

Department of Construction Services (DCS)
Bureau of School Facilities (BSF)

**ROOF KEY PLANS FOR SCHOOL BUILDING PROJECTS
THAT INCLUDE ROOFING**

For any project that incorporates new roof construction or any project incorporating a total replacement of an existing roof (i.e. down to the roof deck), the Department of Construction Services, Bureau of School Facilities (BSF) now requires the district to submit a roof key plan in conjunction with the review/approval process. The BSF will use the information to prorate the grant calculation for roofs that are between 15 and 20 years old and when considering roof pitch waivers for existing roofs.

Provide an **Overall Roof Key Plan**. Refer to the Sample Plan included in handout. The key plan shall be on one drawing sheet (8 ½" x 11" minimum sheet) unless there is more than one detached building is included in the project scope.

The Sheet shall be formatted with a title block that includes the name and address of the facility. Include the current BSF state project number, drawing date, and identify the person creating the document (design professional/company name). Also provide a **North arrow**.

Use a Legend-style arrangement to provide the following information. This information can be on a separate sheet, provided the same sheet format described above is used.

- a.) Each (separate) **roof area** shall be assigned a designator (**A, B, C, etc**). Designators are required for each existing and new roof addition. **DO NOT SHADE or CROSS-HATCH** roof areas.
- b.) Indicate the **square footage** for each roof area, and the **total roof area** for entire building (or buildings).
- c.) Identify the **programmatic area(s)** immediately under the area of roof replacement. Use basic descriptions (classrooms, science labs, media center, gymnasium, auditorium, etc.)
- d.) Provide the **date of installation** for each roof area. (if known). Otherwise leave blank (for future use).
- e.) Identify the roofing material for each area (asphalt shingles, built-up roofing, membrane, etc.)
- f.) Indicate the roof pitch/slope.

LEGEND										REVISIONS
ROOF AREA DESIGNATION	SQ. FT.	PITCH	EXISTING ROOF ON EXISTING BUILDING	NEW ROOF ON EXISTING BUILDING	NEW ROOF ON NEW ADDITION	TYPE OF ROOFING	ORIGINAL CONSTRUCTION DATE	DATE OF LAST REPAIR / REPLACEMENT	PROGRAMMATIC AREA BELOW REPLACEMENT ROOF	
A	3,875 SQ. FT.	CURVED			X	STANDING SEAM METAL ROOFING	2008		LIBRARY	
B	483 SQ. FT.	1/2": 1'-0"			X	SINGLE MEMBRANE ROOFING	2008		ENTRY CANOPY	
C	4,985 SQ. FT.	CURVED			X	STANDING SEAM METAL ROOFING	2008		CAFETERIA	
D	6,187 SQ. FT.	1/2": 1'-0"			X	SINGLE MEMBRANE ROOFING	2008		KITCHEN/CUSTODIAL	
E	4,480 SQ. FT.	1/4": 1'-0"		X		SINGLE MEMBRANE ROOFING	FEBRUARY 1968	2008	BOILER ROOM	
F	82 SQ. FT.	3": 1'-0"	X			STANDING SEAM METAL ROOFING	FEBRUARY 1968	JUNE 1999	CORRIDOR	
G	886 SQ. FT.	1/4": 1'-0"		X		SINGLE MEMBRANE ROOFING	FEBRUARY 1968	2008	CORRIDOR	
H	608 SQ. FT.	1/4": 1'-0"		X		SINGLE MEMBRANE ROOFING	FEBRUARY 1968	2008	MECH ROOM	
I	56 SQ. FT.	3": 1'-0"	X			STANDING SEAM METAL ROOFING	FEBRUARY 1968	JUNE 1999	SOFFIT	
J	7,151 SQ. FT.	1/4": 1'-0"		X		SINGLE MEMBRANE ROOFING	FEBRUARY 1968	2008	AUDITORIUM	
K	1,171 SQ. FT.	3": 1'-0"	X			STANDING SEAM METAL ROOFING	FEBRUARY 1968	JUNE 1999	SOFFIT/CORRIDOR	
L	5,784 SQ. FT.	1/4": 1'-0"		X		SINGLE MEMBRANE ROOFING	FEBRUARY 1968	2008	GYM	
M	658 SQ. FT.	3": 1'-0"	X			STANDING SEAM METAL ROOFING	FEBRUARY 1968	JUNE 1999	CORRIDOR	
N	237 SQ. FT.	3": 1'-0"	X			STANDING SEAM METAL ROOFING	FEBRUARY 1968	JUNE 1999	CORRIDOR	
O	2,977 SQ. FT.	1/4": 1'-0"		X		SINGLE MEMBRANE ROOFING	FEBRUARY 1968	2008	GYM LOCKER ROOMS	
P	5,491 SQ. FT.	2 1/2": 1'-0"	X			STANDING SEAM METAL ROOFING	FEBRUARY 1968	JUNE 1999	CLASSROOM	
Q	233 SQ. FT.	1/4": 1'-0"		X		LOUVERED PENTHOUSE	FEBRUARY 1968	2008	CORRIDOR	
R	4,055 SQ. FT.	2 1/2": 1'-0"	X			STANDING SEAM METAL ROOFING	FEBRUARY 1968	JUNE 1999	CLASSROOM	
S	402 SQ. FT.	1/4": 1'-0"		X		SINGLE MEMBRANE ROOFING AND LOUVERED PENTHOUSE	FEBRUARY 1968	2008	CLASSROOM	
T	3,121 SQ. FT.	1/4": 1'-0"		X		SINGLE MEMBRANE ROOFING	FEBRUARY 1968	2008	LECTURE ROOM	
U	1,956 SQ. FT.	1/4": 1'-0"		X		SINGLE MEMBRANE ROOFING	FEBRUARY 1968	2008	CORRIDOR	
V	5,481 SQ. FT.	2 1/2": 1'-0"	X			STANDING SEAM METAL ROOFING	FEBRUARY 1968	JUNE 1999	CLASSROOM	
W	238 SQ. FT.	1/4": 1'-0"		X		LOUVERED PENTHOUSE	FEBRUARY 1968	2008	CORRIDOR	
X	5,491 SQ. FT.	2 1/2": 1'-0"	X			STANDING SEAM METAL ROOFING	FEBRUARY 1968	JUNE 1999	CLASSROOM	
Y	233 SQ. FT.	1/4": 1'-0"		X		LOUVERED PENTHOUSE	FEBRUARY 1968	2008	CORRIDOR	
Z	577 SQ. FT.	1/4": 1'-0"		X		SINGLE MEMBRANE ROOFING	FEBRUARY 1968	2008	OFFICE/CORRIDOR	
SUBTOTAL	66,883 SQ. FT.									

SCHOOL

PROJECT DATA

SDE PROJECT NUMBER

AE PROJECT NUMBER

DATE

ARCHITECTS