



# Roof Maintenance Contract

**Date:** 12/03/21

## **SUBMITTED TO**

Beacon Baptist Church  
c/o Dwight Ausley  
(919) 872-2215  
dwightausley@raleighchristian.com

## **JOB LOCATION**

Beacon Baptist Church  
2110 Trawick Rd.  
Raleigh, NC 27604

## **SCOPE OF WORK**

### **Contract Includes:**

1. Complete inspection of Flat, Metal, and/or Shingle roofs on any building in the contract.
2. Clean Roof of debris, Including roof blowing and removal of any debris, dirt and standing water.
3. Inspect and clean all roof drains of debris and ensure drains are fastened and sealed to be water tight and in proper working conditions.
4. Inspect all flashings at all penetrations, curbs, pipes, sky lights, walls, etc.
5. Inspect and clean all gutter and downspouts.
6. Notify the owner/ manager of any repairs exceeding the scope of this agreement.

### **Terms of Payments:**

1. Proposal shall be submitted for any repair, seal or any work other than the scope stated above.
2. A detailed report will be submitted with the invoice of any extra work performed at the completion of each inspection or visit.
3. Payment is due no more than 10 days after completion of inspection or repair.
4. From contract date, a 60 day termination letter is required for non renewal. If contract is terminated early there will be a \$100 charge.

### **Scheduling:**

1. Notice to be given at least 48 hours before arriving on site.
2. Initial Inspection and repairs to be done in the Spring, as agreed upon between parties.
3. Final Inspection and repair is to be done in the Fall, as agreed upon between parties.

### **Details of Contract:**

1. This contract carries a term of one year and will automatically renew each year.
2. This contract can be cancelled at any time by the purchaser after the first year.

Date of Acceptance: \_\_\_\_\_

Capital City Roofing & Sheet Metal, LLC

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_