



Operating Procedures For Firestone Approved Applicators

I. Applicator Agreement

1. Applicator must submit a completed Application to Install Warranted Red Shield Firestone Roof Systems form to Firestone Building Products Company (Firestone) for evaluation.
2. If approved, Applicator must sign the Red Shield Roofing Applicator Agreement with Firestone.

II. Job Form

1. Applicator shall place on his own purchase order form, Firestone Purchase Order Form, or by telephone, their purchase order for materials and submit to Firestone Customer Service Department.
2. Applicator shall submit to Firestone Contractor Services an accurate Pre-Installation Notice (PIN) at least two weeks prior to the project's starting date when a system warranty is required. This information can be completed via Firestone website.
3. Applicator shall submit to Firestone within seven days after completion of all Firestone installations, the Request for Inspection (RFI) along with a maximum 11" x 17" roof drawing. (This drawing must show locations of all field seams and all penetrations.)

NOTE: Approved Roofing Drawing (ARD) must be submitted before an inspection can be scheduled.

This sheet is meant to highlight Firestone's products and specifications and is subject to change without notice. Firestone takes responsibility for furnishing quality materials, which meet Firestone's published product specifications. Neither Firestone nor its representatives practice architecture. Firestone offers no opinion on and expressly disclaims any responsibility for the soundness of any structure. Firestone accepts no liability for structural failure or resultant damages. Consult a competent structural engineer prior to installation if the structural soundness or structural ability to properly support a planned installation is in question. No Firestone representative is authorized to vary this disclaimer.

4. Firestone will inspect the installation (system warranties only) for compliance with Firestone Specifications, Details and standards, as well as accuracy of Pre-Installation Notice and Roof Drawing. Applicator should have a qualified representative available to meet with Firestone inspector at the job site for the inspection.
5. A Repairs for Warranty (RFW) will be submitted to the Applicator outlining any necessary repairs. Upon completion of repairs, at the Applicator's expense, Applicator must sign the Repairs for Warranty and return to Firestone within 60 days.

Note: Additional inspections may be required prior to issuing the Firestone Warranty.

6. Firestone will issue the applicable warranty upon payment in full of all materials associated with the Firestone Roofing System installation, and contingent upon proper compliance and accurate documentation of the above (Warranted installations only).
7. Applicator is responsible for the Firestone Roof System during the first two years per the signed Red Shield License Agreement.
8. Applicator must submit to Firestone the Leak/Repair Notification (LRN) form at the time such a leak notification by the owner. Notice to Firestone can also be made by calling Firestone Warranty Services Department.

NOTE: Applicator is required to use Firestone-approved forms for all communication when applicable. Applicator is responsible for submitting accurate and complete information with respect to all Firestone installations. Failure to submit any technical document may jeopardize the issuance of the warranty.

Firestone Building Products Company
250 W. 96th Street, Indianapolis, IN 46260
Sales: (800) 428-4442 • Technical (800) 428-4511
www.firestonebpco.com