopping, from the point at which a deceleration device begins to operate - excluding lifeline elongation and free fall distance.
GUARDRAIL SYSTEM:	A barrier erected to prevent employees from falling to lower levels.
HOLE:	A void or gap 2 inches (5.1 centimeters) or more in the least dimension in a floor, roof, or other walking/working surface.
LANYARD:	A flexible line of rope, wire rope, or strap that generally has a connector at each end for connecting the body belt or body harness to a deceleration device, lifeline, or anchorage.
LOW-SLOPE ROOF:	A roof having a slope less than or equal to 4 in 12 (vertical to horizontal).
OPENINGS:	A gap or void 30 inches (76 centimeters) or more high and 18 inches (46 centimeters) or more wide, in a wall or partition, through which employees can fall to a lower level.
PERSONAL FALL ARREST SYSTEM:	A system including but not limited to an anchorage, connectors, and a body belt or body harness used to arrest an employee in a fall from a working level. As of January 1, 1998, the use of a body belt for fall arrest is prohibited.
POSITIONING DEVICE SYSTEM:	A full body harness system rigged to allow an employee to be supported on an elevated vertical surface, such as a wall, and work with both hands free while leaning backwards.
ROPE GRAB:	A deceleration device that travels on a lifeline and automatically, by friction, engages the lifeline and locks to arrest a fall.
SAFETY-MONITORING SYSTEM:	A safety system used with control zones & warning zone systems in which a competent person is responsible for recognizing and warning employees of fall hazards.

- SELF-RETRACTING LIFELINE/LANYARD:** A deceleration device containing a drum-wound line which can be slowly extracted from, or retracted onto, the drum under minimal tension during normal employee movement and which, after onset of a fall, automatically locks the drum and arrests the fall.
- SNAPHOOK:** A connector consisting of a hook-shaped member with a normally closed keeper, or similar arrangement, which may be opened to permit the hook to receive an object and, when released automatically close to retain the object.
- STEEP ROOF:** A roof having a slope greater than 4 in 12 (vertical to horizontal).
- TOEBOARD:** A low protective barrier that prevents material and equipment from falling to lower levels and which protects personnel from falling.
- UNPROTECTED SIDES AND EDGES:** Any side or edge (except at entrances to points of access) of a walking/working surface (e.g. floor, roof, ramp, or runway) where there is no wall or guardrail system at least 39 inches (1 meter) high.
- WALKING/WORKING SURFACE:** Any surface, whether horizontal or vertical, on which an employee walks or works, including but not limited to floors, roofs, ramps, bridges, runways, formwork, and concrete reinforcing steel. Does not include ladders, vehicles, or trailers on which employees must be located to perform their work duties.
- WARNING LINE SYSTEM:** A barrier erected on a roof to warn employees that they are approaching an unprotected roof side or edge and which designates an area in which roofing work may take place without the use of guardrail, body harness, or safety net systems to protect employees in the area.

HOISTS, RIGGING, AND CRANE OPERATIONS

CRANE OPERATIONS

The following requirements will be maintained by National Roofing and all subcontractors when performing lifts:

1. National Roofing will give notice prior to using mobile cranes or personnel hoisting devices on jobsites.
2. Upon arrival of the crane to the project site, the NRC's licensed crane operator shall inspect the crane and record the findings of the inspection. Any and all deficiencies identified on the form will be corrected prior to commencing the lift.
3. Inspections will be conducted according to the standards and requirements outlined in OSHA 29 CFR 1926.550, .251, .600, .601 and ANSI B30.5b-1991 and B30.9. In addition, annual load test certificates are required for cranes and personnel hoisting devices.
4. Operators manual must be available in the cab of the crane.

5. The crane operator must have the following documentation:
 - a) A valid State of New Mexico Construction Industries Division Crane Operator's License, or
 - b) Certification in his possession that he/she has completed an industry-recognized, standard training course.
6. If the crane leaves the job site and returns at a later time, the crane shall be re-inspected. If the crane is on-site for the duration of a project, the crane should be re-inspected weekly by NRC and the Crane Operator. Depending on the type of lifting and work activity taking place, the level of inspection may need to be increased.
7. Use extreme caution when moving cranes to ensure that there is no contact with aerial power lines.
8. Provide adequate escorts, signal and flag-men when moving crane equipment.
9. All deficiencies noted during inspections must be corrected before the equipment can be placed into service. Any structural repair made to equipment must be done according to manufacturer's specifications and the supporting documentation shall be readily available upon request.
10. The weight of the load must be known, not estimated, or means taken to accurately weigh the load before any pick.
11. All Outriggers must be fully extended and set on stable ground and/or **adequate** solid cribbing before any lift.

HOISTING AND RIGGING

National Roofing will use extreme caution when using any type of lift equipment to include, but not limited to, the following guidelines:

1. Before being used each day, rigging equipment (slings, fasteners, and attachments) shall be inspected by a competent person for damage or defects. Damaged or defective slings shall be immediately removed from service. Rigging equipment shall be properly stored according to the manufacturer and/or OSHA Requirements.
2. Roofing material should not be used for counterweight. The material used for counterweight should be securely tied or wired together and secured to the hoist.
3. The hoist operator should be provided with fall protection in the form of a safety belt and lifeline or portable guardrail sections on either side of the hoist.
4. Inspections will be conducted by a competent person (i.e. crane operator) and these inspections will be put in writing and signed by person making the inspections daily, when in use.
5. All rigging gear is inspected before each use. Damaged equipment must be immediately taken out of service. All rigging gear must be rated for a safe capacity for that lift.
6. Cranes, rigging and loads are not permitted within 10 feet of energized power lines.

7. Do not use load hooks that are cracked, bent, or broken.
8. Passengers are not permitted to ride inside the operator's cab of a truck crane.
9. Keep crane windows clean. Do not use a crane if its windows are broken.
10. Do not exceed the rated load capacity of the crane as specified by the manufacturer.
11. Use cribbing mats when operating the crane on "soft" ground.
12. Fully extend the outriggers of the crane before attempting a lift.
13. Stay outside the barricades of the posted swing radius of the crane.
14. Do not leave a hoisted load suspended in the air.
15. Do not hoist loads over people.
16. Do not drive the crane on the road shoulders.
17. When operating a crane follow only the signals of the person designated to give you signals— except for an emergency signal given from anyone on site.
18. Replace the belt, gear, or rotating shaft guards after servicing a crane. Do not use the crane if guards are missing from these areas.
19. Visually inspect ropes for broken strands, cuts, worn spots, or any other damage. Do not use damaged ropes.
20. Remove wire rope from service when any of the following conditions exist:
 - a) Twelve (12) broken wires in one (1) lay of the hoist cable.
 - b) Four (4) broken wires in a strand in one (1) lay of the hoist cable.
 - c) Ten (10) broken wires in a strand in one (1) lay of a cable sling.
 - d) When "birdcaging" is present.
 - e) When excess corrosion is present on the cable.
21. Wear leather work gloves when handling wire ropes or cables.
22. Do not use wire ropes that are kinked.
23. Keep your hands away from the cable that is "feeding" a drum, pulley or sheave.

CONSTRUCTION VEHICLE AND HEAVY EQUIPMENT USAGE

- All construction vehicles and equipment being stored, awaiting use, or in use on jobsite property shall be in a serviceable and safe operating condition.
- Any defective or unsafe equipment shall be repaired immediately or removed from jobsite property until proper repairs are completed.
- All idle equipment awaiting safety or non-safety related maintenance or repairs will be tagged and removed from service.

- Maintenance or repairs will be completed within a reasonable time frame or they will be removed from jobsite property until properly maintained or repaired.
- As per compliance with DOT requirements, any vehicle required to be placarded will be so in accordance with DOT regulations.
- All employees are required to adhere to and obey motor vehicle regulations such as posted speed limits, pedestrian right of way, entry to authorized areas and roadways only, and any other safety practice which will ensure the safe operation of equipment and vehicles.
- *All employees are required to wear seat belts when in a company vehicle.*

HOT WORK OPERATIONS & FIRE PREVENTION

Hot work includes all operations such as cutting, welding, brazing, soldering, roofing or road work using tar pots, torches and hot air guns used in applying roofing, thermal spraying, use of open fires for any purpose, use of portable heaters or any activity that generates sparks or other similar activity.

KETTLES AND TANKERS

- Select a spot where the ground is firm, reasonably level and free of debris. Disconnect the kettle from the vehicle before firing.
- Minimize the danger to structures and people from kettle fires or ruptured hot lines.
- Keep kettle and lines at least 10 feet from buildings and walkways.
- Rope off the kettle area and secure propane bottles upright, a minimum of 15 feet away from the kettle.
- Have a fully charged fire extinguisher within 25 feet and on the roof.
- Proper clothing must be worn as well as a face shield.
- Secure lid and spigot on the kettle at night.

CHEMICALS AND FLAMMABLE MATERIALS

- Maintain a file of all hazardous chemicals with name, SDS, and warnings according to the Occupational Safety and Health Administration (OSHA) regulations.
- Clearly label all flammable liquid containers and store them in a designated and protected area in approved containers.
- Use flammable liquids in small amounts and in well-ventilated areas.
- Light torches with a torch lighter.

- Keep gas cylinders upright and secure.
- Know the location of and how to use fire extinguishers.
- Check hoses, fittings, valves, etc., for leaks with soapy water.
- Obey all warning instructions.
- Fire extinguishers must be within 25 feet of kettle or any hotwork area.
- Minimum of a 30 minute firewatch shall be done for any hotwork operations.

FIRE PREVENTION

EQUIPMENT

- NRC will provide fire extinguishers that have a current certification of acceptability, as required by size and type and OSHA Regulations.
- Provide clear access to all areas for firefighting equipment and hose lines.
- Provide and maintain clear aisle ways and means of egress.

FIRE PREVENTION

- Continuously eliminate hazardous, combustible, and flammable materials and debris.
- Clean up rubbish daily.
- Provide separate storage for flammable materials.
- If more than 5 gallons of flammable liquids or gases are stored in any contractor's on-site trailer, the trailer needs to be placarded on the outside with a NFPA 704 Diamond placard.
- If more than 25 gallons of flammable liquids are stored in any on-site trailer, these materials need to be stored in a flammable liquids storage cabinet.
- Provide approved, contained storage for waste flammable and combustible materials that provides environmental protection in the event of a spill or leak.
- Provide regular inspections of internal combustion equipment, heating equipment and wiring.
- Cans and containers used for the storage or dispensing of flammable liquids must be metal self-closing safety cans, as approved by OSHA.
- Employees will be trained in the proper use of portable fire extinguisher.
- "No Smoking" signs will be posted in the vicinity of hazardous operations and combustible or flammable materials.
- Smoking is strictly prohibited at the construction site or in the vicinity of hazardous operations or combustible or flammable materials.

LADDERS

- Face the ladder when climbing and use both hands.
- Use ladders rated for the weight being carried, either I, IA, or IAA.
- Angle out the base of the ladder from the wall, one-fourth the distance of the length of the ladder to the roof edge.
- Be sure the ladder reaches at least three feet above roof edge for safe access.
- All extension ladders must be tied off before use.
- Stepladders should be used in the open position only.
- The top two rungs of any ladder should never be used as steps.
- Ladders shall be inspected before use.
- Ladders shall only be used by employees trained in ladder safety?
- Ladders shall be inspected by a competent person at least annually.

SCAFFOLDS

SCAFFOLDS AND PLATFORMS

- Guardrails are required on any scaffold or platform 10 feet and above in height.
- Overlap the supports of platform planking at least 6 inches, but no more than 12 inches, and secure them from shifting, tipping, or swaying.
- Use scaffold grade lumber free from defects, cracks, or knots
- Keep all tools and materials away from edge of the scaffold or platform.
- Never drop tools from heights.
- Provide full body harness, lanyards, and life lines for all employees working from swinging and ladder jack scaffolds.

The following are procedures for providing Fall Protection and laying out scaffolding.

1. Survey of job site for Hazards:
 - a) Uneven Terrain
 - b) Wet or muddy ground
2. Determine height of scaffold to be erected.
3. Determine how corners on scaffolding will be made.
4. Inspect all components before using and reject all damaged parts and **do not** use parts that do not match.

ASSEMBLY

1. Set base pads/mud sills. Pads must be a minimum of 2" X 10" X 10" or equivalent. **DO NOT** use cinder blocks, 2 X 4's, buckets, rocks or bricks. You can use:
 - a) Scaffold planking
 - b) Metal pads 10" X 10" (must not over-lap scaffold frame)

Remember: The weight of scaffolds, workers, and equipment will be resting on mudsills/base pads.
2. Install base plates (rigid or adjustable) on scaffold legs.
 - a) Make sure that they are secured properly
 - b) Make sure that they are the proper plates that fit the legs
3. Start base run at high ground and make sure that it is plumb and *level*.
4. All base frames must be braced:
 - a) Inside and out
 - b) Bracing must be secured properly
5. Tie scaffolding to building (*minimum #2 wire*):
 - a) Each 30 feet horizontally maximum
 - b) Each 20 feet vertically maximum
6. Planking material:
 - a) Scaffold grade lumber only and must be stamped, "scaffold grade"
 - b) Lumber or metal planking must be in good condition. No cracks in lumber or broken weld or rivets on metal planking
 - c) Assign designated person to inspect regularly.
7. Planks must extend over and supports a minimum of 6 inches and a maximum of 12 inches. Metal plank hook must fit over scaffold support securely by at least 3/4 around.
8. Planks overlap each other over center support by a minimum of 12 inches.
9. Cleats are recommended to tie planks together underneath.
10. Work deck must be fully planked. If not, guard rails will be ineffective.

FALL PROTECTION REQUIREMENTS

All open ends and sides of working platforms more than 10 feet above ground or floor must be provided with:

1. Top rail 42 inches high made of 2" X 4" lumber or equivalent strength. Must be able to withstand 200 pounds pressure and secured properly.
2. Mid rail must be 21 inches high of 1" X 6" lumber or equivalent and must be able to withstand 150 pounds pressure and secured properly.
3. Toe boards a minimum of 3½ inches high along top edge of working platform and must be able to withstand 50 pounds pressure and secured properly.
4. Vertical support posts, not more than 8 feet apart, and secured properly.

WORKING ON SCAFFOLDING

All employees who will be working on scaffolding must be trained to work on or use scaffolding.

1. Means of egress provided to gain access to work platform:
 - a) Use of ladders
 - b) Use scaffold frame, if rungs are provided for ladder access
 - c) **DO NOT** use cross bracing for climbing
2. Overhead protection is required when:
 - a) When working on scaffolding and overhead hazards are present
 - b) When working underneath scaffolding activity
 - c) When assembling or dismantling scaffolding
 - d) When other personnel walk underneath scaffolding
3. Slippery conditions or trip hazards must be eliminated on work platforms:
 - a) Ice or mud
 - b) Scrap lumber, sheetrock, electrical cords, etc.
 - c) Housekeeping must be maintained on work platform and under scaffolding to help prevent tripping and falls at all times
4. REMEMBER: **DO NOT** work on scaffolding during high winds, exceeding the OSHA limit of 40 miles per hour, or specific limits determined by the General Contractor as detailed on the hazard analysis.

During assembly or when working on scaffolding beware of overhead electrical hazards. Keep all metal scaffold and personnel a minimum of ten (10) feet away from electrical wires.

ADDITIONAL SAFETY CHECK LIST REQUIREMENTS

1. On scaffolding that is less than six (6) feet high. Fall protection must be provided if hazards such as exposed rebar or fall hazards are great due to different floor heights.
2. If working on rolling scaffolding that is less than 45 inches wide.
3. Never ride a moving scaffold.
4. Never reach over guard rails, work only within the platform area.
5. Never over load scaffolding.
6. Lock or block wheels when on rolling scaffold.
7. Provide a wire mesh screen or equivalent protection on work platform between top rail and toe board to protect other workers who walk under scaffolding going into or out of building.

NOTE: Only a qualified person is allowed to erect or dismantle a scaffold.

PROPER LIFTING TECHNIQUES

- Bend knees and keep back straight when lifting. Let your leg muscles do the work.
- Get help when lifting heavy or bulky loads to avoid excess stress or the risk of dropping the load.
- Be sure muscles are conditioned and stretched, especially on cold days, before doing any lifting.
- Have one person give commands when a team is lifting big or heavy loads.

HAND, POWER TOOLS, AND MACHINE OPERATIONS

MACHINERY

- Keep tools, machinery, and vehicles in good operating condition.
- Do not ignore or remove safety guards; equipment is provided with special safety devices for the protection of the operators.
- Report losses, deficiencies, or damages of any machinery immediately.
- Only qualified, authorized personnel should operate and perform maintenance on equipment.
- Upkeep is very important if we want to uphold the quality of our fleet. Keep vehicles maintained.

TOOLS AND EQUIPMENT

- Conduct and document periodic inspection of equipment in use.
- Report equipment and safety problems noted by the operator.
- Perform daily maintenance procedures per manufacturer's recommendations.
- Defective hand tools shall be removed from the job site or repaired immediately.
- All electrical power operated tools shall be used with extreme caution.
- Only listed extension cord sets will be allowed.
- Listed extension cord sets shall be of the three-wire type and shall be designed for hard or extra-hard usage.
- Listed extension cord sets shall be protected from damage when passing through doorways or other pinch points.

