

## Overview

This Pre-Inspection Form is a required step in the Evergy Urban Heat Island (UHI) Cool Roof Program. It is designed to document the current condition of the roof and surrounding structures prior to installation. Accurate and complete information helps ensure that each project meets program standards and qualifies for full funding.

Installers must carefully assess and record all relevant roof details, surface conditions, and structural elements. This form must be completed in full and submitted before any work begins. The information provided will be reviewed by the program team to confirm eligibility and determine any necessary preparatory work.

## Purpose

The purpose of this form is to verify that the roof is in suitable condition for a cool roof installation and to identify any issues that may need to be addressed beforehand. This step ensures quality, safety, and compliance with program requirements.

## Instructions for Completion

- This form must be completed by a qualified installer.
- All sections must be filled out accurately and completely.
- Attach required documentation, including photos and moisture readings.
- Submit the completed form to the program team before scheduling installation.

## Required Attachments

- Roof condition photos (including access points, penetrations, and problem areas)
- Moisture meter readings
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- This form must be completed by a qualified installer.

## Eligibility Reminder

To qualify for the program:

- The building must be located within Kansas City's Independence Avenue Corridor.
- The roof must be in a condition suitable for coating.
- The building must be commercial or an eligible multifamily property.

## Submission & Support

If you have questions while completing this form, please contact the Cool Roof Program team with contact information listed below:

### Contact Us

Terry Kemper  
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Phone: 816-730-7613

Brian Lunceford  
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## I. General Roof Information

Roofing System Type: ☐ Metal ☐ Gravel ☐ TPO ☐ EPDM ☐ BUR (Built-Up Roof) ☐ Modified Bitumen ☐ PVC  
☐ Other

Roof Area (sq. ft.):

Roof Age:

Roof Slope:

Coating Type Needed: ☐ Acrylic ☐ Silicone

Roof Access Method: ☐ Ladder ☐ Interior Access ☐ Roof Hatch ☐ Lift Required ☐ Other:

Any access restrictions or safety concerns? ☐ Yes ☐ No

If yes, provide additional details:

## II. Surface Condition Assessment

Number of Roof Penetrations:

Condition of Roof Penetrations:

Visible Surface Issues (Check all that apply): ☐ Cracks ☐ Blisters ☐ Ponding Water ☐ Rust ☐ Biological Growth (algae, moss, lichen)  
☐ Other:

Surface Cleaning Needed ☐ Powerwash ☐ Blow Clean ☐ Spot-treated for Mold ☐ Other:

Primer Required Based on Roof Type? ☐ Yes ☐ No

Contaminants Present: ☐ Oil ☐ Grease ☐ Rust ☐ Other:

Presence of Previous Coatings? ☐ Yes ☐ No ☐ Unknown

Moisture Meter Reading:

Moisture Content Acceptable? ☐ Yes ☐ No

Any damaged areas on roof or concerns? ☐ Yes ☐ No

If yes, provide additional details of recommended roof repairs:

### III. Structural & Functional Checks

Roof Penetrations Present (Check all that apply and list # of each)

|                                              |   |                                           |   |                                             |   |                                               |   |
|----------------------------------------------|---|-------------------------------------------|---|---------------------------------------------|---|-----------------------------------------------|---|
| <input type="checkbox"/> Plumbing Vents      | # | <input type="checkbox"/> Satellite Dishes | # | <input type="checkbox"/> Gas Vents          | # | <input type="checkbox"/> Antennae             | # |
| <input type="checkbox"/> HVAC Units          | # | <input type="checkbox"/> Skylights        | # | <input type="checkbox"/> Chimneys           | # | <input type="checkbox"/> Lightning Protection | # |
| <input type="checkbox"/> Electrical Conduits | # | <input type="checkbox"/> Roof Drains      | # | <input type="checkbox"/> Solar Panel Mounts | # | <input type="checkbox"/> Other:               | # |

Flashing/Edge Conditions: ☐ Intact ☐ Needs Repair ☐ Need Replacement Prior to Coating

Slope & Drainage Assessment: ☐ Positive Drainage ☐ Flat ☐ Drainage Issues Noted

Roof Deck Material Type (check one): ☐ Wood ☐ Metal ☐ Concrete ☐ Other:

Deck or Insulation Issues Observed: ☐ Wet Insulation ☐ Deck Rot ☐ Structural Damage

Are Structural Reinforcements Needed? ☐ Yes ☐ No ☐ To Be Determined

Any additional notes/concerns:

### IV. Documentation Requirements

Photos Taken: ☐ Before ☐ During ☐ After

Attach or Reference Photos of:

|                        |                                       |                    |                           |
|------------------------|---------------------------------------|--------------------|---------------------------|
| Overall roof condition | Problem areas (e.g., ponding, damage) | Roof access points | Penetrations and flashing |
|------------------------|---------------------------------------|--------------------|---------------------------|

Thermal Imaging or Moisture Scan Performed? ☐ Yes ☐ No

Roof Sketch or Diagram Included? ☐ Yes ☐ No

Aerial Measurement or Satellite Image Provided? ☐ Yes ☐ No

Contaminants Present: ☐ Oil ☐ Grease ☐ Rust ☐ Other:

Presence of Previous Coatings? ☐ Yes ☐ No ☐ Unknown

### V. Project Timeline & Weather Conditions

Planned Installation Start Date:

Planned Installation Completion Date

Is a clear weather forecast (minimum 72 hours) confirmed following installation date? ☐ Yes ☐ No

Weather Forecast Source/Notes:

### VI. Installer Certification & Acknowledgment

Company Name:

By signing below, I confirm that all information provided in this pre-inspection form is accurate to the best of my knowledge.  
I acknowledge that providing false or fabricated information may result in non-payment.

Printed Name of Installer:

Title/Role:

Installer Signature:

Date: