



Visit our web site at [www.bi-tec.com](http://www.bi-tec.com)

**MANUFACTURERS OF ADVANCED TECHNOLOGY WATERPROOFING MEMBRANES**  
P.O. Box 497 • No. 2 Industrial Park Drive • Morrilton, Arkansas 72110 • Fax (501) 354-3019 • Phone 1-800-535-8597

# WARRANTY REQUEST FORM

## Instructions For Completing This Warranty Request Form

“Warranty Request Form” must be filled out in full. All applicable questions asked pertaining to project must be addressed. Answers such as “not applicable” (N/A) will not be accepted. Answers, other than descriptive ones such as, “no” or “none” **are** acceptable when addressing “Roof System” data.

Failure to complete “Warranty Request Form” as detailed in instructions, will result in delay of processing.

All information shall be true and correct, since the data determines approval for warranty, and is a permanent record of installed system and project.

If any non-standard details or specifications are incorporated in this roof system, the Roofing Contractor must apply for these changes, in writing to: BITEC Manager of Technical Services, before starting the project. All applications for non-standard system construction will be attached to “Warranty Request Form” at time of receipt as a permanent record.

## Warranty Cannot be Processed if the following criteria are not met:

- 1) Receipt of completed Warranty Request.
- 2) Receipt of final inspection and signed punch list.
- 3) Receipt of all applicable warranty fees.
- 4) Authorized BITEC Applicator installed project. If project was sub-contracted by a BITEC Authorized Applicator to a roofing contractor not authorized by BITEC, INC., the Authorized Applicator must notify, to BITEC in writing, that the job will be supervised and that conditions of roof system application will be maintained by the Authorized Applicator. (See sub-contractor form).

BITEC has the right to disallow issuance of warranty if provisions outlined in BITEC specifications are not met.

NOTE: Each separate roof construction must be covered by a warranty request identifying the building number.

### FOR BITEC OFFICE USE ONLY

DATE RECEIVED \_\_\_\_\_ WARRANTY FEE \$ \_\_\_\_\_ (IF APPLICABLE)

DATE OF INSPECTION \_\_\_\_\_ DATE ROOF INSPECTION FORM RECEIVED \_\_\_\_\_

APPROVAL BY MANAGER OF TECHNICAL SERVICES: DATE \_\_\_\_\_ BY \_\_\_\_\_

WARRANTY ISSUED AND MAILED \_\_\_\_\_ WARRANTY NO. \_\_\_\_\_

As BITEC INC. Authorized Contractor(s), we certify that the roofing system described below has been installed in strict accordance with BITEC INC. current specifications and good

roofing standards except as covered by the approved attachments. Please arrange to furnish the following warranty to us for delivery to the building owner.

---

## AUTHORIZED CONTRACTOR

Date \_\_\_\_\_

Name \_\_\_\_\_ Applicator No. \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone (     ) \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

## PROJECT IDENTIFICATION:

**Project Name** \_\_\_\_\_

Address \_\_\_\_\_ Bldg. No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone (     ) \_\_\_\_\_

**Owner Name** \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone (     ) \_\_\_\_\_

**Architect Name** \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone (     ) \_\_\_\_\_

**New Construction**  **or Re-Roof With Tear-Off**   
(complete Section I, following page)

**Recover**   
(complete Section II, following page)

## ROOF DETAILS

Building usage \_\_\_\_\_

Parapet height (if other specify) \_\_\_\_\_ Roof height \_\_\_\_\_

Roof Size (ft<sup>2</sup>) \_\_\_\_\_ Roof Slope \_\_\_\_\_

BITEC products used:     Type \_\_\_\_\_ Quantity \_\_\_\_\_

Specification number \_\_\_\_\_ Type of coating used (Brand) \_\_\_\_\_

Approximate cost of roof system (contractor price to owner or G.C.) \$ \_\_\_\_\_

Roof System Completion Date:   Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

**SECTION I - New Construction or Re-Roof With Tear-Off.**

Deck:  Steel  Plywood  
 Lightweight Concrete  Structural Concrete  
 Other \_\_\_\_\_

Primer applied to deck:  
 YES  NO

Primer applied to flashings or masonry?  
 YES  NO

\_\_\_\_\_  
Vapor Barrier (Type & Method of Attachment)

\_\_\_\_\_  
Insulation (Type & Method of Attachment)

\_\_\_\_\_  
Base sheet (Type & Method of Attachment)

\_\_\_\_\_  
Plysheet (Type & Method of Attachment)

\_\_\_\_\_  
BITEC Membrane (Type, Color & Method of Attachment)

\_\_\_\_\_  
Surfacing (Type, brand if for roof coating)

Will roof system as installed, provide for positive drainage?  
 YES  NO

\*\*\* All non-standard details must be listed as shop drawings and/or correspondence, which has been pre-approved by the Manager of Technical Services.

Warranty Period Required \_\_\_\_\_ Years

Is warranty fee, if applicable, attached?  
 YES  NO

If yes, give amount \$ \_\_\_\_\_ If  
no, explain \_\_\_\_\_

BITEC membranes purchased from: \_\_\_\_\_

\_\_\_\_\_  
Date \_\_\_\_\_

**SECTION II - RECOVER.**

**Existing System Data  
(Existing roof not torn off)**

Were core samples taken to determine condition of the existing roof system?