- All electrical powered tools shall be properly maintained. Any tool that is not working properly or that develops a defect during use shall be immediately removed from service and not used until properly repaired and tested.
- Extreme caution will be taken and only qualified and authorized personnel shall use any powder actuated tool. Requirements for the use of power actuated tools are listed in 29 CFR 1926.302.
- All hand tools will be used in a safe and workmanlike manner.
- Hand tools will be picked up and stored in appropriate tool storage boxes when not in use.
- Defective hand tools shall be removed from the job site or repaired immediately.

ELECTRICAL OPERATIONS

- Be sure power sources are equipped with ground fault interrupters.
- Consider all wires "live" until they have been checked and are without electrical charge. Keep a safe distance from live wires.
- Use grounded receptacles and extension cords. Do not remove the grounding prong from any plug - it is provided for protection from electrical shock.
- Spliced, taped, or cords with cracked or broken insulation must be removed from service. Only cords designated for hard or extra hard usage may be used in construction (example types: S, ST, SO, STO, SJ, SJO, SJT, SJTO).
- Do not use electrical tools or equipment while standing in water.
- Place all cords safely to avoid tripping hazards. Never run a cord across unprotected area such as a street or driveway where vehicles pass through.

HAZARD COMMUNICATION

OBJECTIVES

1. To protect the health of our employees.
2. To provide our employees with the necessary information concerning health and physical hazards of the materials used in their operations.
3. To comply with Title 29 Part 1910.1200, Sub-part Z of the Code of Federal Regulation (CFR): OSHA Hazard Communication.
4. To include flexibility in the compliance program so that changes can be made to comply with possible state and local Right-To-Know Laws.

SCOPE

This compliance program will provide information to the employees of National Roofing concerning the chemical products to which they are exposed. It will be accomplished by the following:

1. Listing of all chemical products on the property.
2. Appropriate labeling on containers of all chemical materials used.
3. Making available Safety Data Sheets (SDS) for all chemical products on the property.
4. Employee training to recognize and interpret labels, warnings, color coding, signs, etc. that are affixed to containers so that they can properly protect themselves against potential hazards.
5. Employee training to understand the elements of the SDS and to recognize possible risks to health and physical harm.
6. This written Compliance Program will be made available, upon request, to employees, their designated representatives(s), and to all local, state and federal officials who have proper authority.

LISTING OF CHEMICAL PRODUCTS

Since we are not a chemical manufacturer, importer, or distributor, National Roofing is not required to assess the hazards or evaluate chemicals. However, National Roofing commits to the following:

1. We shall maintain a list of all the chemical products used on site.
2. We shall always evaluate to the best of our ability the potential health exposure of a particular chemical product before we decide to use it.
3. We will provide a system under which the Purchasing Department will obtain SDS from all suppliers of chemical products. This system would include the following:
 - a) Sending form letters to suppliers requesting SDS information.
 - b) A flagging system to ensure that SDS are received and kept current.
 - c) Maintenance of SDS files that would be available to employees, their representatives, local jurisdictional authorities, and health or medical officers as required by the regulations.
 - d) A purchase requisition noting that the proper labels are either to be attached to all containers received, or to be sent with the order, and that the supplier certifies that all SDS and labels comply with the standard.
3. A master list of hazardous chemicals will be maintained for reference in the operation management's office. This list will be expanded as new chemicals are ordered and/or received. All new chemical products will be appropriately labeled, and a SDS obtained before receiving material at National Roofing Co. (It is suggested that all SDS be kept even though the product is no longer used.)

LABELS

1. Material received at National Roofing Co. shall be properly labeled. If labels are not provided, we shall contact the supplier to get the specific labels. Information contained on

labels must not conflict with federal, state, or local laws and/or regulations in labeling requirements. These labels should provide the following information:

- a) Identity of the chemical products or substance in the container
 - b) Hazard warnings
 - c) Name and address of the manufacturer or other responsible party
2. The labels must not be removed and will be replaced if illegible.
 3. All containers of chemical products, including laboratory bottles, solvent cans, and dispensers must be labeled. For smaller containers (less than one gallon or 3.7 liters), labels must be consistent with the standards that are specified above. Only those chemicals that can be classified as "immediate use", which means that the hazardous chemicals under control of and used only by the person who transfers it from the labeled container and only within the work shift in which it is transferred, are exempt from the labeling procedures as described above.
 4. In storage areas where similar chemical products are stored, signs or placards will be posted to identify the material and transmit the required information in lieu of individual container labels.
 5. If any materials are to be transferred from a storage tank or container through a pipeline, labels with the required information will be affixed to the line at the discharge point (valve). *Although the law does not require this step, National Roofing believes it makes sense to provide this.*
 6. In those cases where a chemical product, other than that specified on the container label, is placed in the container we must re-label the container to accurately reflect the hazards of the chemical product that has been substituted.

TRAINING

All employees in the regulated areas will receive training in the handling of chemical products. There will be an annual review of the training program, and a list of each employee's training schedule will be maintained. The training program will provide instruction in the following areas:

- The requirements of the Hazard Communications Program;
- The operations of the work area where chemical products are present, including both routine and non-routine jobs;
- The location and availability of the SDS;
- Interpretation of SDS data and of the labeling system;
- Methods and observation that the employee may use to detect the presence or accidental release or spill of chemical products in the work area;
- Measure(s) that employees can take to protect themselves from these hazards (i.e., work practices, personal protective equipment, and emergency procedures);

- When a new employee is assigned or transferred to a work area in which chemical products are used, his or her orientation will include all of the above training elements, as well as all specific safety and health training required. Contractors, vendors and service personnel who have employees assigned to work on our plant premises in areas where potential exposure to chemical products exist must be informed of chemical hazards, availability of SDS, and appropriate protective measures.

HEALTH, SAFETY, AND EMERGENCY PROCEDURES

To ensure that sufficient and required information is available and accessible during emergencies, or in the event of a spill in the work area, or beyond the property line of National Roofing, the following information will be available to local health and jurisdictional authorities if requested or required:

- SDS;
- The location of stored chemical products if the amount is equal to 30 gallons or 300 pounds or more;
- Special procedures for spill control and/or clean-up for specific chemical substances;
- The health hazards, including symptoms of exposure and/or any recognizable medical conditions; and,
- Environmental hazards to air and/or water that may result from the release of specific quantities of chemical substance(s).

HOUSEKEEPING AND SANITATION

- Keep materials, equipment and supplies orderly and placed out of the way.
- The job site should be cleaned daily to avoid accumulation of hazards. Shavings, dust, scraps, trash, or oil and grease must not accumulate. These are possible fire and liability hazards.
- Tools and equipment should be put away after use and should not be stored near the edge of the roof. Block the wheels on rolling equipment.
- The kettleman must give particular attention to the orderliness of the kettle area. Neatly fold and stack your tins, pick up debris, and keep the materials stacked and organized.
- Never store tools, material, equipment, jackets, or lunch boxes on parapet walls, fire walls, or roof top equipment.

SAFETY MEETING AND TRAINING

SAFETY MEETINGS

- Safety meetings are to be held every Monday morning before work starts.

- Foreman will be supplied with tailgate meeting sign-in sheets which are to be signed by everyone and turned in with all other paperwork at week's end.
- Report **ALL** accidents, *no matter how minor*, to your supervisor immediately.
- Report any unsafe conditions, equipment, or employee actions to your supervisor immediately.
- Horseplay, roughhousing, or fighting will not be tolerated. Engaging in these types of behavior will result in disciplinary action and/or possible termination.
- Direct your attention to the job in progress and be aware of the work at hand and all the workers around you.
- Intoxicants or illegal drugs are not permitted and are cause for disciplinary action and/or termination.
- The selection of personnel allowed to drive company vehicles is based upon specific criteria determined by management, acceptable driving histories, and insurance company approval. State Motor Vehicle Records (MVRs) will be obtained and evaluated at least annually as part of the operator selection process. Operators must have a valid driver's license and in some cases, a valid commercial driver's license.

TRAINING

As a minimum, employees will receive training in the following areas:

Upon Hire

- National Roofing written Safety Plan
- Hazard Communication
- General Safety Rules

Annually

- Hazard Communication
- Fall Protection
- Ladder Safety
- First Aid

Periodically

- PPE
- Eye and Face Protection
- Fire Extinguisher Use
- Job Site Safety
- Prevention of Back Injury

When Required

- Respirators

Refresher training will be conducted when required and when any new job assignment or conditions change.

In addition to the safety training, employees will have the opportunity to acquire more knowledge in our ongoing worker training. Topics, among others, include:

- Introduction to Low-Slope and Steep Slope Roofing
- Drains and EPDM
- Kettle Procedures and Safety
- Roof Calculations and Measurements
- Roof Insulations - Flat, Tapered, and Crickets
- Tear-Off, Job Set-up, and Equipment
- Crane and Fork-Lift Certification
- Coping and Downspouts

Training will be documented and the documentation retained by the Safety Coordinator. This policy may be used as a training guide.

EMERGENCY ACTION PLAN

EMERGENCY SITUATIONS

In case of an emergency, dial **911** and be prepared to give:

1. Your name and the company's name.
2. Phone numbers.
3. Nature of the emergency and the assistance you require (Fire Dept., Paramedics, Police, etc.)
4. Location of the incident/injury including the building address, which part of the building, and the nearby cross streets.
5. Prepare to have someone meet emergency vehicle in the front of the building.
6. Call your Safety Coordinator and give the information about the emergency. They will gather the employee's medical records and initiate First Report of Injury.
7. If the event occurs during hours that the Safety Coordinator is not reachable, carefully document the event and give that information to the Safety Coordinator as soon as possible. If the situation is serious, you must call:

NAME	HOME PHONE #	CELL PHONE #

EMERGENCY EVACUATION

Supervisors and their employees must become familiar with the evacuations routes for each of their work areas (jobsites). Supervisors are responsible for the safe evacuation of their department in an emergency. ***If evacuation is necessary:***

1. If possible, inspect the area to ensure all employees have been safely evacuated.
2. Assemble with your co-workers in the nearest designated assembly area and verify that all employees are there. Notify employees when it is safe to return to the building.

MEDICAL RESPONSE

National Roofing will provide first aid kits, commensurate with the number of employees on the job site and on all company vehicles as outlined in 29CFR 1926.23. Job Superintendents will ensure that an individual trained in first aid procedures is available at or near the work site. The following people are CPR/First Aid Certified:

NAME	CONTACT PHONE #	CELL PHONE #

EMERGENCY ACTION

1. Job site Foremen will be responsible for the transportation of all non-life-threatening injuries that require medical attention.
2. For all life-threatening injuries or illnesses, any employee will immediately call for medical assistance by dialing 911
3. Where there may be a question as to whether an injury is severe enough to be considered life threatening, immediately call 911 - ***there is no question!***

National Roofing Co. uses the following facility only for ***non-emergency*** medical attention:

Concentra Medical and Occupational Medicine
3811 Commons Avenue N.E.
Albuquerque, NM 87109
Phone: 345-9599

Clinic hours are: Monday through Friday 8am - 5pm

After hours seek, medical attention at any UNM Hospital Emergency Room.

HAZARDOUS MATERIALS PROCEDURES

In the event of a release or threatened release of a hazardous material, the Safety Coordinator must be notified immediately. They will report the incident, or authorize you to report the event, to:

1. Fire Department: 911
2. National Response Center: 800-424-8802

Be prepared to give the following information:

- Your name and phone number
- Name and address of business
- Location and type of incident
- Identify the substance (by chemical name)
- Degree of hazard, physical nature, and volume
- Impact on the environment
- If employees are injured, to what extent and what type

Ask person you report the incident to for their name and title.

Employee Acknowledgement

This set of guidelines is not inclusive of everything involved in maintaining a safe work environment. It is intended to be a guideline for a continued safe workplace. It is everyone's responsibility to control potential injury to others or to property by equipment or unsafe conditions. Be alert, use common sense, and don't take safety shortcuts.

I have read, understand, and agree to the above policy.

Employee Name (*please print*)

Employee signature

Date

ATTACHMENT A — JOB SAFETY CHECKLIST

The following Job Safety Checklist has been condensed and edited from the Occupational Safety and Health Act, Part 1926, Construction Safety and Health Regulations.

A. SAFETY RULES

- _____ Hard hats and safety glasses worn
- _____ Shirts with sleeves worn
- _____ Work shoes worn
- _____ Subcontractors' personnel hold safety meetings as indicated by project requirements in accordance with OSHA Safety Standards
- _____ Work areas safe and clean
- _____ Safety mono-goggles/face shields worn when circumstances warrant
- _____ Electrical cords and equipment properly grounded with GFI's in place and checked by a competent person
- _____ No use of alcoholic beverages or controlled substances
- _____ Subcontractors provide fall protection for their employees in accordance with OSHA Safety Standards
- _____ All scaffolds built to specifications as established by OSHA
- _____ Excavation/trenches sloped or shored as established by OSHA
- _____ Drug testing of employees involved in accident(s) resulting in personal injury or property damage

B. RECORDKEEPING

- _____ OSHA poster "Safety and Health Protection on the Job" posted
- _____ OSHA " 200 Log or Occupational Injuries and Illnesses" posted during the month of February only
- _____ Hard hat sign posted in a conspicuous manner
- _____ Weekly safety meeting sign-in logs maintained in a folder with a copy forwarded to the main office weekly

C. HOUSEKEEPING AND SANITATION

- _____ General neatness
- _____ Regular disposal of trash

- _____ Passageways, driveways, and walkways clear
- _____ Adequate lighting
- _____ Oil and grease removed
- _____ Waste containers provided and used
- _____ Adequate supply of drinking water
- _____ Sanitary facilities adequate and clean
- _____ Adequate ventilation

D. FIRST AID

- _____ First aid stations with supplies and equipment. The expiration dates of supplies checked monthly and expired supplies discarded.
- _____ Trained first aid personnel
- _____ Injuries promptly and properly reported

E. PERSONAL PROTECTIVE EQUIPMENT

- _____ Hard hats
- _____ Hearing protection
- _____ Eye and face protection
- _____ Respiratory protection
- _____ Fall protection

F. FIRE PROTECTION

- _____ Fire extinguishers charged and identified
- _____ No Smoking signs posted
- _____ Flammable and combustible material storage area
- _____ Fuel containers labeled

G. HAND AND POWER TOOLS

- _____ Tools inspected
- _____ Power tools properly guarded
- _____ Safety guards in place

H. WELDING & CUTTING

- _____ Compressed gas cylinders secured in vertical position

- _____ Hoses inspected
- _____ Cylinders, caps, valves, couplings, regulators, and hoses free of oil and grease
- _____ Caps on cylinders in storage in place
- _____ Flash back arresters in place
- _____ Welding screens in place
- _____ Fuel and oxygen cylinders separated in storage

I. ELECTRICAL

- _____ All portable tools and cords properly grounded with Ground Fault Interrupters (GFIs) properly installed
- _____ Daily visual inspection of caps, ends and cords for deformed or missing pins, insulation damage and internal damage
- _____ Tests of cords, tools and equipment for continuity and correct attachment of the equipment grounding connector (GFI) to the proper terminal made every month and:
 1. Prior to first use.
 2. Prior to return to service after repairs.
 3. Prior to return to service after incident that may have caused damage to cord or equipment.
- _____ Cords and equipment not meeting requirements immediately tagged and removed from service until repairs have been made

J. LADDERS

- _____ Inspected at regular intervals
- _____ No broken or missing rungs or steps
- _____ No broken or split side rail
- _____ Extend at least 36 inches above landing and be secured
- _____ Side rails of 2 x 4 up to 16 feet, or 3 x 6 over 16 feet

K. SCAFFOLDING

- _____ Inspected at regular intervals
- _____ Footings are a sound ridge and capable of carrying maximum intended load
- _____ Tied into building vertically and horizontally at 14 foot intervals
- _____ Properly cross-braced

- _____ Proper guardrails and toe boards
- _____ Scaffold planks capable of supporting at least four (4) times the maximum intended load
- _____ No unstable objects such as concrete blocks, boxes, etc., used as scaffold foundations
- _____ Use of OSHA Scaffold Tagging Program

L. GUARDRAILS, HANDRAILS AND COVERS

- _____ Guardrails, handrails, and covers installed wherever there is danger of employees or materials falling through floors, roofs, or wall openings and shall be guarded on all exposed sides
- _____ Posts at least 2 x 4 stock and spaced no more than eight (8) feet apart
- _____ Top rail 42 inches above the floor and made of 1 x 4 stock
- _____ Intermediate rail 21 inches above the floor and made of 1 x 4 stock
- _____ Guardrail assemblies around floor openings equipped with toeboards. Toeboards at least four (4) inches above the floor level with no more than ¼ inch clearance above the floor level, when there are employees below or when conditions dictate.
- _____ Hole covers permanently attached to the floor or structure and identified with a hole cover sign stenciled with the word "Danger". Hole covers for holes 2 inches or greater in diameter made of at least 3/4" plywood or heavier

M. MATERIAL HOISTS

- _____ Inspected at regular intervals
- _____ Operating rules posted at operators station
- _____ "No Rider" signs prominently posted at all stations
- _____ All entrances properly protected
- _____ All entrance bars and gates painted with diagonal contrasting stripes
- _____ Experienced operators
- _____ Current crane certification inspection sticker and papers on the rig

N. MOTOR VEHICLES

- _____ Lights, brakes, tires, horn, etc., inspected at regular intervals
- _____ No overloaded vehicles

- _____ Trash trucks have covers
- _____ No riding on the edge of pickup truck beds
- _____ No riding on concrete trucks, loaders, backhoes, etc.
- _____ Functioning back-up alarms on loaders, tractors, backhoes, etc.
- _____ Fire extinguishers installed and readily available
- _____ Seat belts worn at all times

O. MATERIAL STORAGE AND HANDLING

- _____ Material at least 2 feet from edge of excavation site
- _____ Proper temperature and moisture levels for safe storage of materials to prevent deterioration or volatile hazards within the storage area
- _____ Inventory maintained and inspected frequently
- _____ Proper protective gear worn when handling chemical

P. CONCRETE, CONCRETE FORMS, AND SHORING

- _____ Full body harnesses as positioning devices for employees tying rebar higher than 6 feet above adjacent working surface have:
 - _____ Automatic shut-off switches on trowel machines
 - _____ No riding on concrete buckets or flying forms
 - _____ All forms properly shored
 - _____ Single post shores braced horizontally

Q. USE OF CRANES AND DERRICKS

- _____ Prohibition of the use of cranes or derricks to hoist employees on a personal platform except in the situation where no safe alternative is possible.

ATTACHMENT B — SAFETY EQUIPMENT CHECKLIST

The following is a list of Safety Equipment that should be on the job, if required, or available from the Roof Manager at all times. Equipment will be checked at intervals in accordance with the applicable OSHA Safety Standards.

- _____ Safety goggles, shields, and glasses
- _____ Hearing protection
- _____ Respirators
- _____ Hard hats
- _____ Fire extinguishers (properly charged)
- _____ First aid kit (check list inside kit)
- _____ Stretcher or stroke litter (tool room)
- _____ Welding masks and goggles
- _____ Storage racks for compressed gases
- _____ Guards on all power tools
- _____ Trash barrels
- _____ OSHA forms posted
- _____ Company Safety Policy packet posted
- _____ Company Hazardous Communication Program packet posted
- _____ Emergency vehicle (vehicle designated to carry injured to hospital)

ALWAYS ON TOP OF IT

NATIONAL ROOFING

Silica Exposure Control Plan Under 29 CFR, Section 1926.1153(g)

Section 1. Introduction

Silica refers to the chemical compound silicon dioxide (SiO_2), the most common form of which is quartz. Sand, a key component in many building products such as mortar, clay and concrete tiles or pavers, and brick, is mainly composed of silica in the form of quartz.

Silica can present a danger to construction workers when these building materials are cut, drilled or ground using powered equipment and abrasive blades, drills or other equipment, resulting in dust containing tiny particles of silica, known as respirable crystalline silica (RCS). These particles are small enough to penetrate to the gas exchange area of the lungs; larger particles cannot travel as deep into the lungs and are purged by natural actions of the body. Respirable particles remain in the lungs and cause permanent scarring of lung tissue, making breathing increasingly more difficult—an occupational disease known as silicosis that often does not manifest until many years after exposure. According to the American Lung Association, silicosis also increases the risk of other lung issues, such as tuberculosis, lung cancer and chronic bronchitis.

The U.S. Occupational Safety and Health Administration (OSHA) has published a new rule regarding worker exposure to RCS in construction that took effect **Sept. 23, 2017**.

In accordance with OSHA's construction silica regulation, **National Roofing** has developed the following written exposure control plan to identify the hazards our workers may be exposed to and the means our company has established to control those hazards, ensuring the safety of our workers and others in proximity to our job sites. Although RCS exposures are minimal in the majority of roofing work and the risk of contracting silicosis is low, RCS is a serious danger that can cause permanent damage, and it is critical for all supervisors and workers to follow the control practices set out in this plan.

Section 1a. National Roofing's Compliance Strategy

It is **National Roofing's** intent to implement the engineering controls and respiratory protection listed in Table 1 (available upon request): Specified Exposure Control Methods When Working with materials Containing Crystalline Silica for specific tasks. Adopting the limits set forth in Table 1 (available upon request) is our strategy for complying with the rules for exposure and in doing so, initial exposure monitoring would not typically be required.

National Roofing will rely on objective data reflecting workplace conditions closely resembling the processes, material types, control methods, work practices and environmental conditions in the contractor's current operations to determine whether tasks not listed in Table 1 (available upon request) are below the ActionLevel or within the Permissible Exposure Level (PEL). Industry data is acceptable under the rule's definition of the term.

The OSHA rule also establishes a medical surveillance requirement tied to the number of days a worker must use a respirator. If respirator use will be required on 30 or more days during a year, the contractor must ensure a number of medical examinations and procedures take place. **National Roofing** believes that limiting exposure is the best method of protecting employees and will therefore establish a policy to limit employees required use of a respirator to less than 4 hour shifts and less than 30 days in a calendar year. National Roofing will track employee's required respirator usage to ensure these established limits are not exceeded.

National Roofing intends to issue disposable NIOSH approved N95 particulate filtering facepiece respirators (dust masks) meeting the minimum Assigned Protection Factor (APF) required by the OSHA rule. 3M's Comfort Plus respirator 8511 with exhalation valve is an example of a mask that provides the required protection. Any employee required to wear the respirator will participate in an Online Respirator Medical Evaluation offered by 3M or equal.

Section 2. Scope and Description of Tasks

The OSHA regulation applies to all exposures to RCS in construction workplaces except those where worker exposures will remain below 25 micrograms per cubic meter of air as an eight-hour time-weighted average (TWA) under any foreseeable conditions.

Following are specific tasks a worker for **National Roofing** may perform that could involve exposure to silica, quartz or sand (not necessarily RCS). These tasks were determined based on information found in manufacturers' safety data sheets (SDSs) for products being used or installed, as well as company and industry sampling of commonly encountered roofing and building products.

- Abrasive, powered cutting of concrete or clay tile or pavers
- Jackhammers and handheld powered chipping of concrete or pavers
- Grinding of mortar joints or masonry for counterflashing or tuckpointing with powered tools equipped with abrasive blades
- Removal and installation of asphalt roofing products such as built-up, polymer-modified bitumen and shingle roof systems

- Removal or installation of gravel surfacing material on roof systems

Note that Drilling or screwing into concrete, masonry or mortar for standard installation of termination bars, fasteners or other accessories has been objectively determined by the National Roofing Contractors Association (NRCA) as a task below actionable level for silica exposure.

With worker input, **National Roofing** management and supervisors will review this list of tasks at least once a year and supplement or revise it to properly describe tasks that may involve silica, quartz or sand or could result in exposure to RCS. This review will use industry sources of silica information, company sampling and testing, and government agency and third-party research and publications to determine additional sources of RCS exposure that initially may not have been identified.

Prior to the start of any project, company supervisors and safety staff will analyze the tasks to be performed on the project and determine whether any of those tasks fall into one of the categories listed above or might involve an exposure to RCS that has not been identified previously. In performing the hazard analysis, a preliminary determination also will be made by company supervisors and safety staff regarding any possible exposure to RCS from sources outside our company's control as well as potential exposures to third parties who may be affected by our company operations. Hazards identified will be addressed by company staff in consultation with third-party entities if applicable and procedures to control those hazards will be incorporated into this plan.

Any identified task that exposes—or reasonably is expected to expose—company workers to RCS at or above the action level requires company supervisors and safety personnel to assess the nature of the exposure by air monitoring or objective data comparison sufficient to characterize the exposure.

Section 3. Limiting Worker Exposures to RCS

Although most tasks performed by workers at **National Roofing** will not expose workers to harmful levels of RCS, two categories of tasks described by OSHA in Table 1 (available upon request) of 29 CFR §1926.1153(c)(1) may be performed by our workers. When our workers are using hand-held power saws or hand-held grinders for mortar removal, as described in 29 CFR §1926.1153(c)(1)(ii) and (c)(1)(xi), respectively, our workers will follow the engineering and work practice control methods and wear the required

respiratory protection described in each provision as applicable unless such controls are not feasible.

A. If, while performing tasks described in paragraph A, workers do not fully implement the engineering controls, work practices and respiratory protection described in Table 1 (available upon request), our company will ensure no worker is exposed to RCS in an amount that exceeds the permissible exposure limit (PEL) of 50 micrograms per cubic meter of air as an eight-hour TWA. In addition, our company will

analyze air monitoring data or objective data sufficient to accurately characterize worker exposures to RCS.

Alternatively, our company will perform initial monitoring to assess the eight-hour TWA exposure for each worker on the basis of one or more personal breathing zone air samples that reflect the

exposures of workers on each shift, for each job classification, in each work area. Where several workers perform the same tasks on the same shift and in the same work area, our company will sample a representative fraction of these workers to meet this requirement. In representative sampling, our company will sample the worker(s) who are expected to have the highest exposure to RCS.

If initial monitoring indicates worker exposures are below the action level, we will discontinue monitoring for those workers whose exposures are represented by such monitoring.

Where the most recent exposure monitoring indicates worker exposures are at or above the action level but at or below the PEL, our company will repeat such monitoring within six months of the most recent monitoring. Where the most recent exposure monitoring indicates worker exposures are above the PEL, our company will repeat such monitoring within three months of the most recent monitoring.

Where the most recent (noninitial) exposure monitoring indicates worker exposures are below the action level, our company will repeat such monitoring within six months of the most recent monitoring until two consecutive measurements, taken seven or more days apart, are below the action level, at which time we will discontinue monitoring for those workers whose exposures are represented by such monitoring, except as otherwise provided under “Reassessment of exposures” below.

Reassessment of exposures: Our company will reassess exposures whenever a change in the production, process, control equipment, personnel or work practices may reasonably be expected to result in new or additional exposures at or above the action level or when we have any reason to believe new or additional exposures at or above the action level have occurred.

Methods of sample analysis: Our company will ensure all samples taken to satisfy the monitoring requirements are evaluated by a laboratory that analyzes air samples for RCS in accordance with the procedures in Appendix A of 29 CFR §1926.1153.

Worker notification of assessment results: Within five working days after completing an exposure assessment, our company will individually notify each affected worker in writing of the results of the assessment or post the results in an appropriate location accessible to all affected workers. Whenever an exposure assessment indicates that a worker exposure is above the PEL, our company will describe in the written notification the corrective action being taken to reduce worker exposure to or below the PEL.

Observation of monitoring: Where air monitoring is performed to comply with the requirements of this section, our company will provide affected workers or their designated representatives an opportunity to observe any monitoring of worker exposure to RCS. When observation of monitoring requires entry into an area where the use of protective clothing or equipment is required for any workplace hazard, our company will provide the observer with protective clothing and equipment at no cost and ensure the observer uses such clothing and equipment.

B. Procedures described in paragraph B also will be applied to tasks not listed in Table 1 of 29 CFR §1926.1153(c)(1) that may involve exposure to silica, quartz or sand as determined by information found in applicable manufacturers' SDSs for products found in the workplace.

C. Methods of compliance:

Engineering and work practice controls: Our company will use engineering and work practice controls to reduce and maintain worker exposure to RCS at or below the PEL unless we demonstrate such controls are not feasible. Wherever such feasible engineering and work practice controls are not sufficient to reduce worker exposure to or below the PEL, we will nonetheless use them to reduce worker exposure to the lowest feasible level and supplement them with the use of respiratory protection that complies with the requirements of paragraph E below.

Abrasive blasting: In addition to the controls listed above, our company will comply with other OSHA standards, when applicable, such as 29 CFR §1926.57 (Ventilation), where abrasive blasting is conducted using crystalline silica-containing blasting agents, or where abrasive blasting is conducted on substrates that contain crystalline silica.

D. Respiratory protection, general:

Where respiratory protection is required under our company program or 29 CFR §1926.1153, our company will provide each worker an appropriate respirator that complies with the requirements of this paragraph and 29 CFR §1910.134. Respiratory protection is required:

- Where specified by Table 1 (available upon request) of 29 CFR §1926.1153
- For tasks not listed in Table 1 (available upon request) or where the engineering controls, work practices and respiratory protection described in Table 1 (available upon request) are not fully and properly implemented:
 - o Where exposures exceed the PEL during periods necessary to install or implement feasible engineering and work practice controls
 - o Where exposures exceed the PEL during tasks, such as certain maintenance and repair tasks, for which engineering, and work practice controls are not feasible
 - o During tasks for which our company has implemented all feasible engineering and work practice controls and such controls are not sufficient to reduce exposures to or below the PEL.

Respiratory protection program: Where respirator use is required by 29 CFR §1926.1153, our company's respiratory protection program developed under 29 CFR §1910.134 will be applicable.

Section 4. Housekeeping Measures

Compressed air may not be used to clean worker clothing or surfaces if it could contribute to worker exposure to RCS. It may be used if no other method is feasible or if a ventilation system is used to capture the resulting dust cloud.

The use of leaf or debris blowers or dry sweeping or brushing of areas soiled by abrasive powered cutting or grinding of materials containing silica must be avoided if wet sweeping or HEPA-filtered vacuuming could be safely used to clean the areas.

Leaf or debris blowers may be required to clean roof surfaces if wet sweeping or HEPA-filtered vacuuming is not feasible on certain job sites for one or more of the following reasons:

- Slip, trip or fall hazards are created by wet surfaces
- Slip, trip or fall hazards are created by equipment power cords or hoses
- The new roof tile that has been installed will be permanently stained by such action
- Water intrusion may damage other building elements

In instances where wet sweeping or HEPA-filtered vacuuming is determined to be infeasible, National Roofing workers will wear disposable particulate respirators (filtering facepieces or dust masks) with a minimum assigned protection factor of 10 (APF 10) to reduce or eliminate potential exposure to RCS. The filtering facepiece must be worn during the cleaning operation and for such time thereafter until the dust cloud dissipates.

Section 5. Procedures to Restrict Access to RCS Work Areas

On projects where potential exposure to RCS exists, National Roofing workers will take the following steps to limit exposure to co-workers and third parties:

- On projects with ladder access to roof areas, the base area around the ladder will be flagged with warning lines and high-visibility signage will be posted stating, “Do Not Enter—National Roofing Workers Only.” Ladder use by non-company employees is not allowed and will not be permitted.
- Only company workers needed to perform tasks in the area where potential exposure to RCS may occur will be permitted in that specific roof area.
- On projects where third parties may have shared access to roof areas where exposure to RCS may exist, company workers will use warning lines and place signage, as described above, to control third parties’ access to those areas. If, because of the nature of the access, such as a common stairwell or exterior scaffold stairway, third parties can be denied access to the roof area, company workers will post the above signage on the roof level entry door or access point to restrict third party entry to the roof.

Section 6. Designation of RCS Competent Persons and Inspection Protocol

The following employees of National Roofing are designated “competent persons” for purposes of the OSHA silica regulation by virtue of each individual’s knowledge of the hazards related to exposure to RCS, the control methods our company employs to control those hazards, and the authority granted to each to take corrective measures to reduce or eliminate RCS hazards to our workers:

Jose Martinez	Safety & QA/QC Manager
Rick Trujillo	Safety Supervisor
Ed MacFarlane	Production Manager

Any one or all listed competent persons for RCS may inspect our job sites on a regular basis to assess the tasks being performed and the equipment and materials in place to ensure proper implementation of our company's written RCS exposure control plan. The competent person will note any deficiencies in the plan's implementation and discuss any required revisions with supervisory personnel. If any deficiency is significant enough to immediately affect the health and safety of company workers or others, the competent person has complete authority to stop work until the issue can be resolved. During the inspection process, the competent person also will be responsible for identifying exposures to RCS that may arise from unforeseen activity being performed by third-party entities unrelated to our company work. The competent person immediately will notify company supervisors and management to determine the necessity of action to protect exposed company workers. This may require outreach to those third-party entities as well as establishing additional protocols to maintain the safety of our workers. A dated, written record of all inspections hereunder, with a specific notation as to remedial action taken, if any, will be made by the competent person.

Section 7. Description of Company RCS Worker Training and Information

The hazards related to RCS have been included in company hazard communication training under 29 CFR §1910.1200. In addition, a specific training module (Powerpoint presentation developed by the NRCA) is used for current workers and new hires and focuses on the following:

- Specific health hazards associated with RCS, including cancer dangers, lung or respiratory dangers, and immune system and kidney effects
- Roofing tasks or other common tasks that could result in RCS exposure
- Specific measures, including engineering controls, work practices and respirator use, that our company has implemented to protect our workers from RCS exposure
- The provisions of the OSHA construction RCS regulation
- The names of RCS competent persons designated by our company under Section 6 of this plan
- The purpose and description of our company medical surveillance program required by the OSHA rule and set out in Section 8 of this plan

The above module will be supplemented by an National Roofing employee to provide the names of RCS competent persons designated by our company under Section 6 of this plan, as well as to describe the medical surveillance program required by the OSHA rule and set out in Section 8 of this plan. Additional information will be relayed through RCS-specific toolbox talks; manufacturer or supplier materials addressing equipment, tools and products as they become available; OSHA training materials and other training offered by general contractors, architects, etc.

