

## Roofing [RFG] – User Guide for Xactimate

**Note:** in parenthesis [...] you will find the **Xactimate** Categories and Codes for items. Once you type in your line item codes, sample pictures of the items appear. Double-click on pictures for full description. For **search** of any items you click at Category dropdown box. The window that will appear is called “Category Smart List”. Select “All P.L. Items” in right upper dropdown box. Now hit **F2** to type in your search item.

!!! See also our sample estimates at <http://wpscat.com/onlinetraining.htm> for real case examples!!!

- ✓ *Remove complete shingled roof as measured and when replacing roof, apply a waste factor of 10% for a Gable Roof and of 15% for a Hip Roof*
- ✓ *Roofs are calculated in Squares (1 SQ= 100 SF)*

### **Activities:**

& *Remove and Replace*  
R *Detach and Reset*  
+ *Replace*  
- *Remove*

### **(1) Shingled Roof:**

§ Most common in Florida is the 3-tab shingled roof **[RFG 240]**



- § Other common type: dimensional or composition shingles [RFG 300] (see Xactimate pictures/illustrations for differences between shingle types)



§ **EXAMPLE:** Replace 3- tab Roof >

- Remove and dispose of shingles and felt etc [RFG 240]. Activity is “**Remove**” or “-” (see drop down box, next to categories and codes)
- Replace shingles and felt [RFG 240]. Activity is “**Replace**” or “+”. Include a waste factor of **10% for Gable Roof** and **15% for Hip Roof**
  - o As 3- tab shingles are sold in 0.33 Square Feet (SF), round up your calculated amount of SF to either SF.33 or SF.67 or SF.99, whichever is closer.
- Apply Drip Edge [**RFG DRIP**] (Activity is +) along the Perimeter of the roof. Round up to full Linear Feet (LF)
- Remove and Replace the **Roof Vents** (Activity is &)
  - o Pipe Vent or Exhaust Cap [**RFG VENTE**]
  - o Turbine Vent [**RFG VENTB**]
  - o Turtle Vent [**RFG VENTT**]
  - o Ridge Vent [**RFG VENTA**]
- Apply LF of Valley Metal [**RFG VMTL**] along the seams where a gable is attached to a slope, it's important to measure those seams when you inspect a roof.



- If roof is repairable, determine the actual number or SQ of shingles that need to be replaced or use “Roof Repair- Minimum Charge” [RFG MN], whichever is higher.
- Haul out of debris (**DMO DUMP**)

(2) Flat Roof:

Modified Bitumen Roof [RFG BI]



Roll Roofing [RFG RL]



§ EXAMPLE: Replace Bitumen Roof >

- Remove and Replace Bitumen Roof [RFG BI] (Activity is &).
- Round up to nearest SQ.
- Apply Drip Edge [RFG DRIP] along the Perimeter of the roof that is **not** attached to the main roof. Round up to nearest LF
- Remove and Replace (Activity is &) roof vents, usually “Exhaust Cap through Flat Roof” [RFG VENTEF]
- If roof is repairable, use Roof Repair Minimum Charge, including hot material [RFG HTMN]
- Haul out of debris (**DMO DUMP**)

(3) Tile Roof:



§ **Types:** Concrete Tile [RFG TIL-] / Clay Tile flat or S- shaped [RFG TIL]

- Remove and replace roof (Activity is &) incl. a waste factor (10% for Gable and 15% for Hip Roof) and then round up.
- For Drip Edge [RFG DRIP], Valley Metal [RFG VMTL], Vents [RFG VENT?] use same procedure as explained above
- if roof is repairable: remove and replace amount of damaged tile at a 3:1 ratio (considering footfall, breakage etc., please mention in your estimate) or use Tile "Roofing Repair- Minimum Charge" [RFG TILMN], whichever is higher.
- Haul out of debris (**DMO DUMP**)

(4) **Soffit/ Gutter/ Fascia :**

§ Category is [**SFG**]. Hit the Selection dropdown box next to the Category box and search for the item you need. The easiest way is to **hit F2** and type in the item that you are searching for (i.e. aluminum)

§ Fascia is the wood, vinyl or metal piece that faces you on the lower edge of the roof



§ Soffit normally runs parallel with the ground (See picture above right and below left. The picture below right shows fascia, soffit and gutter/downspout)

