



For Office use only
Date Received

Information Request Form

***Required Fields**

General Information:	
Contact Name*	Telephone*
Company*	Email*
Name of Project*	
Address of Project*	
Type of construction* <input type="checkbox"/> Commercial <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Other <input type="checkbox"/> New <input type="checkbox"/> Retrofit	
Quote for* <input type="checkbox"/> Supply <input type="checkbox"/> Install <input type="checkbox"/> Both	
Architect	Landscape architect
General Contractor	
Timeline:	
Project Phase	Date of installation (approx.)
Estimate Type <input type="checkbox"/> Budgetary <input type="checkbox"/> Final	Estimate required by: (date)
Roof Access:	
Location of roof* (relative to bldg)	Height of roof*
Characteristic of surroundings (space around the building to park a crane/boom truck)*	
How do people access the roof*	
How would materials be transported onto the roof*	
Building/site plan attached* <input type="checkbox"/> Yes <input type="checkbox"/> No	
Roof Construction Details	
Weight bearing capacity or roof* lb/sqft kg/sqm	Parapet/Edge <input type="checkbox"/> Yes <input type="checkbox"/> No Height:
Type of roofing system*	Manufacturer of roofing system*
Roofing system buildup*	
Roof section details attached <input type="checkbox"/> Yes <input type="checkbox"/> No	Roof specification attached <input type="checkbox"/> Yes <input type="checkbox"/> No



Grade of roof* Degree?		Other objects on the roof (solar panels, skylights, mechanical units, etc)	
Obtain elevation plans* <input type="checkbox"/> Yes <input type="checkbox"/> No		Roof plan attached* <input type="checkbox"/> Yes <input type="checkbox"/> No	
Roof drain locations*			
Proposed Green Roof			
Client's objectives*			
Special requirements*			
Proposed XF system buildup*			
Public access <input type="checkbox"/> Yes <input type="checkbox"/> No		Access to water <input type="checkbox"/> Yes <input type="checkbox"/> No How?	
Type of maintenance desired*			
Describe foot traffic over green roof areas* (during construction and permanently)			
Size of green roof*		Size of ballast/paver areas*	
Direction the roof faces		Planting plan attached <input type="checkbox"/> Yes <input type="checkbox"/> No (if different sections)*	
Special site concern			
Comments:			
For Office Use Only			
Date	Who	Action/Notes	