Section 8. Description of Medical Surveillance for RCS Exposures

The medical surveillance provisions that our company will implement for RCS exposures is based on the requirements of 29 CFR §1926.1153(h) and will include the following:

- National Roofing will make medical surveillance available at no cost to any company worker required to use a respirator under 29 CFR §1926.1153 for 30 days or more per year.

- All medical exams required under this provision of the plan must be conducted by a physician or other licensed health care professional (PLHCP) as defined in 29 CFR §1926.1153(b).
- An initial, baseline medical examination will be made available to a worker within 30 days after an initial assignment unless the worker has had a similar examination within the past three years. The examination must consist of the following:
 - a) A medical work history with emphasis on past, present and anticipated exposures to RCS, dust and other agents affecting the respiratory system; any history of respiratory system dysfunction, including signs and symptoms of respiratory disease; history of tuberculosis; and smoking status and history
 - b) A physical examination with special emphasis on the respiratory system
 - c) A chest X-ray (a single posteroanterior radiographic projection or radiograph of the chest at full inspiration either recorded on film [no less than 14 x 17 inches and no more than 16 x 17 inches] or digital radiography systems), interpreted and classified according to the International Labour Office (ILO) International Classification of Radiographs of Pneumoconioses by a NIOSH-certified B Reader
 - d) A pulmonary function test to include forced vital capacity (FVC) and forced expiratory volume in one second (FEV1) and FEV1/FVC ratio, administered by a spirometry technician with a current certificate from a NIOSH-approved spirometry course
 - e) Testing for latent tuberculosis infection
 - f) Any other tests deemed appropriate by the PLHCP
- Periodic examinations will be made available by our company every three years or more frequently as recommended by the PLHCP for affected workers. Examinations will include the elements described in (c) above.
- Additional protocols for information to be provided to the PLHCP, the PLHCP's written medical report to an employee and the PLHCP's written medical opinion to our company will follow 29 CFR §1926.1153(h)(4), (5) and (6).
- If the PLHCP's written medical opinion indicates an employee should be examined by a specialist, our company will make available a medical examination by a specialist within 30 days after receiving the PLHCP's written opinion. Our company will ensure the examining specialist is provided with all the information the company is obligated to provide to the PLHCP in accordance with 29 CFR §1926.1153(h)(4). Our company will ensure the specialist explains to the employee the results of the medical examination and provides each employee with a written medical report within 30 days of the examination. The written report shall meet the requirements of 29 CFR §1926.1153(h)(5) except paragraph (h)(5)(iv). Our company will obtain a written opinion from the specialist within 30 days of the medical examination. The written opinion shall meet the requirements of 29 CFR §1926.1153(h)(6) except paragraph (h)(6)(i)(B) and (ii)(B).

Section 9. Recordkeeping

Records of our workers' personal breathing zone sampling to assess RCS exposure (employee exposure records as defined in 29 CFR §1910.1020) conducted on behalf of our company by third parties or those conducted by our staff will be maintained for a period of 30 years from the date of the record's initial creation. The initial record must include:

- The date of the measurement for each RCS sample taken

- The task monitored
- The sampling and analytical methods used
- The number, duration and results of the samples taken
- The identity of the laboratory that performed the analysis
- A description of any PPE worn by workers who were monitored
- The names, job classifications and social security numbers of workers sampled along with similar information for other workers present at the sampling location who performed similar tasks but were not sampled

This RCS exposure control plan is available for examination and copying by all employees who may be covered under the OSHA construction RCS regulation, their designated representatives, and officials of the U.S. Department of Labor or allied state agencies.

Jackson Johns
President

National Roofing
6821 Academy Parkway West NE
Albuquerque, NM 87109

Construction Industry Safety Coalition Recommendations: COVID-19 Exposure Prevention, Preparedness, and Response Plan for Construction

The purpose of this plan is to outline the steps that every employer and employee can take to reduce the risk of exposure to COVID-19. The plan describes how to prevent worker exposure to coronavirus, protective measures to be taken on the jobsite, personal protective equipment and work practice controls to be used, cleaning and disinfecting procedures, and what to do if a worker becomes sick.¹

National Roofing Company takes the health and safety of our employees very seriously. With the spread of the coronavirus or “COVID-19,” a respiratory disease caused by the SARS-CoV-2 virus, we all must remain vigilant in mitigating the outbreak. This is particularly true for the construction industry, which has been deemed “essential” during this Declared National Emergency. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented throughout the Company and at all of our jobsites. We have also identified a team of employees to monitor available U.S. Center for Disease Control and Prevention (“CDC”) and Occupational Safety and Health Administration (“OSHA”) guidance on the virus.

This Plan is based on currently available information from the CDC and OSHA and is subject to change based on further information provided by the CDC, OSHA, and other public officials. The Company may also amend this Plan based on operational needs.

I. Responsibilities of Managers and Supervisors

All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors must always set a good example by following this Plan. This involves practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

II. Responsibilities of Employees

We are asking every one of our employees to help with our prevention efforts while at work. To minimize the spread of COVID-19 at our jobsites, we all must play our part. As set forth below, the Company has instituted various housekeeping, social distancing, and other best practices at our jobsites. All employees must follow these rules.

In addition, employees are expected to report to their managers or supervisors by phone, email, or text if they are experiencing signs or symptoms of COVID-19 (symptoms are listed below). Employees who are showing symptoms or have been in close contact with someone showing symptoms are **NOT** allowed to return to work unless authorized by Human Resources.

Failure to follow the guidelines listed in this document is grounds for disciplinary action and could include termination.

If you have a specific question about this Plan or COVID-19, please contact **Francine Campos at (310) 904-2151 or Jackson Johns at (505) 681-5379.**

OSHA and the CDC have provided the following control and preventative guidance to all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes. Cover your cough or sneeze with a tissue, then throw the tissue in the trash. If you do not have a tissue at hand, cough or sneeze into the crook of your elbow.
- Avoid close contact with people who are sick.
- If you are sick, stay home!
- Clean and disinfect frequently touched objects and surfaces. This includes your cellphone.
- Do not shake hands with people, whether they show symptoms or not. A fist bump will work. An air bump is even better. A polite bow is also encouraged.

In addition, employees must familiarize themselves with the symptoms of COVID-19:

- Coughing.
- Fever of 100.4 degrees Fahrenheit or higher.
- Shortness of breath, difficulty breathing; and
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, **DO NOT GO TO WORK** and call your healthcare provider or the NM Department of Health hotline at 855-600-3453 right away. You are also required to call Human Resources at (505) 883-3000. Likewise, if you come into close contact with someone showing these symptoms, call your healthcare provider and Human Resources right away.

In addition, National Roofing made the following changes:

- National Roofing has temporarily suspended all non-essential business travel until further notice. If travel is not necessary in order to fulfill an immediate or near-term business obligation, we do not consider the travel to be essential. If you have any questions about cancelling planned travel, please contact us at 505-883-3000. All air travel has been suspended.

III. Guidance for Critical Infrastructure Employers

The CDC has provided guidance for employers regarding safety practices for “critical infrastructure workers” who may have been exposed to a person with a suspected or confirmed case of COVID-19. Construction has been deemed as critical infrastructure by the U.S. Department of Homeland Security’s Cybersecurity and Infrastructure Security Agency (“CISA”) and many state and local jurisdictions have similarly deemed construction as critical infrastructure during the COVID-19 pandemic. Given this, **National Roofing Company** is adopting the following protocol for employees exposed or potentially exposed to a suspected or confirmed case of COVID-19, consistent with CDC recommendations.

If a critical infrastructure employee has been exposed or potentially exposed to a suspected or confirmed case of COVID-19, **National Roofing Company** will permit the employee to continue to work, but will implement the following practices:

- Measure temperature of employees before they enter the worksite (see Appendix A for additional information);
- Regularly monitor asymptomatic employees;
- Exposed or potentially exposed employees wear a mask/face covering for 10 days after exposure;
- Have employees maintain social distancing as work duties permit; and
- Routinely disinfect workspaces.

Depending upon workforce needs, **National Roofing Company** may choose to keep the exposed or potentially exposed employee away from work for 10 days.

III. Job Site Protective Measures

The Company has instituted the following protective measures at all jobsites.

A. *General Safety Policies and Rules*

- Any employee/contractor/visitor showing symptoms of COVID-19 will be asked to leave the jobsite and return home. **National Roofing Company** may determine that taking employee/contractor/visitor temperatures at worksites is appropriate and restrict access based upon temperature readings. As an alternative to taking temperatures at the worksite, **National Roofing Company** may request employees/contractors/visitors to take their own temperatures prior to coming to the worksite. (See Appendix A for additional information.)
- Safety meetings will be by telephone, if possible. If safety meetings are conducted in-person, attendance will be collected verbally, and the foreman/superintendent will sign-in each attendee. Attendance will not be tracked through passed-around sign-in sheets or mobile devices. During any in-person safety meetings, avoid gathering in

groups of more than ten (10) people and participants must remain at least six (6) feet apart.

- Employees must avoid physical contact with others and direct employees/contractors/visitors to increase personal space to at least six (6) feet, where possible.
- All in-person meetings will be limited. To the extent possible, meetings will be conducted by telephone.
- Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than ten (10) people.
- The Company understands that due to the nature of our work, access to running water for hand washing may be impracticable. In these situations, the Company will provide, if available, alcohol-based hand sanitizers and/or wipes.
- Employees should limit the use of co-worker's tools and equipment. To the extent tools must be shared, the Company will provide alcohol-based wipes to clean tools before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
- Employees are encouraged to limit the need for N95 respirator use, by using engineering and work practice controls to minimize dust. Such controls include the use of water delivery and dust collection systems, as well as limiting exposure time.
- The Company will divide crews/staff into two (2) groups where possible so that projects can continue working effectively in the event that one of the divided teams is required to quarantine.
- As part of the division of crews/staff, the Company will designate employees into dedicated shifts, at which point, employees will remain with their dedicated shift for the remainder of the project. If there is a legitimate reason for an employee to change shifts, the Company will have sole discretion in making that alteration.
- Employees are encouraged to minimize ridesharing. While in vehicle, employees must ensure adequate ventilation and use a face covering.
- If practicable, employees should use/drive the same truck or piece of equipment every shift.
- In lieu of using a common source of drinking water, such as a cooler, employees should use individual water bottles. Use of tobacco products (chewing tobacco, smoking), vaping, sunflower seeds, etc., should be avoided.

B. *Workers entering Occupied Building and Homes*

- When employees perform construction and maintenance activities within occupied homes, office buildings, and other establishments, these work locations present unique hazards with regards to COVID-19 exposures. All such workers should evaluate the specific hazards when determining best practices related to COVID-19.

- During this work, employees must sanitize the work areas upon arrival, throughout the workday, and immediately before departure. The Company will provide alcohol-based wipes for this purpose.
- Employees should ask other occupants to keep a personal distance of six (6) feet at a minimum. Workers should wash or sanitize hands immediately before starting and after completing the work.

C. *Job Site Visitors*

- The number of visitors to the job site, including the trailer or office, will be limited to only those necessary for the work.
- All visitors will be screened in advance of arriving on the job site. If the visitor answers “yes” to any of the following questions, he/she should not be permitted to access the jobsite:
 - Have you been confirmed positive for COVID-19?
 - Are you currently experiencing, or recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath?
 - Have you been in close contact with any persons who have been confirmed positive for COVID-19 and are also exhibiting acute respiratory illness symptoms?
 - Have you been in close contact with any persons who have traveled and are also exhibiting acute respiratory illness symptoms?
- **National Roofing Company** may determine that taking visitor temperatures at worksites is appropriate and restricting access based upon temperature readings. As an alternative to taking temperatures at the worksite, **National Roofing Company** may request visitors take their own temperatures prior to coming to the worksite. (See Appendix A for more information.)
- Site deliveries will be permitted but should be properly coordinated in line with the employer’s minimal contact and cleaning protocols. Delivery personnel should remain in their vehicles if at all possible.

D. *Personal Protective Equipment and Work Practice Controls*

- In addition to regular PPE for workers engaged in various tasks (fall protection, hard hats, hearing protection), employers will also provide:
 - **Gloves:** Gloves should be worn at all times while on-site. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Employees should avoid sharing gloves.
 - **Eye protection:** Eye protection should be worn at all times while on-site.
 - **NOTE:** The CDC is currently not recommending that healthy people wear N95 respirators to prevent the spread of COVID-19. Employees should wear N95 respirators if required by the work and if available.

- Due to the current shortage of N95 respirators, the following Work Practice Controls should be followed:
 - Keep dust down by using engineering and work practice controls, specifically through the use of water delivery and dust collection systems.
 - Limit exposure time to the extent practicable.
 - Isolate workers in dusty operations by using a containment structure or distance to limit dust exposure to those employees who are conducting the tasks, thereby protecting nonessential workers and bystanders.
- Institute a rigorous housekeeping program to reduce dust levels on the jobsite.
- To the extent that shortages of N95 respirators continue to occur, the Company will take the following steps in accordance with OSHA guidance to continue to protect employees where respirator use is required by other OSHA standards:
 - *Extended use or reuse of N95s* – If extended use or reuse of N95 respirators becomes necessary, the same employee is permitted to extend use of or reuse the respirator, as long as the respirator maintains its structural and functional integrity and the filter material is not physically damaged, soiled, or contaminated.
 - *Use of expired N95s* – If N95s are not available and extended use or reuse of N95s is not possible, employees may use previously NIOSH-certified *expired* N95s.
 - *Non-NIOSH approved respirators* – If N95s are not available, extended use or reuse of N95s is not possible, and expired N95s are not available, employees may use respirators that are either certified under certain standards of other countries; or previously certified under the standards of other countries but beyond their manufacturer’s recommended shelf life. OSHA directs that respirators certified by the People’s Republic of China be used only after respirators from other countries are sought.

E. Face Coverings

- **National Roofing Company** has reviewed OSHA’s workplace classification scheme for worker exposure potential to COVID-19. While construction work could generally be considered “low risk” for viral transmission, some construction tasks or activities may involve working with others in proximity closer than six feet, including sitting in the same vehicle, and therefore might be considered as “medium risk” under the Agency’s risk pyramid.
- Due to this and CDC recommendations, we are implementing a face covering policy for all work activities for the foreseeable future, including those situations where (1) it is mandated by state or local rule, or (2) employees must work in proximity of six (6) feet from other employees. A face covering is a cloth, bandana, or other type of material that covers a person’s nose and mouth. The CDC lists five criteria for “cloth face coverings”: the face covering should:
 - fit snugly but comfortably against the side of the face;
 - be secured with ties or ear loops;
 - include multiple layers of fabric;
 - allow for breathing without restriction; and

- be able to be laundered and machine-dried without damage or change to shape.

Use of a face covering is not a substitute for other workplace preventative techniques that are outlined in this Plan.

IV. Job Site Cleaning and Disinfecting

The Company has instituted regular housekeeping practices, which includes cleaning and disinfecting frequently used tools and equipment, and other elements of the work environment, where possible. Employees should regularly do the same in their assigned work areas.

- Jobsite trailers and break/lunchroom areas will be cleaned at least once per day. Employees performing cleaning will be issued proper personal protective equipment (“PPE”), such as nitrile, latex, or vinyl gloves and gowns, as recommended by the CDC.
- Any trash collected from the jobsite must be changed frequently by someone wearing nitrile, latex, or vinyl gloves.
- Any portable jobsite toilets should be cleaned by the leasing company at least twice per week and disinfected on the inside. The Company will ensure that hand sanitizer dispensers are always filled. Frequently touched items (i.e. door pulls and toilet seats) will be disinfected frequently.
- Vehicles and equipment/tools should be cleaned at least once per day and before change in operator or rider.
- If an employee has tested positive for COVID-19, OSHA has indicated that there is typically no need to perform special cleaning or decontamination of work environments, unless those environments are visibly contaminated with blood or other bodily fluids. Notwithstanding this, the Company will clean those areas of the jobsite that a confirmed-positive individual may have come into contact with before employees can access that workspace again.
- The Company will ensure that any disinfection shall be conducted using one of the following:
 - Common EPA-registered household disinfectant;
 - Alcohol solution with at least 60% alcohol; or
 - Diluted household bleach solutions (these can be used if appropriate for the surface).
- The Company will maintain Safety Data Sheets of all disinfectants used on site.

V. Jobsite Exposure Situations

- **Employee Exhibiting COVID-19 Symptoms**

If an employee exhibits COVID-19 symptoms, the employee must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). The Company will similarly require an employee that reports to work with symptoms to return home until they are symptom free for 72 hours (3 full days). To the extent practical, employees are required to obtain a doctor's note clearing them to return to work.

