

INSTRUCTIONS FOR COMPLETING THE USP® COATING WARRANTY PROJECT REGISTRATION FORM

REGISTRATION (NOTICE OF AWARD)

- 1) Applicator shall obtain *USP® ENERGYCHOICE* or *ENERGY APPROVED COATING APPLICATOR STATUS* **before** commencing with any installation of coating where a USP COATING WARRANTY is to be requested.
 - a) Complete *ENERGY CHOICE* or *ENERGY APPROVED COATING Applicator* application. Application must be sent to U.S. Ply, Inc. Technical Services for review. (See forwarding information below);
 - b) Upon acceptance, U.S. Ply, Inc will send an executed *USP® ENERGYCHOICE* or *ENERGY APPROVED COATING Applicator Agreement* to the Applicator. This will signify the Applicator's eligibility to receive USP® COATING Warranties.
- 2) Prior to application for Warranty and/or installation of a U.S. Ply, Inc. Coating System and preferably prior to bidding, Applicator shall ascertain whether or not the system can be installed according to published U.S. Ply, Inc. Coating Specification Manual. Should deviation(s) to the specification be required, Applicator shall obtain permission for such deviation(s) from U.S. Ply, Inc. Technical Services (866-PUSH-PLY / 866-787-4759).
- 3) Prior to application for Warranty, Applicator shall confirm that the proposed system is listed on current USP Coating Specification Manual (2014). For systems or Warranty Terms not listed, Applicator shall obtain prior approval from U.S. Ply, Inc. Technical Services.
- 4) Applicator shall forward to U.S. Ply, Inc. Technical Services properly completed *Notice of Award* along with required documents such as, but not limited to, shop drawings, photographs, altered specifications or detail drawings.
 - a) **Complete Page 2 & 3 (Project Registration) and Page 4 (Roof Plan) of the Project Registration Form** and send to U.S. Ply Technical Services by fax or mail (fax # is 817-413-8221, or mail to P.O. Box 11740, Fort Worth, TX 76110) within seven (7) business days prior to job start. Be sure to fill out the **Project Registration Form** completely, **sign and date the bottom portion. Alternatively, Applicator may register online at <http://www.usply.com/#!usp-coatings/cmdu>**. All information submitted on this form must be in accordance with the most current U.S. Ply, Inc. application and specification requirements. **THIS FORM REPRESENTS YOUR NOTICE OF INTENT TO RECEIVE AN USP COATING WARRANTY**
 - b) Applicator shall maintain a copy of **Project Confirmation** from U.S. Ply to be used as **Notice of Completion**.
 - c) U.S. Ply, Inc. will notify applicator of changes and/or additions to the proposed specification requirements.
- 5) U.S. Ply will review the **Project Registration Form** and email (if applicable) or fax a **Project Confirmation** back. Once you receive your confirmation, you may proceed with the project installation as soon as practical. **Note:** You should review the confirmation and advise us if any information is incorrect. (The information on the form is used to process the Warranty.)
- 6) Projects for which unacceptable, inaccurate or incomplete information is received may not be accepted unless all issues are addressed and/or clarified to the satisfaction of the U.S. Ply Technical Services Department prior to the start of the job. If you have not received your **Project Confirmation** when you are ready to proceed, please call the U.S. Ply Technical Services Department TOLL-FREE at 866 (PUSH-PLY) 866-787-4759.
- 7) Upon receiving **Project Confirmation** Applicator shall:
 - a) Complete installation per specification including material requirements;
 - b) Return properly completed and executed **Notice of Completion** (on **Project Confirmation**) with Warranty fees to U.S. Ply, Inc.
- 8) Applicator shall accompany inspector on any U.S. Ply, Inc. required roof inspection.
 - a) At the convenience of the Inspector, Applicator may make repairs to roofing system during the inspection;
 - b) Applicator shall pay for any callback inspections required for warranty issuance.
 - c) U.S. Ply, Inc. Inspector shall forward an Inspection Report to U.S. Ply, Inc.'s Technical Services Department.
- 9) U.S. Ply, Inc. shall notify Applicator of its intention to issue a Warranty.
 - a) Applicator may notify U.S. Ply, Inc. of its preference to have the warranty withheld due to payment issues with owner.

NOTICE OF FINAL PROJECT COMPLETION

- 1) Upon final project completion, fill in the date of completion and any applicable sections on **Notice of Completion**. **Mail payment for the balance of the Warranty Fee** to U.S. Ply, Inc., P.O. Box 11740, Fort Worth, TX 76110. If the **Roof Plan (Page 4)** was not included when registering the project, then be sure to include it when mailing in the **Notice of Completion Form**.
- 2) **Schedule and attend the Final Inspection with the U.S. Ply inspector.** Inspections will not be conducted without your attendance unless directed by you.
- 3) If a punch list is issued, complete the punch list by making all repairs/corrections in accordance with the requirements of U.S. Ply. Return the signed punch list and any required photographic documentation of repairs/corrections to the U.S. Ply Technical Services Department.
- 4) **If a re-inspection is required contact the U.S. Ply Technical Services Department** at 1-866-PUSH-PLY (1-866-787-4759) to schedule an inspection.

U.S. PLY COATING WARRANTY ISSUANCE & INSPECTION POLICY

- 1) U.S. Ply will not issue a **Project Confirmation** until we have received a completed **Project Registration Form (Page 2 & 3)**. It is recommended not to start a project until you have received a **Project Confirmation**. This is only a recommendation.
- 2) U.S. Ply will send a **Project Confirmation** back only when the information submitted is, in our opinion, correct and in accordance with our published requirements. We are relying on your representations that this information is correct. Confirmations are issued in good faith and are based upon the contractor's certification that the project will be completed in accordance with U.S. Ply specifications as set forth in our most recent U.S. Ply Coating Specification Manual 2014. U.S. Ply reserves the right not to issue a warranty when our requirements have not been met.
- 3) The warranty, once issued, will be sent to the contractor for delivery to the owner.
- 4) Some states require that taxes be collected on the sale of warranty (fees.) U.S. Ply, Inc. is not responsible for the collection or the distribution of sales taxes of warranties to the applicable taxing authority. **The applicator shall bear the responsibility to collect and remit all appropriate sales taxes to the applicable taxing authority.** Applicator agrees by submitting this Registration to execute this obligation.

MAILING ADDRESS

U.S. PLY, INC. – TECHNICAL SERVICES DEPARTMENT – P.O. BOX 11740, FORT WORTH, TX 76110



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USP COATING PROJECT REGISTRATION FORM (NOTICE OF INTENT)

Date:	USP® Coating Material Warranty: <input type="checkbox"/> 5 Year <input type="checkbox"/> 10 Year
	USP® Coating Labor & Material Warranty: <input type="checkbox"/> 5 Year <input type="checkbox"/> 10 Year

OWNER/BUILDING CONTACT INFORMATION

Building Name:			
Address:	City:	State:	Zip:
<i>(List name or company that the warranty is to be issued to)</i>			
Owner:			
Address:	City:	State:	Zip:
Contact:	Phone:	Email:	

APPLICATOR INFORMATION

Applicator:			
Address:	City:	State:	Zip:
Contact:	Phone:	Email:	
ENERGYCHOICE APPLICATOR Certification #		ENERGY APPROVED APPLICATOR Certification #	

ARCHITECT/CONSULTANT INFORMATION

Specifier:			
Address:	City:	State:	Zip:
Contact:	Phone:	Email:	

BUILDING/EXISTING ROOF INFORMATION

Roof Area:	Sq. Ft.	Building Use:	Deck Type:	Age:
Building Frame:		Building Height:		Roof Slope:
Existing Roof Membrane Type:		Insulation Type:		Access:
Roof Area:	Sq. Ft.	Building Use:	Deck Type:	Age:
Building Frame:		Building Height:		Roof Slope:
Existing Roof Membrane Type:		Insulation Type:		Access:

SURFACE PREPARATION

Describe Preparation of Existing Roof:
Special Conditions or Considerations:

OTHER INFORMATION

<input type="checkbox"/> Shop drawings attached (diagram) REQUIRED
<input type="checkbox"/> Photo of existing roof attached
<input type="checkbox"/> Written specifications attached



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USP® COATING SYSTEM INFORMATION

Roof Area (1)	Sq. Ft.	Spec #	Substrate Type:
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Describe Substrate Preparation:

Coating System Description

Type	USP® Product	Color	Rate of Application (Gal per 100 sq. ft.)	Method of Application	Batch #
Primer (if applicable)					
Base Coat (if applicable)					
Reinforcement Ply (if applicable)					
Intermediate Coat (if applicable)					
Finish Coat					

Seam Treatment Description

Flashing Treatment Description

Type	USP® Product	Where Used	Type	USP® Product	Where Used
Mastic			Mastic		
Reinforcement			Reinforcement		
Tape			Tape		
Other			Other		

Describe in detail the seam and flashing treatments and coating system installation procedure:

Roof Area (2)	Sq. Ft.	Spec #	Substrate Type:
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Describe Substrate Preparation:

Coating System Description

Type	USP® Product	Color	Rate of Application (Gal per 100 sq. ft.)	Method of Application	Batch #
Primer (if applicable)					
Base Coat (if applicable)					
Reinforcement Ply (if applicable)					
Intermediate Coat (if applicable)					
Finish Coat					

Seam Treatment

Seam Treatment Application Description

Type	USP® Product	Where Used	Type	USP® Product	Where Used
Mastic			Mastic		
Reinforcement			Reinforcement		
Tape			Tape		
Other			Other		

Describe in detail the seam and flashing treatments and coating system installation procedure:

Start Date:	U.S. Ply Coating Sales Rep:	Expected Completion Date:
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Applicator's Certification: I affirm that this project will be completed in accordance with the U.S. Ply *Coating* specifications as set forth in the most recent U.S. Ply *Coating* Specification Manual (2014 Edition). **I understand that U.S. Ply is relying upon the above information in issuing a Warranty.**

Authorized Applicator Representative (print name): _____ Signature X: _____

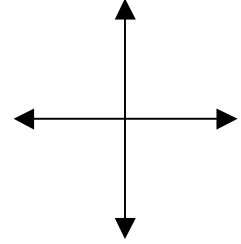
Phone: _____ Fax: _____ Date: _____



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ROOF PLAN



PROJECT NAME:

CONTRACTOR NAME

CITY STATE:

Identify below the appropriate roof plan. Indicate perimeter, walls, curbs, penetrations and other flashing applications. Indicate direction.

Comments: _____

