



**U.S. Department of Housing and Urban Development**

Washington State Office  
Seattle Federal Office Building  
Office of Housing  
909 First Avenue, Suite 190  
Seattle, WA 98104-1000

June 28, 1995

**TO : SPONSORS DOING BUSINESS WITH HUD/FHA**

**SUBJECT : FLAT ROOFS ON HUD MULTIFAMILY PROJECTS**

The attached memorandum dated June 28, 1995 reflects the Washington State Office requirements regarding projects designed with flat roof systems. Architects are required to insert this provision into the project specifications.

If you have any further questions concerning this requirement, please contact HUD at telephone number (206) 220-5212.

A handwritten signature in black ink, appearing to read "John H. Taylor".

John H. Taylor  
Chief, Multifamily Production Branch, OAHMP



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Seattle Office, Northwest/Alaska Area  
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Multifamily Production Branch, OAHMP  
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June 28, 1995

**MEMORANDUM FOR :** Architectural Staff, OAHMP

A handwritten signature in cursive script, appearing to read "John Taylor", is written over the printed name in the "FROM" line.

**FROM :** John Taylor, Chief Multifamily Production Branch, OAHMP

**SUBJECT :** Flat Roofs on Multifamily Projects

This memo will revise and reissue the Director of Housing's memo of January 12, 1981 regarding office policy on flat roofs used in multifamily projects. It is acceptable for either a manufacturer's twenty (20) year prorated bond or for the prime contractor to submit a written ten (10) year guarantee for materials and labor. The bond or guarantee is required to provide for repair of leaks or other problems due to materials and/or workmanship.

Additionally, a flat roof system designed without minimal slope of one half ( $\frac{1}{2}$ ) inch per foot will not be acceptable. The intent of this requirement is to eliminate standing or ponding water on the roof.

Definition : a "flat" roof is any roof which uses roofing systems covered by the National Roofing Contractor's Association's "Low Sloped Roofing" Manual.

The following suggested wording will be inserted in the project's specifications when flat roof design is used :

"The Prime contractor shall furnish a written warranty on the company letterhead which will guarantee the watertight integrity of the roof installation for a period of ten (10) years from the date of final acceptance. This warranty constitutes a guarantee that the Prime Contractor will furnish all labor and materials which may be necessary for repairs of roofing system including flashings during this period. The only exceptions to the guarantee are damages caused by acts of God, the owner or others,

and not due to construction defects."

Any exceptions to this policy must have the approval of the Chief, Multifamily Housing Production Branch.

Suggested Wording for Prime Contractor's Certification -

We (I) hereby guarantee the watertight integrity of the roofing installation for a period of ten (10) years from \_\_\_\_\_, date of final acceptance. This warranty constitutes a guarantee that the prime contractor will furnish all labor and materials which may be necessary for repairs during this period at no cost to the owner. The only exceptions to this guarantee are damages caused by acts of God, the owner or others, and are not due to construction defects.

\_\_\_\_\_  
Signature of Prime Contractor

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Lic. No. \_\_\_\_\_