- **Employee is showing symptoms or test positive**

Employee will be advised to call the COVID-19 hotline (855-600-3453). If the representative suggests they test, please call them in for a home test or schedule them for a test. If they test positive, please have them do the following (regardless of vaccination status).

- Stay home for 5 days.
- If you have no symptoms or your symptoms are resolving after 5 days, you can leave your house.
- Continue to wear a mask around others for 5 additional days.
- If you have a fever, continue to stay home until your fever resolves.
- **Ask them who they had close contact with in the past 5 days.**
 - *A "close contact" is someone who has a cumulative exposure of 15 minutes or longer within six feet of a confirmed COVID-19 case. If you have been identified through contact tracing to be a "close contact," you will be notified by school administration. At that time, "close contact" individuals will receive further instructions.*

If they test negative, they can return to work

- **Employee Has Close Contact with a Tested Positive COVID-19 Individual**

Employees that have come into close contact with a confirmed-positive COVID-19 individual (co-worker or otherwise), will be directed to either:

If they:

Have been boosted

OR

Completed the primary series of Pfizer or Moderna vaccine within the last 6 months

OR

Completed the primary series of J&J vaccine within the last 2 months

We will have them do the following:

- Wear a mask around others for 10 days.
- Test on day 5, if possible.
- *If they develop symptoms schedule them for a test and have them stay home until results are received.*

If they:

Completed the primary series of Pfizer or Moderna vaccine over 6 months ago and are not boosted

OR

Completed the primary series of J&J over 2 months ago and are not boosted

OR

Are unvaccinated

Have them do the following:

- Stay home for 5 days. After that continue to wear a mask around others for 5 additional days.
- If you can't quarantine you must wear a mask for 10 days.
- Test on day 5, if possible.
- *If they develop symptoms schedule them for a test and have them stay home until results are received.*

If the Company learns that an employee has tested positive, the Company will conduct an investigation into co-workers that may have had close contact with the confirmed-positive employee in the prior 10 days.

- *A "close contact" is someone who has a cumulative exposure of 15 minutes or longer within six feet of a confirmed COVID-19 case. If you have been identified through contact tracing to be a "close contact," you will be notified by school administration. At that time, "close contact" individuals will receive further instructions.*

If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a manager or supervisor of the close contact.

VI. OSHA Recordkeeping

For purposes of recording cases of COVID-19, the Company is responsible for recording a case, if:

- The case is a tested-positive confirmed case of COVID-19, as defined by the CDC; and
- The case is "work-related," which is defined as an event or exposure that either caused or contributed to the resulting condition or significantly aggravated a pre-existing injury or illness; and
- The case involves one or more of the following:
 - Death;
 - Days away from work;
 - Restricted work or transfer to another job;
 - Medical treatment beyond first aid;
 - Loss of consciousness; and
 - A significant injury or illness diagnosed by a physician or other licensed health care professional, even if it does not result in death, days away from work, restricted work or job transfer, medical treatment beyond first aid, or loss of consciousness.

However, per OSHA recent guidance, the Company will consider a COVID-19 positive case to be work-related only where:

- There is objective evidence that a COVID-19 case may be work-related. For example, a number of cases developing among workers who work closely together without an alternative explanation; and
- The evidence was reasonably available to the Company. For example, the Company was given information by employees or the Company learns of information regarding employees' health and safety in the ordinary course of business.

For purposes of reporting the case to OSHA, the Company will report any work-related confirmed cases if they result in a fatality within 30 days or an in-patient hospitalization within 24-hours of the exposure incident occurring.

VII. "Essential" Industry

Several States and localities are issuing orders that prohibit work and travel, except for essential businesses. In general, construction work has been deemed essential and the Company is committed to continuing operations safely. If upon your travel to and from the worksite, you are stopped by State or local authorities, you will be provided a letter that you can show the authorities indicating that you are employed in an "essential" industry and are commuting to and from work.

VIII. Confidentiality/Privacy

Except for circumstances in which the Company is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed of an employee's condition will be kept at the minimum needed not only to comply with legally-required reporting, but also to assure proper care of the employee and to detect situations where the potential for transmission may increase. A sample notice to employees is attached to this Plan. The Company reserves the right to inform other employees that a co-worker (without disclosing the person's name) has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health.

IX. General Questions

Given the fast-developing nature of the COVID-19 outbreak, the Company may modify this Plan on a case by case basis. If you have any questions concerning this Plan, please contact **Francine Campos or Jackson Johns**.

Appendix A – Temperature Screening Guidance

General Considerations²

- Certain local jurisdictions have recommended or required employers to conduct temperature screenings of employees as they enter the worksite. Any applicable federal, state, or local requirements on employee temperature screenings should be consulted prior to performing them.
- Temperature screenings must be conducted consistently, professionally, and with proper training for those conducting the checks. Such checks must be uniformly and non-discriminatorily conducted on all employees (as well as contractors, vendors, customers, and/or visitors, if they will also be screened).
- Any information obtained from temperature screenings should be stored securely with access limited to those with a business need to know. It is essential to have proper documentation in the event that an individual need to be excluded from the worksite based on the results of their temperature screening. If excluding individuals from a worksite based upon temperature, a set temperature should be established, based upon public health recommendations. Many employers have set the temperature required for exclusion at 100.4 degrees Fahrenheit or above.
- Wage protocols and procedures to account for any potential time spent waiting in line to be screened must also be considered. This is particularly important at worksites where there may be numerous workers reporting to their shift at the same time and only one or two individuals conducting the temperature screenings. Any existing Collective Bargaining Agreements should also be considered.

Options for Screening

- There are two options for how temperature screening can be conducted:
 - By the employee, at home, prior to leaving for work; or
 - By the employer, at the worksite, when the employee arrives to report for their shift.
- Types of temperature screeners:
 - *Traditional digital thermometers applied typically in the ear.* These thermometers should only be used with a temperature screening policy that requires employees to conduct such screenings at their homes, prior to leaving for their shift. These types of thermometers should not be used by employers at the worksite as there would be a high risk of exposure for the individuals conducting such temperature screenings.
 - *Infrared thermometers.* Infrared thermometers are the most practicable and safe option for conducting screening at work. However, the individual conducting such temperature screening must still be provided with appropriate protective gear. If the infrared thermometer does not allow the individual conducting the screening to

² Temperature screening involves numerous, difficult legal issues. This Appendix does not represent a comprehensive discussion of all of those issues. It is intended to provide some basic guidance to contractors who might be performing screening. Contractors should consult with legal counsel before implementing a screening program.

stand at least six feet from the employee being screened, the following protective gear is recommended:

- The individual conducting the screening is required to wear a face covering and gloves. The employee being screened should also wear a face covering during the check.

If the individual conducting the screening is able to stand six feet or more from the employee being screened, no additional protective gear is necessary, though a face mask and gloves are recommended.

COVID-19 Prevention and Work Practice Controls:

Worker Responsibilities

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home—DO NOT GO TO WORK.
- Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.

Office Worker Responsibilities

- Please coordinate your work in the office schedule with your manager prior to your office arrival.
- All visitors and employees will be required to sign in at the front desk. When signing in you agree that you are not showing any symptoms of COVID (listed below), you have not been in contact with anyone who has COVID. If you answer “yes” to any of these questions you will be told to leave the office.
- All visitors and employees will be required to get their temperature checked at the front desk when they enter the building. If you have a fever that reads 100.4° F or higher you will not be allowed in the office.
- All visitors and employees are required to wear a face-covering while in the office. If you are seen not wearing your face covering, you will be sent home.
 - You do not have to wear your mask while eating lunch. Please keep in mind employees can eat their lunch in the breakroom or outside of the building. Do not eat at your desk or in any conference rooms.
- Social distance, if possible.
- Clean and disinfect frequently touched objects and surfaces. This includes your cellphone.
- Do not shake hands with people, whether they show symptoms or not. A fist bump will work. An air bump is even better.
- Wash your hands often with soap and water for at least 20-30 seconds.
 - Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

General Job Site / Office Practices

- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use products that meet EPA's criteria for use against SARS-CoV-2external icon, the cause of COVID-19, and are appropriate for the surface.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Clean and disinfect frequently used tools and equipment on a regular basis.

- This includes other elements of the jobsite where possible.
 - Employees should regularly do the same in their assigned work areas.
- Clean shared spaces such as trailers and break/lunchrooms at least once per day.
- Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
- Avoid sharing tools with co-workers if it can be avoided. If not, disinfect before and after each use.
- Arrange for any portable job site toilets to be cleaned by the leasing company at least twice per week and disinfected on the inside.
- Any trash collected from the jobsite must be changed frequently by someone wearing gloves.
- In addition to regular PPE for workers engaged in various tasks (fall protection, hard hats, hearing protection), employers will also provide:
 - Gloves: Gloves should be worn at all times while on-site. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Gloves should not be shared if at all possible.
 - Eye protection: Eye protection should be worn at all times while on-site.
- All employees are required to wear a face covering, including in those situations where (1) it is mandated by state or local rule, or (2) employees must work in proximity of six (6) feet from other employees. A face covering is a cloth, bandana, or other type of material that covers a person's nose and mouth. The CDC lists five criteria for "cloth face coverings": the face covering should: fit snugly but comfortably against the side of the face; be secured with ties or ear loops; include multiple layers of fabric; allow for breathing without restriction; and be able to be laundered and machine-dried without damage or change to shape. Use of a face covering is not a substitute for other workplace preventative techniques that are outlined in this Plan.

OSHA's Form 300A (Rev. 01/2004) Summary of Work-Related Injuries and Illnesses

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases write "0."

Employees former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.35, in OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
<u>0</u>	<u>1</u>	<u>3</u>	<u>2</u>
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
<u>2</u>	<u>153</u>
(K)	(L)

Injury and Illness Types

Total number of... (M)			
(1) Injury	<u>6</u>	(4) Poisoning	<u>0</u>
(2) Skin Disorder	<u>0</u>	(5) Hearing Loss	<u>0</u>
(3) Respiratory Condition	<u>0</u>	(6) All Other Illnesses	<u>0</u>

Post this Summary page from February 1 to April 30 of the year following the year covered by the form

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave. NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment information

Your establishment name National Roofing Company

Street 6821 Academy Parkway W NE

City Albuquerque State New Mexico Zip 87109

Industry description (e.g., Manufacture of motor truck trailers)
Roofing - Commercial

Standard Industrial Classification (SIC), if known (e.g., SIC 3715)

OR North American Industrial Classification (NAICS), if known (e.g., 336212)
2 3 8 1 6 2

Employment information


Annual average number of employees 126

Total hours worked by all employees last year 241567.08

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.



 Company executive

(505) 883-3000
 Phone

CHRO
 Title
01/30/2020
 Date

Summary of Work-Related Injuries and Illnesses



All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases write "0."

Employees former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.35, in OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
<u>0</u>	<u>4</u>	<u>5</u>	<u>3</u>
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
<u>21</u>	<u>117</u>
(K)	(L)

Injury and Illness Types

Total number of...			
(M)			
(1) Injury	<u>12</u>	(4) Poisoning	<u>0</u>
(2) Skin Disorder	<u>0</u>	(5) Hearing Loss	<u>0</u>
(3) Respiratory Condition	<u>0</u>	(6) All Other Illnesses	<u>0</u>

Post this Summary page from February 1 to April 30 of the year following the year covered by the form

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave. NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment information

Your establishment name NATIONAL ROOFING COMPANY, INC.

Street 6821 ACADEMY PARKWAY W. NE

City ALBUQUERQUE State NM Zip 87109

Industry description (e.g., Manufacture of motor truck trailers)
ROOFING - COMMERCIAL

Standard Industrial Classification (SIC), if known (e.g., SIC 3715)
1 7 1 6

OR North American Industrial Classification (NAICS), if known (e.g., 336212)
2 3 8 1 6 2

Employment information


Annual average number of employees 141

Total hours worked by all employees last year 274251

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.


Company executive

CHRO
Title

505-883-3000
Phone

2/1/2021
Date

OSHA's Form 300A

Summary of Work-Related Injuries and Illnesses

Year 2021

Department of Consumer and Business Services
Oregon Occupational Safety and Health Division (Oregon OSHA)

All establishments covered by OAR 437-001-0700 must complete this Summary, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	2	8	0
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
21	171
(K)	(L)

Injury and Illness Types

Total number of...	(1) Injuries	(2) Skin disorders	(3) Respiratory conditions	(4) Poisonings	(5) Hearing losses	(6) All other illnesses
(M)	10	0	0	0	0	0

Post this Summary page from February 1 to April 30 of the year following the year covered by this form

Establishment information

Your establishment name: National Roofing Company

Street: 6821 Academy Parkway W NE

City: Albuquerque State: NM Zip: 87109

Industry description (e.g., manufacture of motor truck trailers)
Roofing - Commercial

North American Classification System (NAICS), if known (e.g., NAICS 4441)
2 3 8 1 6 2

Employment information

Annual average number of employees 136

Total hours worked by all employees last year 248,438.28

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that, to the best of my knowledge, the entries are true, accurate, and complete.

Francine Campos
Company executive

CHRO
Title

505-883-3000
Phone

01/31/2022
Date

Appendix D – Approach to Recycling

Complete Appendix D by describing your company's approach to recycling.

ALWAYS ON TOP OF IT

NATIONAL ROOFING

6821 ACADEMY PARKWAY W. NE ALBUQUERQUE, NM 87109
P 505 883 3000 F 505 883 1719 INFO@NATIONALROOFING.COM

NATIONALROOFING.COM

Recycling

National Roofing participates in voluntary recycling programs as one component in our continued effort to balance purpose and profit. Although recycling is a critical component in preserving valuable resources and reducing environmental impact, we realize that good stewardship also dictates that we simultaneously reduce demand for, and re-use products and materials whenever practical.

To meet those mandates, National roofing has installed a bottle filler to reduce the need for single use plastic water bottles and recycles its office paper, cardboard, metal beverage cans, plastic and other acceptable containers on a weekly basis. Our metal shop stores usable surplus from jobs for potential re-use on other projects and recycles all of its unusable scrap metal. Our field crews regularly separate usable materials from tear-offs (such as gravel ballast, EPDM and Polyisocyanurate insulation boards) for re-use at other locations.

The roofing industry has been slow to adopt recycling efforts since many roof assemblies cannot be disassembled into clean components. Some manufacturers are offering products like TPO membrane that contain up to 15% pre-consumer recycled content and National Roofing supports those efforts by purchasing products with recycled content when allowed by the job parameters. National Roofing will continue to research opportunities and implement procedures to reduce the amount of material currently going from the rooftop to the landfill.

Appendix E - Key Personnel Project Manager

Name: National Roofing Company Inc.

Name: Ed MacFarlane

Title: Project Manager

of Years with the Firm: 26 Years

Experience with the Following Type of Construction Services:

General Construction Mechanical, Electrical, and Plumbing Roofing Painting

of Years as a Project Manager for Type of Construction Services Selected Above: 26 Years

Check All Relevant Experience:

Projects for Higher Education Owners Laboratory Renovations Clinical / Medical Environment

General Construction Roofing Replacement/Repair Mechanical Upgrades Electrical Upgrades

Interior Renovation Asbestos abatement Exterior / Interior painting Boiler Replacement

Bituminous Paving Concrete Masonry Exterior Facade Security Camera Installation

Canopy Replacement/Repair Elevator Repair/Replacement Escalator Repair/Replacement

Overhead Doors Glass Installation Steel Erection Concrete Floor

Duct bank repair / installation Outdoor light installation Fire Suppression System Installation

Landscaping Fencing Earthwork / Site Work Demolition Painting

ATTACH RESUME

Yes

Client Reference #1 for Construction: (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Agency's contact: Name Bill Straba Title Remodel Supervisor - University of NM

Telephone: 505-934-2460 Email Address: wstraba@unm.edu

Client Reference #2 for Construction: (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Agency's contact: Name John Bishop Title Facilities Manager - Presbyterian Health Services

Telephone: 505-252-2460 Email Address: jbishop@phs.org



MAJOR PROJECTS AS PROJECT MANAGER

Albuquerque International Sunport Terminal Improvements | \$899,806.10
Albuquerque, NM | March 2020
Complete tear off, install 90 mil EPDM and vestibules

APS Alameda Elementary School Secure Vestibule | \$456,074.33
Albuquerque, NM | January 2022
Complete tear off, install built up roofing system.

UNM Devargas & Laguna Hall | \$634,367.71
Albuquerque, NM | November 2021
New Construction, adhere 60 mil PVC

Escuela Del Sol Montessori | \$228,947.00
Albuquerque, NM | August 2021
Complete tear off, adhere 80 mil TPO.

