



Technical Guideline *Checklist for Roof System Review*

Site Address: _____

Date: _____ Initials: _____

This checklist is intended to aid in the review and inspection of truss roof systems when required by the customer or customer's representative.

Shop Drawing Review

1. Obtain current structural drawings. Make sure they are certified current; any changes will incur extra cost. Make sure truss designer has used the same structural drawings.
 2. Obtain architectural drawings only if required for detail clarification.
 3. Verify that the overall truss designs conform to the specified loads, including wind load and snow drift, code version, job address. Watch out for special requirements such as drag trusses, applied moments, point load.
 4. Review all individual truss designs for
 - a. design loads, including special loads, and load cases
 - b. bearing requirements
 - c. hanger requirements
 - d. web bracing
 - e. wall girder bracing
 5. Summarize all special items from the truss review on a cover page(s). This page directs the framer's attention to the instructions on the designs.
 6. Submit all review and comments to the Certified Registered Professional (CRP) for his review (he is mandated to do this, under the B1, B2 schedules)
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Pre-Installation Meeting

1. Review the shop drawings before attending site.
 2. Arrange to meet the truss installer.
 3. Go over all basic requirements expected i.e. bracing, bearing, nails, hangers.
 4. Note the name of the framer, and the meeting date. Send brief note to CRP.
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Truss Inspection

1. Highlight major bearing points, point loads, heavy hangers, bracing, web T-brace, and anything unusual.
 2. Arrange drawings in the order of trusses on site to facilitate paper work.
 3. Verify trusses/girders are properly constructed and installed at the intended location. Confirm wall girder bracing.
 4. Bring extra layout and set of truss drawings and highlighter, to show areas that may require re-inspection. Mark up repairs, etc, for framer, and keep one set for file.
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Disclaimer note to appear on sealed layout if required, or cover sheet to CRP:

- This review/seal pertains only to a design check of the truss component, in relation to the general arrangement of truss components as shown on the truss layout submitted. The site review includes inspection of the installed trusses, all related hardware within the truss system, and generally accepted permanent bracing installation within the truss system.
 - This review does not include the design or inspection of the primary structural systems, or load paths below all trusses.
 - This review does not include temporary truss erection safety, which is the responsibility of the contractor.
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This information is intended to provide summary guidance for qualified building designers, builders, or erection contractors. It is not to be considered a comprehensive document. It represents the collective experience of WWTABC members only.