YES  NO If yes, explain findings:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Deck:  Steel  Wood  
 Lightweight Concrete  Structural Concrete  
 Other \_\_\_\_\_

\_\_\_\_\_  
Vapor Barrier (Type & Method of Attachment)

\_\_\_\_\_  
Insulation (Type & Method of Attachment)

\_\_\_\_\_  
Base sheet (Type & Method of Attachment)

\_\_\_\_\_  
Plysheet(s) (Type & Method of Attachment)

\_\_\_\_\_  
Membrane (Type, & Method of Attachment)

\_\_\_\_\_  
Surfacing (Type, brand if for roof coating)

If existing surface was gravel, was gravel removed?  
 YES  NO If yes, explain how:

\_\_\_\_\_  
\_\_\_\_\_

**RECOVER SYSTEM**

Was Existing Surface Primed?  YES  NO

\_\_\_\_\_  
Insulation or Separation Layer (Type & Method of Attachment)

\_\_\_\_\_  
Base sheet (Type & Method of Attachment)

\_\_\_\_\_  
Plysheet (Type & Method of Attachment)

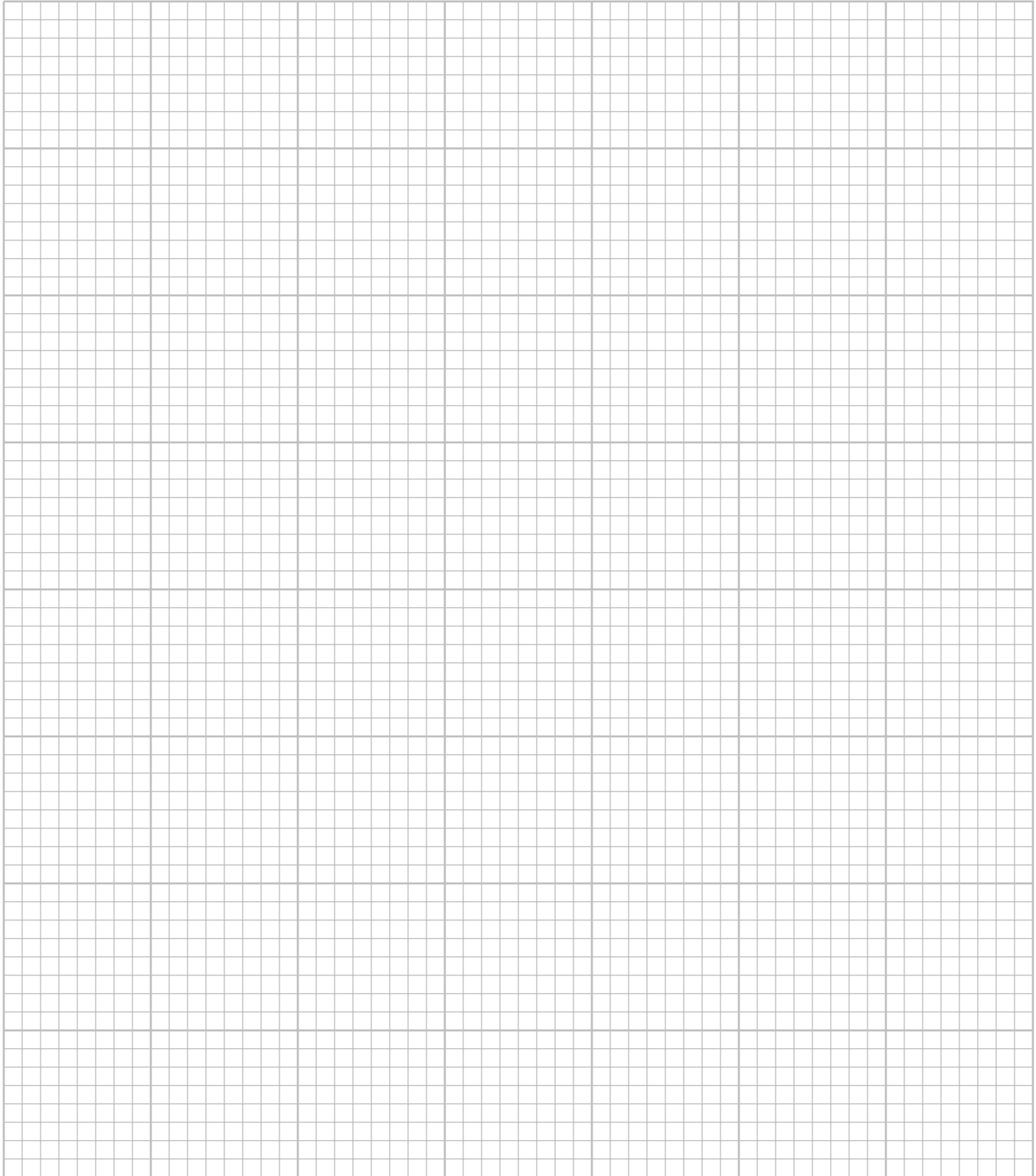
\_\_\_\_\_  
Membrane (Type, Color & Method of Attachment)

\_\_\_\_\_  
Surfacing (Type, brand if roof coating is used)

Will roof system as installed, provide for positive drainage?  
 YES  NO

# ROOF DIAGRAM

Use approximate dimensions and draw outline of roof slope.  
Indicate location of vent through roof and all mechanical fixtures.  
Shop drawing or blueprint will also suffice.



Revised 1/10