PROJECT MANAGER

ED MACFARLANE

EXPERIENCE AS PROJECT MANAGER

- Has dedicated over 24 years to National Roofing Company.
- Over 20 years of experience in construction supervision, including estimating, budgeting, contracting, purchasing and invoicing.
- On-site construction management— effectively schedules, monitors and inspects all work from start to completion.
- Manages production department and vehicle/equipment departments.
- Works effectively with architects, engineers, contractors, inspectors and city officials.
- Directs recruitment and retention of project managers, foreman.
- Responsible to oversee all superintendents.
- Handles Special Projects.
- Responsible for communicating National Roofing's commitment to safety and safety policies to employees and subcontractors.
- Provides direction, motivation and accountability to ensure job safety.
- Provides training, resources and funding to support safety program.
- Reviews accident reports and safety activities.

REFERENCES

John Bishop
Presbyterian Healthcare Services
Facility Manager
505-252-2460
jbishop@phs.org

EDUCATION

Bachelor's of Arts
University of New Mexico, 1988

Appendix E - Key Personnel Project Manager

Name: National Roofing Company Inc.

Name: Don McAneney

Title: Service Operation Field Manager

of Years with the Firm: 29 Years

Experience with the Following Type of Construction Services:

General Construction Mechanical, Electrical, and Plumbing Roofing Painting

of Years as a Project Manager for Type of Construction Services Selected Above: 29 Years

Check All Relevant Experience:

Projects for Higher Education Owners Laboratory Renovations Clinical / Medical Environment

General Construction Roofing Replacement/Repair Mechanical Upgrades Electrical Upgrades

Interior Renovation Asbestos abatement Exterior / Interior painting Boiler Replacement

Bituminous Paving Concrete Masonry Exterior Facade Security Camera Installation

Canopy Replacement/Repair Elevator Repair/Replacement Escalator Repair/Replacement

Overhead Doors Glass Installation Steel Erection Concrete Floor

Duct bank repair / installation Outdoor light installation Fire Suppression System Installation

Landscaping Fencing Earthwork / Site Work Demolition Painting

ATTACH RESUME

Yes

Client Reference #1 for Construction: (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Agency's contact: Name Melvin Elliott Title Facilities Manager

Telephone: 505-488-3600 Email Address: melvin.elliott@osobio.com

Client Reference #2 for Construction: (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Agency's contact: Name Ralph Vialpando Title Facilities Manager

Telephone: 505-765-5950 Email Address: vialpando@aps.edu



SERVICE FIELD MANAGER

V. Sue Cleveland High School
Repairs | \$42,485.77
Rio Rancho, NM | May 2020
Install new 22 gauge cleat fasten on top of wood nailer.

Rio Rancho High School Repairs |
\$95,511.94
Rio Rancho, NM | April 2019
Clean all debris from roof, remove drain ring and baskets from all building and install new lead over drain bowls.

Vista Grande Elementary School
Repairs | \$24,214.26
Rio Rancho, NM | December 2018
Install ship ladders, fasten to parapet walls, between roof sections.

Sandia Vista Elementary School
Repairs | \$39,483.28
Rio Rancho, NM | June 2018
Overlay TPO over existing walkpads.

Puesta Del Sol Elementary School
Repairs | \$2,873.95
Rio Rancho, NM | September 2018
Clean and reseal all open pitch pans. Clean and remove leaf debris on all roof tops and remove off jobsite.

SERVICE FIELD MANAGER

DON MCANENEY

SERVICE FIELD MANAGER

EXPERIENCE AS SERVICE FIELD MANAGER

- 36 Years of Experience which includes roof inspections, sending, editing, and proof reading quotes
- Insuring that crews having all material needed to complete their jobs
- Insuring that all crews work safely and complete all work in a timely manner
- Trouble shooting and first responder to after hours emergencies
- Helped to grow a quality service department, from 5 personnel in 2006 to 18, to 10 crews in 2015

RELEVANT CERTIFICATIONS/ TRAINING/EDUCATION

- First Aid/ CPR
- Defensive Driving
- Fire Extenguisher
- CPR
- OSHA 10
- OSHA 30
- Carlisle Roofing System
- Skytrack Forklift Operator
- Qualified to instal and/or repair the following roofing systems; Tile, shingle, metal, EPDM, TPO, PVC, Builtup roofing (BUR), green roofing, pavers, coatings and waterproofing.

Appendix F - Key Personnel Lead Superintendent

Name: National Roofing Company Inc.

Name: Arden Quam

Title: Roof Manager

of Years with the Firm: 29 Years

Experience with the Following Type of Construction Services:

General Construction Electrical Mechanical Roofing

Experience with the Following Type of Construction Services:

General Construction Mechanical, Electrical, and Plumbing Roofing Painting

of Years as a Project Manager for Type of Construction Services Selected Above: 29 Years

Check All Relevant Experience:

Projects for Higher Education Owners Laboratory Renovations Clinical / Medical Environment

General Construction Roofing Replacement/Repair Mechanical Upgrades Electrical Upgrades

Interior Renovation Asbestos abatement Exterior / Interior painting Boiler Replacement

Bituminous Paving Concrete Masonry Exterior Facade Security Camera Installation

Canopy Replacement/Repair Elevator Repair/Replacement Escalator Repair/Replacement

Overhead Doors Glass Installation Steel Erection Concrete Floor

Duct bank repair / installation Outdoor light installation Fire Suppression System Installation

Landscaping Fencing Earthwork / Site Work Demolition Painting

ATTACH RESUME Yes

Client Reference #1 for Construction: (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Agency's contact: Name Lanc McCravy Title Facilities Manager-Sandia Resort & Casino

Telephone: 505-235-4990 Email Address: lmccravy@sandiapueblo.nsn.us

Client Reference #2 for Construction: (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Agency's contact: Name Steve Herrera Title Facilities Manager-City of Albuquerque

Telephone: 505-250-2417 Email Address: steveherrera@cabq.gov



MAJOR PROJECTS AS ROOF MANAGER

Albuquerque International
Sunport Terminal
Improvements | \$899,806.10
Albuquerque, NM | March 2020
Complete tear off, install 90 mil EPDM
and vestibules

APS Alameda Elementary
School Secure Vestibule |
\$456,074.33
Albuquerque, NM | January
2022
Complete tear off, install built up
roofing system.

UNM Devargas & Laguna Hall |
\$634,367.71
Albuquerque, NM | November
2021
New Construction, adhere 60 mil PVC

Escuela Del Sol Montessori |
\$228,947.00
Albuquerque, NM | August 2021
Complete tear off, adhere 80 mil TPO.

ROOF MANAGER

ARDEN QUAM

ROOF MANAGER

EXPERIENCE AS ROOF MANAGER

- Has dedicated over 20 years to National Roofing Company
- Responsible for training and integrating technology
- Responsible for communicating National Roofing's commitment to safety and safety policy to employee's and subcontractors
- Provide direction, motivation and accountability to ensure job safety
- Provide training, resources and funding to support safety program
- Review accident reports and safety activities

RELEVANT CERTIFICATIONS/ TRAINING/EDUCATION

- OSHA Construction Safety & Health – 30-Hour Training Course
- OSHA Authorized Construction Trainer
- Fall Protection Certification
- Qualified Crane Signal Person
- Fire Extinguisher Safety Certification
- Forklift Operator Certification
- Torch Applicator Certification
- Machine Guarding Protection
- Excavation Trenching and Soils Mechanics
- Scaffold Competent Person
- Accident Investigation
- Globally Harmonized System Train the Trainer
- Job Safety Analysis
- Electrical Safety
- Evaluation of Safety and Health Management Systems

Appendix G – Key Personnel Safety Manager

Name: National Roofing Company Inc.

Name: Jose Martinez

Title: Safety & Quality Control Manager

of Years with the Firm: 26 Years

Experience with the Following Type of Construction Services:

General Construction Mechanical, Electrical, and Plumbing Roofing Painting

of Years as a Project Manager for Type of Construction Services Selected Above: 26 Years

Check All Relevant Experience:

Projects for Higher Education Owners Laboratory Renovations Clinical / Medical Environment

General Construction Roofing Replacement/Repair Mechanical Upgrades Electrical Upgrades

Interior Renovation Asbestos abatement Exterior / Interior painting Boiler Replacement

Bituminous Paving Concrete Masonry Exterior Facade Security Camera Installation

Canopy Replacement/Repair Elevator Repair/Replacement Escalator Repair/Replacement

Overhead Doors Glass Installation Steel Erection Concrete Floor

Duct bank repair / installation Outdoor light installation Fire Suppression System Installation

Landscaping Fencing Earthwork / Site Work Demolition Painting

ATTACH RESUME Yes

Client Reference #1 for Construction: (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Agency's contact: Name Paul Norris Title Project Manager - Enterprise Builders

Telephone: 505-264-3940 Email Address: pnorris@ebnm.com

Client Reference #2 for Construction: (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Agency's contact: Name Brent Hines Title Project Superintendent - Briston Construction

Telephone: 480-390-2234 Email Address: jbhines@bristonconstruction.com



MAJOR PROJECTS AS SAFETY & QA/QC MANAGER

Albuquerque International
Sunport Terminal
Improvements | \$899,806.10
Albuquerque, NM | March 2020
Complete tear off, install 90 mil EPDM
and vestibules

APS Alameda Elementary
School Secure Vestibule |
\$456,074.33
Albuquerque, NM | January
2022
Complete tear off, install built up
roofing system.

UNM Devargas & Laguna Hall |
\$634,367.71
Albuquerque, NM | November
2021
New Construction, adhere 60 mil PVC

Escuela Del Sol Montessori |
\$228,947.00
Albuquerque, NM | August 2021
Complete tear off, adhere 80 mil TPO.

REFERENCES

Paul Norris
Enterprise Builders Corporation
Project Manager
505-264-3940
pnorris@ebnm.com

SAFETY & QA/QC MANAGER

JOSE MARTINEZ

EXPERIENCE AS SAFETY & QA/QC MANAGER

- Has dedicated over 20 years to National Roofing Company
- Responsible for training and integrating technology
- Responsible for communicating National Roofing's commitment to safety and safety policy to employee's and subcontractors
- Provide direction, motivation and accountability to ensure job safety
- Provide training, resources and funding to support safety program
- Review accident reports and safety activities

RELEVANT CERTIFICATIONS/ TRAINING/EDUCATION

- OSHA 500 Authorized Construction Trainer
- OSHA Construction Safety & Health – 30-Hour Training Course
- Fall Protection Certification
- Qualified Crane Signal Person
- Fire Extinguisher Safety Certification
- Forklift Operator Certification
- Torch Applicator Certification
- Machine Guarding Protection
- Excavation Trenching and Soils Mechanics
- Scaffold Competent Person
- Accident Investigation
- Globally Harmonized System Train the Trainer
- Job Safety Analysis
- Electrical Safety
- Evaluation of Safety and Health Management Systems

Appendix J – Comparable Construction Experience Roofing Projects

Applicable to Firms Submitting a Proposal for Roofing Contracts

Proponent's Name: National Roofing Company Inc.

Agency / Client Name: University of New Mexico

Project Name: UNM Devargas & Laguna Hall

Project Number: PDC21093 Project Value: \$635,004.96

Achieved or Anticipated Final Acceptance after January 1, 2021 Yes No

Company Role: Sub Contractor Prime / JV Contractor

Agency: Public Private

Location: On a UNM Campus Within State of New Mexico

Estimated Self Performance (%): 100%

(Based on actual hours through the working foreperson. **Supervisory hours do NOT apply.**)

Project Type: (The project type should correspond to the applicable Contract the proposal is being submitted for: General Construction, MEP, Roofing)

General Construction Mechanical, Electrical, and Plumbing Roofing Painting

Project Scope: (Briefly describe the scope of work and the trades involved. The project scope should correspond to the applicable trade Contract the proposer is submitting for: General Construction, MEP, Roofing)

Complete tear off, 1/2" thick High Density Polyisocyanurate Cover Board will be adhered to the mechanically attached insulation assembly. Adhere 60 mil PVC. Issue 20 year NDL Manufacturers warranty.

Client Reference for Construction: (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Agency's contact: Name Greg Skinner Title Facilities Manager

Telephone: 505-270-7298 Email Address: skinnerg@unm.edu

Briefly describe the project: Attached additional page, if necessary.

1/2" thick High Density Polyisocyanurate Cover Board will be adhered to the mechanically attached insulation assembly. Adhere 60 mil PVC. Issue 20 year NDL Manufacturers warranty.

UNIVERSITY OF NEW MEXICO DEVARGAS & LAGUNA HALL
2602 & 2604 Campus Boulevard, Albuquerque, NM 87131



Owner:
University of New Mexico
Owner Address:
P.O Box 4548
Albuquerque, NM 87196
Owner Representative:
Greg Skinner
Phone:
(505)270-7298
E-mail:
skinnerg@unm.edu

General Contractor:
National Roofing Company
Inc.
Address:
6821 Academy Parkway
West NE
Albuquerque, NM 87019
Contact:
Lori Gunnare
Phone:
(505)883-3000
E-mail:
Lori@nationalroofing.com

Complete tear off, 1/2" thick High Density Polyisocyanurate Cover Board will be adhered to the mechanically attached insulation assembly. Adhere 60 mil PVC. Issue 20 year NDL Manufacturers warranty.

Original Contract Amount: \$634,367.71
Change Orders: (1)
Revised Contract Amount: \$635,004.96
Completed: November 24, 2021

Roof Area: 33,612 sq. ft
Warranty: Phoenix Products 20 Year warranty
Project Manager: Andres Hernandez
Safety Manager: Jose Martinez

Appendix J – Comparable Construction Experience Roofing Projects

Applicable to Firms Submitting a Proposal for Roofing Contracts

Proponent's Name: National Roofing Company Inc.

Agency / Client Name: University of New Mexico

Project Name: UNM Clark Hall Chemistry Phase 2

Project Number: 1912 Project Value: \$321,905.33

Achieved or Anticipated Final Acceptance after January 1, 2021 Yes No

Company Role: Sub Contractor Prime / JV Contractor

Agency: Public Private

Location: On a UNM Campus Within State of New Mexico

Estimated Self Performance (%): 80%

(Based on actual hours through the working foreperson. **Supervisory hours do NOT apply.**)

Project Type: (The project type should correspond to the applicable Contract the proposal is being submitted for: General Construction, MEP, Roofing)

General Construction Mechanical, Electrical, and Plumbing Roofing Painting

Project Scope: (Briefly describe the scope of work and the trades involved. The project scope should correspond to the applicable trade Contract the proposer is submitting for: General Construction, MEP, Roofing)

New Construction, install 60 mil TPO, issue 20 year manufacturers warranty

Client Reference for Construction: (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Agency's contact: Name Joe Fleming Title Pre-Construction Manager

Telephone: 505-998-9972 Email Address: jflemming@bradburystamm.com

Briefly describe the project: Attached additional page, if necessary.

New Construction, install 60 mil TPO, issue 20 year manufacturers warranty

UNM CLARK HALL CHEMISTRY PHASE 2
300 Terrace Street NE, Albuquerque, NM 87106



Owner:
University of New Mexico
Owner Address:
1 University of New Mexico
MSC 07 4200
Albuquerque, NM 87131
Owner Representative:
Ben Begaye
Phone:
(505)934-4861
E-mail:
Bbegay01@unm.edu

General Contractor:
Bradbury Stamm
Address:
7110 2nd Street NW
Albuquerque, NM 87107
Contact:
Joe Fleming
Phone:
(505)998-9972

New Construction, install 60 mil TPO, issue 20 year manufacturers warranty

<p>Original Contract Amount: \$319,584.93 Change Orders: (2) Revised Contract Amount: \$321,905.33 Completed: July 15, 2021</p>	<p>Roof Area: 16,300 sq. ft Warranty: Johns Manville 20 Year warranty Project Manager: Ed MacFarlane Safety Manager: Jose Martinez</p>
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Appendix J – Comparable Construction Experience Roofing Projects

Applicable to Firms Submitting a Proposal for Roofing Contracts

Proponent's Name: National Roofing Company Inc.

Agency / Client Name: University of New Mexico

Project Name: UNM Student Union Building Section A

Project Number: PDC-606 Project Value: \$288,389.06

Achieved or Anticipated Final Acceptance after January 1, 2021 Yes No

Company Role: Sub Contractor Prime / JV Contractor

Agency: Public Private

Location: On a UNM Campus Within State of New Mexico

Estimated Self Performance (%): 85%

(Based on actual hours through the working foreperson. **Supervisory hours do NOT apply.**)

Project Type: (The project type should correspond to the applicable Contract the proposal is being submitted for: General Construction, MEP, Roofing)

General Construction Mechanical, Electrical, and Plumbing Roofing Painting

Project Scope: (Briefly describe the scope of work and the trades involved. The project scope should correspond to the applicable trade Contract the proposer is submitting for: General Construction, MEP, Roofing)

Complete tear off, mechanically fasten 2 layers of 1.75 inch thick Poly ISO. Install ½” High Density cover board.

Adhere 72 mil PVC membrane to the high density coverboard. Issue 20 year manufacturers warranty.

Client Reference for Construction: (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Agency's contact: Name Ben Begaye Title Facilities Manager

Telephone: 505-934-4861 Email Address: bbegay01@unm.edu

Briefly describe the project: Attached additional page, if necessary.

Complete tear off, mechanically fasten 2 layers of 1.75 inch thick Poly ISO. Install ½” High Density cover board. Adhere 72 mil PVC membrane to the high density coverboard. Issue 20 year manufacturers warranty.

UNM STUDENT UNION BUILDING SECTION A

301 Cornell Drive NE, Albuquerque, NM 87131



Owner:

University of New Mexico

Owner Address:

1 University of New Mexico
MSC 07 4200
Albuquerque, NM 87131

Owner Representative:

Ben Begaye

Phone:

(505)934-4861

E-mail:

Bbegay01@unm.edu

General Contractor:

National Roofing Company
Inc.

Address:

6821 Academy Parkway
West NE
Albuquerque, NM 87109

Contact:

Lori Gunnare

Phone:

(505)883-3000

Complete tear off, mechanically fasten 2 layers of 1.75 inch thick Poly ISO. Install ½” High Density cover board. Adhere 72 mil PVC membrane to the high density coverboard. Issue 20 year manufacturers warranty.

Original Contract Amount: \$280,688.32

Change Orders: (1)

Revised Contract Amount: \$288,389.06

Completed: April 22, 2020

Roof Area: 16,000 sq. ft

Warranty: Johns Manville 20 Year warranty

Project Manager: Ed MacFarlane

Safety Manager: Jose Martinez

Appendix J – Comparable Construction Experience Roofing Projects

Applicable to Firms Submitting a Proposal for Roofing Contracts

Proponent's Name: National Roofing Company Inc.

Agency / Client Name: City of Albuquerque Department of Family & Community Services

Project Name: Kimo Theater

Project Number: PODCS DCS0018856 Project Value: \$469,777.69

Achieved or Anticipated Final Acceptance after January 1, 2021 Yes No

Company Role: Sub Contractor Prime / JV Contractor

Agency: Public Private

Location: On a UNM Campus Within State of New Mexico

Estimated Self Performance (%): 85%
(Based on actual hours through the working foreperson. **Supervisory hours do NOT apply.**)

Project Type: (The project type should correspond to the applicable Contract the proposal is being submitted for: General Construction, MEP, Roofing)
 General Construction Mechanical, Electrical, and Plumbing Roofing Painting

Project Scope: (Briefly describe the scope of work and the trades involved. The project scope should correspond to the applicable trade Contract the proposer is submitting for: General Construction, MEP, Roofing)

Complete tear off, mechanically attach R-20 to existing deck. Adhere 72 mil PVC tan membrane.
Issue 20 year manufacturers warranty.

Client Reference for Construction: (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

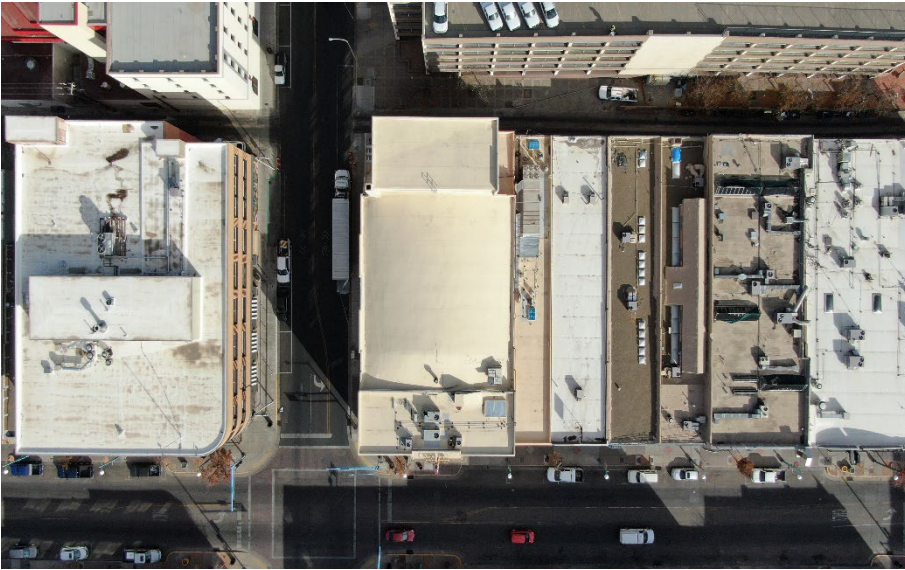
Agency's contact: Name Jon Paz Title Facilities Manager

Telephone: 505-764-1017 Email Address: N/A

Briefly describe the project: Attached additional page, if necessary.
Complete tear off, mechanically attach R-20 to existing deck. Adhere 72 mil PVC tan membrane.
Issue 20 year manufacturers warranty.

KIMO THEATER

423 Central Avenue NW, Albuquerque, NM 87103



Owner:

City of Albuquerque
Department of Family &
Community Services

Owner Address:

600 2nd Street NW
Albuquerque, NM 87102

Owner Representative:

Jon Paz

Phone:

(505)764-1017

General Contractor:

National Roofing Company
Inc.

Address:

6821 Academy Parkway
West NE
Albuquerque, NM 87109

Contact:

Lori Gunnare

Phone:

(505)883-3000



Complete tear off, mechanically attach R-20 to existing deck. Adhere 72 mil PVC tan Membrane. Issue 20 year manufacturers warranty.

Original Contract Amount: \$458,161.76

Change Orders: (8)

Revised Contract Amount: \$469,777.69

Completed: January 11, 2022

Roof Area: 13,037 sq. ft

Warranty: Sika Sarnafil 20 Year Warranty

Project Manager: Ed MacFarlane

Safety Manager: Jose Martinez

Appendix J – Comparable Construction Experience Roofing Projects

Applicable to Firms Submitting a Proposal for Roofing Contracts

Proponent's Name: National Roofing Company Inc.

Agency / Client Name: City of Albuquerque Transit

Project Name: COA Yale Transit Bus Barn

Project Number: 223072 Project Value: \$899,440.00

Achieved or Anticipated Final Acceptance after January 1, 2021 Yes No

Company Role: Sub Contractor Prime / JV Contractor

Agency: Public Private

Location: On a UNM Campus Within State of New Mexico

Estimated Self Performance (%): 60%
(Based on actual hours through the working foreperson. **Supervisory hours do NOT apply.**)

Project Type: (The project type should correspond to the applicable Contract the proposal is being submitted for: General Construction, MEP, Roofing)

General Construction Mechanical, Electrical, and Plumbing Roofing Painting

Project Scope: (Briefly describe the scope of work and the trades involved. The project scope should correspond to the applicable trade Contract the proposer is submitting for: General Construction, MEP, Roofing)

Complete tear off, install vapor barrier, self-adhered. Install Dens Deck Prime Coverboard. Install 80 mil white PVC membrane adhered. Issue 20 year manufacturer warranty

Client Reference for Construction: (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Agency's contact: Name Mario Portillo Title Facilities Manager

Telephone: 505-764-6186 Email Address: marioportillo@cabq.gov

Briefly describe the project: Attached additional page, if necessary.
Complete tear off, install vapor barrier, self-adhered. Install Dens Deck Prime Coverboard. Install 80 mil white PVC membrane adhered. Issue 20 year manufacturer warranty

COA YALE TRANSIT BUS BARN

601 Yale Boulevard SE, Albuquerque, NM 87106



Owner:
City of Albuquerque Transit
Owner Address:
8001 Daytona Road NW
Albuquerque, NM 87121
Owner Representative:
Mario Portillo
Phone:
(505)764-6186
E-mail:
marioportillo@cabq.gov

General Contractor:
National Roofing Company
Inc.
Address:
6821 Academy Parkway
West NE
Albuquerque, NM 87109
Contact:
Lori Gunnare
Phone:
(505)883-3000

Complete tear off, install vapor barrier, self-adhered. Install Dens Deck Prime Coverboard. Install 80 mil white PVC membrane adhered. Issue 20 year manufacturer warranty

Original Contract Amount: \$896,937.00
Change Orders: (3)
Revised Contract Amount: \$899,440.00
Completed: September 7, 2022

Roof Area: 31,554 sq. ft
Warranty: Sika Sarnafil 20 Year Warranty
Project Manager: Ed MacFarlane
Safety Manager: Jose Martinez

Appendix J – Comparable Construction Experience Roofing Projects

Applicable to Firms Submitting a Proposal for Roofing Contracts

Proponent's Name: National Roofing Company Inc.

Agency / Client Name: University of New Mexico Hospitals

Project Name: UNMH Area 16

Project Number: PO 854054 Project Value: \$607,052.00

Achieved or Anticipated Final Acceptance after January 1, 2021 Yes No

Company Role: Sub Contractor Prime / JV Contractor

Agency: Public Private

Location: On a UNM Campus Within State of New Mexico

Estimated Self Performance (%): 85%
(Based on actual hours through the working foreperson. **Supervisory hours do NOT apply.**)

Project Type: (The project type should correspond to the applicable Contract the proposal is being submitted for: General Construction, MEP, Roofing)
 General Construction Mechanical, Electrical, and Plumbing Roofing Painting

Project Scope: (Briefly describe the scope of work and the trades involved. The project scope should correspond to the applicable trade Contract the proposer is submitting for: General Construction, MEP, Roofing)

Complete tear off, install 1/2" HD board, install Tremco 3 1/2 inch insulation with a 1/8" taper system, TPA 60 mil membrane. Issue 20 year manufacturers warranty.

Client Reference for Construction: (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Agency's contact: Name Percy Land Title Project Manager

Telephone: 216-262-3014 Email Address: pland@wtiservices.com

Briefly describe the project: Attached additional page, if necessary.

Complete tear off, install 1/2" HD board, install Tremco 3 1/2 inch insulation with a 1/8" taper system, TPA 60 mil membrane. Issue 20 year manufacturers warranty.

UNMH AREA 16

2211 Lomas Boulevard NE, Albuquerque, NM 87106



Owner:
University of New Mexico
Hospitals
Owner Address:
933 Bradbury Drive SE
Suite 3165
Albuquerque, NM 87106

General Contractor:
Weatherproofing
Technologies
Address:
3735 Green Road
Beachwood, OH 44122
Contact:
Percy Land
Phone:
(216)262-3014

Complete tear off, install 1/2" HD board, install Tremco 3 1/2 inch insulation with a 1/8" taper system, TPA 60 mil membrane. Issue 20 year manufacturers warranty.

Original Contract Amount: \$607,203.00
Change Orders: (3)
Revised Contract Amount: \$611,052.02
Completed: June 24, 2022

Roof Area: 12,992 sq. ft
Warranty: Tremco 20 Year Warranty
Project Manager: Ed MacFarlane
Safety Manager: Jose Martinez

Appendix K – Indefinite Quantity Contract Experience

General

1. Agency Name: Albuquerque Bernalillo Water Utility Authority
2. Contract Number: BP001303

Reference Information

3. Reference Name, Position: David Laughlin
4. Address: _____

5. City, State, Zip Code: _____
6. Phone Number: 505-289-3035
7. Email Address: dalughlin@abcwua.org

Contract Time:

8. Potential Maximum Time:* Four (4) Years
9. Award Date: 07/16/2019
10. Expiration/Termination Date(or still active): Active, Expiration 07/15/2023

Contract Amounts:

11. Potential Maximum Amount:** No Limit
12. Total Amount of Work Issued (\$): 28,692.66
13. Total Number of Job Orders Issued (#): 30

Key Personnel

14. Name and Position: Jose Martinez - QA/QC & Safety Manager
15. Name and Position: Ed MacFarlane - Project Manager
16. Name and Position: Don McAneney - Project Manager
17. Name and Position: _____
18. Yes or No, Did any of the key personnel proposed for this contract work on the contract referenced? Yes
19. If answer to the above question is "Yes" and if those individuals are not listed as key personnel above list the name and position below:

***Potential Maximum Time** shall mean the entire possible duration of the contract. The Potential Maximum Time is calculated by adding together the base term plus all possible option terms.

****Potential Maximum Amount** shall be the sum of the potential Maximum for the base term and all possible option terms

Appendix K – Indefinite Quantity Contract Experience

General

1. Agency Name: Albuquerque Public Schools
2. Contract Number: Agreement #: 15841

Reference Information

3. Reference Name, Position: Robert Rodarte
4. Address: P.O Box 25704

5. City, State, Zip Code: Albuquerque, NM, 87125
6. Phone Number: N/A
7. Email Address: N/A

Contract Time:

8. Potential Maximum Time:* Three (3) Years
9. Award Date: 10/1/2021
10. Expiration/Termination Date(or still active): Active, Expires 10/1/2024

Contract Amounts:

11. Potential Maximum Amount:** \$12,500,000
12. Total Amount of Work Issued (\$): 45,000
13. Total Number of Job Orders Issued (#): 2

Key Personnel

14. Name and Position: Jose Martinez, QA/QC & Safety Manager
15. Name and Position: Don McAneney, Project Manager
16. Name and Position: Ed Macfarlane, Project Manager
17. Name and Position: _____
18. Yes or No, Did any of the key personnel proposed for this contract work on the contract referenced? Yes

19. If answer to the above question is "Yes" and if those individuals are not listed as key personnel above list the name and position below:

***Potential Maximum Time** shall mean the entire possible duration of the contract. The Potential Maximum Time is calculated by adding together the base term plus all possible option terms.

****Potential Maximum Amount** shall be the sum of the potential Maximum for the base term and all possible option terms

Appendix K – Indefinite Quantity Contract Experience

General

1. Agency Name: Bernalillo County Roof Repair & New Roof Installation
2. Contract Number: 2020-0625

Reference Information

3. Reference Name, Position: Hannah B Bell, County Legal Department
4. Address: One Civic Plaza NW, Room 10010

5. City, State, Zip Code: Albuquerque, NM 87102
6. Phone Number: N/A
7. Email Address: purchasing@bernco.gov

Contract Time:

8. Potential Maximum Time:* Six (6) Years
9. Award Date: 09/11/2020
10. Expiration/Termination Date(or still active): Active, Expires 9/9/2024

Contract Amounts:

11. Potential Maximum Amount:** \$3,000,000
12. Total Amount of Work Issued (\$): 1,476,850.99
13. Total Number of Job Orders Issued (#): (1)

Key Personnel

14. Name and Position: Jose Martinez, QA/QC & Safety Manager
15. Name and Position: Don McAneney, Project Manager
16. Name and Position: Ed MacFarlane, Project Manager
17. Name and Position: _____
18. Yes or No, Did any of the key personnel proposed for this contract work on the contract referenced? Yes
19. If answer to the above question is "Yes" and if those individuals are not listed as key personnel above list the name and position below:

***Potential Maximum Time** shall mean the entire possible duration of the contract. The Potential Maximum Time is calculated by adding together the base term plus all possible option terms.

****Potential Maximum Amount** shall be the sum of the potential Maximum for the base term and all possible option terms

Appendix K – Indefinite Quantity Contract Experience

General

1. Agency Name: CES
2. Contract Number: 2021-11P-G116-12348

Reference Information

3. Reference Name, Position: David Chavez, Executive Director
4. Address: 4216 Balloon Park Road NE

5. City, State, Zip Code: Albuquerque, NM 87109
6. Phone Number: 505-344-5470
7. Email Address: N/A

Contract Time:

8. Potential Maximum Time:* Three (3) Years
9. Award Date: 01/05/2021
10. Expiration/Termination Date(or still active): Active, Expires 01/04/2024

Contract Amounts:

11. Potential Maximum Amount:** \$10,000,000
12. Total Amount of Work Issued (\$): 2,119,409.71
13. Total Number of Job Orders Issued (#): (5)

Key Personnel

14. Name and Position: Jose Martinez - QA/QC & Safety Manager
15. Name and Position: Ed MacFarlane - Project Manager
16. Name and Position: Don McAneney - Project Manager
17. Name and Position: Robert Caranta - Estimator
18. Yes or No, Did any of the key personnel proposed for this contract work on the contract referenced? Yes
19. If answer to the above question is "Yes" and if those individuals are not listed as key personnel above list the name and position below:

***Potential Maximum Time** shall mean the entire possible duration of the contract. The Potential Maximum Time is calculated by adding together the base term plus all possible option terms.

****Potential Maximum Amount** shall be the sum of the potential Maximum for the base term and all possible option terms

Appendix K – Indefinite Quantity Contract Experience

General

1. Agency Name: City of Albuquerque
2. Contract Number: SHR000021867

Reference Information

3. Reference Name, Position: Kassandra Ray
4. Address: P.O Box 1985

5. City, State, Zip Code: Albuquerque, NM 87103
6. Phone Number: 505-768-3310
7. Email Address: kray@cabq.gov

Contract Time:

8. Potential Maximum Time:* Three (3) Years
9. Award Date: 07/16/2019
10. Expiration/Termination Date(or still active): Active, Expires 07/15/2023

Contract Amounts:

11. Potential Maximum Amount:** \$2,000,000
12. Total Amount of Work Issued (\$): 188,368.77
13. Total Number of Job Orders Issued (#): (5)

Key Personnel

14. Name and Position: Jose Martinez - QA/QC & Safety Manager
15. Name and Position: Don McAneney - Project Manager
16. Name and Position: Ed MacFarlane - Project Manager
17. Name and Position: Robert Caranta - Estimator
18. Yes or No, Did any of the key personnel proposed for this contract work on the contract referenced? Yes

19. If answer to the above question is "Yes" and if those individuals are not listed as key personnel above list the name and position below:

***Potential Maximum Time** shall mean the entire possible duration of the contract. The Potential Maximum Time is calculated by adding together the base term plus all possible option terms.

****Potential Maximum Amount** shall be the sum of the potential Maximum for the base term and all possible option terms

Appendix K – Indefinite Quantity Contract Experience

General

1. Agency Name: Pueblo of Sandia
2. Contract Number: DOC061521

Reference Information

3. Reference Name, Position: Gabriel C'de Baca
4. Address: 481 Sandia Loop

5. City, State, Zip Code: Bernalillo, NM 87004
6. Phone Number: N/A
7. Email Address: N/A

Contract Time:

8. Potential Maximum Time:* 3 Years
9. Award Date: 05/24/2021
10. Expiration/Termination Date(or still active): Active, Expires 05/24/2023

Contract Amounts:

11. Potential Maximum Amount:** No Limit
12. Total Amount of Work Issued (\$): 139,969.00
13. Total Number of Job Orders Issued (#): 19

Key Personnel

14. Name and Position: Jose Martinez - QA/QC & Safety Manager
15. Name and Position: Ed MacFarlane - Project Manager
16. Name and Position: Don McAneney - Project Manager
17. Name and Position: Robert Caranta - Estimator
18. Yes or No, Did any of the key personnel proposed for this contract work on the contract referenced? Yes
19. If answer to the above question is "Yes" and if those individuals are not listed as key personnel above list the name and position below:

***Potential Maximum Time** shall mean the entire possible duration of the contract. The Potential Maximum Time is calculated by adding together the base term plus all possible option terms.

****Potential Maximum Amount** shall be the sum of the potential Maximum for the base term and all possible option terms

Appendix K – Indefinite Quantity Contract Experience

General

1. Agency Name: Rio Rancho Public Schools
2. Contract Number: 2021-016-FAC

Reference Information

3. Reference Name, Position: Michael Madrid, Executive Director of Facilities
4. Address: 500 Laser Road

5. City, State, Zip Code: Rio Rancho, NM 87124
6. Phone Number: N/A
7. Email Address: N/A

Contract Time:

8. Potential Maximum Time:* Three (3) Years
9. Award Date: 06/14/2021
10. Expiration/Termination Date(or still active): Active, Expires June 13, 2024

Contract Amounts:

11. Potential Maximum Amount:** No Limit
12. Total Amount of Work Issued (\$): 30,467.56
13. Total Number of Job Orders Issued (#): 11

Key Personnel

14. Name and Position: Jose Martinez - QA/QC & Safety Manager
15. Name and Position: Ed MacFarlane - Project Manager
16. Name and Position: Don McAneney - Project Manager
17. Name and Position: _____

18. Yes or No, Did any of the key personnel proposed for this contract work on the contract referenced? Yes

19. If answer to the above question is "Yes" and if those individuals are not listed as key personnel above list the name and position below:

***Potential Maximum Time** shall mean the entire possible duration of the contract. The Potential Maximum Time is calculated by adding together the base term plus all possible option terms.

****Potential Maximum Amount** shall be the sum of the potential Maximum for the base term and all possible option terms

Appendix K – Indefinite Quantity Contract Experience

General

1. Agency Name: University of New Mexico (UNM)
2. Contract Number: PRO-CCA-3014-20

Reference Information

3. Reference Name, Position: Bruce Cherrin, Chief Procurement Officer
4. Address: 1700 Lomas NE, Suite 2600

5. City, State, Zip Code: Albuquerque, NM 87131
6. Phone Number: N/A
7. Email Address: N/A

Contract Time:

8. Potential Maximum Time:* Three (3) Years
9. Award Date: 06/30/2020
10. Expiration/Termination Date(or still active): Active, Expires 6/29/2023

Contract Amounts:

11. Potential Maximum Amount:** No Limit
12. Total Amount of Work Issued (\$): 43,051.49
13. Total Number of Job Orders Issued (#): 1

Key Personnel

14. Name and Position: Jose Martinez - QA/QC & Safety Manager
15. Name and Position: Robert Caranta - Estimator
16. Name and Position: Don McAneney - Project Manager
17. Name and Position: Ed MacFarlane - Project Manager
18. Yes or No, Did any of the key personnel proposed for this contract work on the contract referenced? Yes
19. If answer to the above question is "Yes" and if those individuals are not listed as key personnel above list the name and position below:

***Potential Maximum Time** shall mean the entire possible duration of the contract. The Potential Maximum Time is calculated by adding together the base term plus all possible option terms.

****Potential Maximum Amount** shall be the sum of the potential Maximum for the base term and all possible option terms

Appendix K – Indefinite Quantity Contract Experience

General

1. Agency Name: University of New Mexico Sandoval Regional Medical Center
2. Contract Number: OCSRMC -19-21

Reference Information

3. Reference Name, Position: UNM Hospitals Purchasing
4. Address: 933 Bradbury SE

5. City, State, Zip Code: Albuquerque, NM 87106
6. Phone Number: N/A
7. Email Address: N/A

Contract Time:

8. Potential Maximum Time:* Three (3) Years
9. Award Date: _____
10. Expiration/Termination Date(or still active): Active,

Contract Amounts:

11. Potential Maximum Amount:** \$12,500,000
12. Total Amount of Work Issued (\$): 0
13. Total Number of Job Orders Issued (#): 0

Key Personnel

14. Name and Position: Jose Martinez QA/QC & Safety Manager
15. Name and Position: Don McAneney - Project Manager
16. Name and Position: Ed MacFarlane - Project Manager
17. Name and Position: Robert Caranta
18. Yes or No, Did any of the key personnel proposed for this contract work on the contract referenced? Yes

19. If answer to the above question is "Yes" and if those individuals are not listed as key personnel above list the name and position below:

***Potential Maximum Time** shall mean the entire possible duration of the contract. The Potential Maximum Time is calculated by adding together the base term plus all possible option terms.

****Potential Maximum Amount** shall be the sum of the potential Maximum for the base term and all possible option terms

DIVERSITY VENDOR CERTIFICATION PARTICIPATION

Diversity Vendor Certification Participation - It is the policy of some Members participating in Omnia Partners to involve minority and women business enterprises (M/WBE), small and/or disadvantaged business enterprises, disabled veterans business enterprises, historically utilized businesses (HUB) and other diversity recognized businesses in the purchase of goods and services. Respondents shall indicate below whether or not they hold certification in any of the classified areas and include proof of such certification with their response.

1. Minority Women Business Enterprise

Respondent certifies that this firm is an MWBE Yes No

List certifying agency: _____

2. Small Business Enterprise (SBE) or Disadvantaged Business Enterprise (DBE)

Respondent certifies that this firm is a SBE or DBE Yes No

List certifying agency: _____

3. Disabled Veterans Business Enterprise (DVBE)

Respondent certifies that this firm is an DVBE Yes No

List certifying agency: _____

4. Historically Underutilized Businesses (HUB)

Respondent certifies that this firm is an HUB Yes No

List certifying agency: _____

5. Historically Underutilized Business Zone Enterprise (HUBZone)

Respondent certifies that this firm is an HUBZone Yes No

List certifying agency: _____

6. Other

Respondent certifies that this firm is a recognized diversity certificate holder Yes No

List certifying agency: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/21/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Downey & Company 6565 AMERICAS PARKWAY NE SUITE 750 ALBUQUERQUE NM 87110		CONTACT NAME: Susan Vance PHONE (A/C, No, Ext): (505) 881-0300 E-MAIL ADDRESS: svance@downeyandco.com FAX (A/C, No): (505) 881-0908	
INSURED National Roofing Co., Inc. 6821 Academy Parkway W. NE Albuquerque NM 87109		INSURER(S) AFFORDING COVERAGE INSURER A: National Fire Insurance Company of Hartford INSURER B: The Continental Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 2022-2023

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		7011952454	05/01/2022	05/01/2023	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
							MED EXP (Any one person)	\$ 15,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y		7011969142	05/01/2022	05/01/2023	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0	Y		7012132938	05/01/2022	05/01/2023	EACH OCCURRENCE	\$ 5,000,000
							AGGREGATE	\$ 5,000,000
								\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	7011969173	05/01/2022	05/01/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

SAMPLE

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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STATE OF NEW MEXICO

TAXATION AND REVENUE DEPARTMENT

RESIDENT CONTRACTOR CERTIFICATE

Issued to: NATIONAL ROOFING COMPANY, INC.

DBA: NATIONAL ROOFING COMPANY
6821 ACADEMY PARKWAY WEST NE
ALBUQUERQUE, NM 87109-4405

Expires: **28-Apr-2024**

Certificate Number:

L1804245424



Stephanie Schardin Clarke
Cabinet Secretary

THIS CERTIFICATE IS NOT TRANSFERABLE

Part 1 Schedule of Prices

Attach this schedule of Prices to Appendix L

OFFEROR'S NAME: National Roofing Company Inc.

For the UNM Job Order Contracting Program the Offeror shall complete the cells highlighted grey below. Failure to submit all the Adjustment Factors for the Campus/Contract Type being proposed may result in the bid for that Campus/Contract Type being deemed non-responsive. **The Contractor is to include the administrative fee of 2.98% into their responding adjustment factors.** The Contractor shall perform the Tasks required by each individual Job Order using the following Adjustment Factors:

UNM Job Order Contracting Program		CONTRACT TYPES		
Campus / Region	Adjustment Factor Name	General Construction	Mechanical, Electrical, Plumbing	Roofing
Main Campus (Albuquerque)	Normal Working Hours (60%)			2.28
	Other Than Normal Working Hours (30%)			2.54
	Non Pre-Priced (10%)			2.54
	Award Criteria Figure	0.0000	0.0000	2.3840
Northern New Mexico Branch Campuses	Normal Working Hours (60%)			2.38
	Other Than Normal Working Hours (30%)			2.62
	Non Pre-Priced (10%)			2.62
	Award Criteria Figure	0.0000	0.0000	2.4760
Southern New Mexico Branch Campuses	Normal Working Hours (60%)			2.5
	Other Than Normal Working Hours (30%)			2.71
	Non Pre-Priced (10%)			2.71
	Award Criteria Figure	0.0000	0.0000	2.5840

NOTES TO OFFERERS

1. The Other Than Normal Working Hours Adjustment Factors must be greater than or equal to the Normal Working Hours Adjustment Factors.

2. The Non Pre-Priced Adjustment Factor must be greater than or equal to 1.000

3. The weighted multipliers above are for the purpose of calculating an Award Criteria Figure only. No assurances are made by the owner that Work will be ordered under the Contract in a distribution consistent with the weighted percentages above. The Award Criteria Figure is only used for the purpose of determining the Bid.

4. When submitting Job Order Price Proposals related to specific Job Orders, the Bidder shall utilize one or more of the Adjustment Factors applicable to the Work being Performed.

5. Make sure to attach this Part 1: Schedule of Prices to Appendix L in your proposal

By: Authorized Signature: *Jackson Johns*
 By: Same Name and title Printed or typed: Jackson Johns, President
 Date: 11/17/2022

For the UNM Cooperative Purchasing Job Order Contracting Program the Offeror shall complete the cells highlighted grey below. Failure to submit all the Adjustment Factors for the Region/Contract Type being proposed may result in the bid for that Region/Contract Type being deemed non-responsive. A complete map of the regions can be found in the Purpose of this RFP Document. **The Contractor is to include the administrative fee of 7.50% into their responding adjustment factors.** The Contractor shall perform the Tasks required by each individual Job Order using the following Adjustment Factors:

UNM Cooperative Purchasing Job Order Contracting Program		CONTRACT TYPES		
Campus / Region	Adjustment Factor Name	General Construction	Mechanical, Electrical, Plumbing	Roofing
Region #1	Normal Working Hours (60%)			2.355
	Other Than Normal Working Hours (30%)			2.615
	Non Pre-Priced (10%)			2.615
	Award Criteria Figure	0.0000	0.0000	2.4590
Region #2	Normal Working Hours (60%)			2.075
	Other Than Normal Working Hours (30%)			2.335
	Non Pre-Priced (10%)			2.335
	Award Criteria Figure	0.0000	0.0000	2.1790
Region #3	Normal Working Hours (60%)			2.355
	Other Than Normal Working Hours (30%)			2.615
	Non Pre-Priced (10%)			2.615
	Award Criteria Figure	0.0000	0.0000	2.4590
Region #4	Normal Working Hours (60%)			2.425
	Other Than Normal Working Hours (30%)			2.685
	Non Pre-Priced (10%)			2.685
	Award Criteria Figure	0.0000	0.0000	2.5290
Region #5	Normal Working Hours (60%)			2.425
	Other Than Normal Working Hours (30%)			2.685
	Non Pre-Priced (10%)			2.685
	Award Criteria Figure	0.0000	0.0000	2.5290

Expressed as a dollar amount.

Appendix L – Price Proposal

University of New Mexico

BID FOR JOB ORDER CONTRACT (PRICE PROPOSAL)

Date of Bid: [11-17-2022](#)

New Mexico State Contractor's License No. [14145](#)

Resident Contractor's Preference Certificate No. [L1804245424](#)

Contractor's New Mexico Gross Receipts Tax No. [01-851145-007](#)

Contractor's Federal Employee Identification No. [85-0254343](#)

Dept. Workforce Solutions Registered Contractors Number [0191772011629](#)

UNM [Job Order Contracting](#)

Request for Proposals No. [2379-23](#)

Bid (Price Proposal) of (company name): [National Roofing Company Inc.](#)
(hereinafter called the "Bidder") organized and existing under the laws of the State of New Mexico, doing business as a Corporation, Partnership or Individual. (Circle correct one).

To: The Regents of The University of New Mexico, Albuquerque, New Mexico
(hereinafter called the "Owner").

The undersigned, as an authorized representative for the Bidder named above, in compliance with the Request For proposals (RFP) for Job Order Contracting services, having examined the Contract Documents, hereby proposes to furnish all labor, materials and supplies, and to construct the project in accordance with the contract documents at the prices stated below. These prices are to cover all expenses incurred in performing the work required under the contract documents, of which this proposal is a part.

Offeror must agree to commence work on a date specified in a written "Notice to Proceed" issued by the Owner. The Offeror must agree to complete the Project within the Job Order Completion Time stipulated date in the "Notice of Proceed". At the sole discretion of the Owner, liquidated damages will be assessed, if at all, on a Job Order-by-Job-Order basis. For each calendar day that the Detailed Scope of Work for a Job Order shall remain incomplete after the Job Order Completion Time, as amended pursuant to this Contract, the amount per calendar will be determined with each Job Order, and that amount will be deducted from any money due the Contractor, not as a penalty but as liquidated damages.

The following information is required for state reporting purposes only, and will not be used in evaluating or awarding the contract.

Is project material offered grown, produced or wholly manufactured in New Mexico? No

Business Size / Classification:

Small Business Concern

Disadvantaged Business Concern

Large Business Concern

Women Owned Business Concern

The Contractor shall perform all Work required called for in each individual Job Order issued under this Contract using the Construction Task Catalog[®] and Technical Specifications incorporated herein. Contractor shall perform any or all functions called for in the Contract Documents in the quantities specified in individual Job Orders against this Contract for the Unit Prices specified in the Construction Task Catalog[®] (CTC) multiplied by the Adjustment Factors being proposed.

The Bidder shall set forth Adjustment Factors in clearly legible figures in the respective space provided. Failure to submit Adjustment Factors for all categories may result in the Proposal being deemed non-responsive. **All amounts shall exclude NM Gross Receipts Tax.** The Contractor shall perform the Tasks required by each individual Job Order using the following Adjustment Factors:

The Schedule of Prices is contained in a separate Microsoft Excel document. Complete the Microsoft Excel document and submit as part of this Appendix L. Be sure to enter Adjustment Factors for each campus and trade being proposed.

PART 1: SCHEDULE OF PRICES:

Attach Schedule of Prices from the Microsoft Excel document. On the Microsoft Excel document, be sure to enter Adjustment Factors for each campus and trade being proposed.

Has the Part 1: Schedule of Prices been attached to this Appendix L: Yes No

PART 2: SIGNATURES

The Bidder understands that the contract(s) will be awarded in accordance with the all terms and conditions contained in this RFP and that the Owner reserves the right to reject any or all bids and to waive any formalities in the bidding.

The Bidder agrees that this response will be good and may not be withdrawn for a period of thirty (30) calendar days after the scheduled closing time for receiving bids.

Respectfully Submitted,

By:(Authorized Signature) *Jackson Johns* Date: 11/11/2022

By:(Same Name, Printed or Typed) Jackson Johns

Title: President

Company: National Roofing Company Inc.

Address: 6821 Academy Parkway West NE, Albuquerque, NM

Zip: 87109

Phone: 505-883-3000 Fax: 505-883-1719 Email: estimating@nationalroofing.com

(Affix Corporate Seal if response by Corporation):