

TRI-STATE

# ROOFING & SHEET METAL COMPANY

P.O. BOX 1231, CHARLESTON, WV 25324 • TELEPHONE (304) 755-8135 • FAX: (304) 755-5275 WV CONTRACTORS LICENSE NO. WV000104  
EMAIL: [charleston@tri-stateservice.com](mailto:charleston@tri-stateservice.com) • WEBSITE ADDRESS: [www.tri-stateservicegroup.com](http://www.tri-stateservicegroup.com)

invoice

INVOICE DATE	INVOICE NO.	PAGE
12/13/24	53901	1

SOLD CMI MANAGEMENT  
TO: 5285 SHAWNEE RD, STE 510  
ALEXANDRIA, VA 22312

SHIP US ARMY RESERVE  
TO: 101 LAKEVIEW DR  
CROSS LANES, WV

	PURCHASE ORDER NO.	SHIP VIA	SHIP DATE	TERMS
	16369			NET 30 DAYS

Job # 815866 US ARMY RESV. ROOF LEAK

PERFORM ROOF REPAIRS PER ATTACHED WORK ORDER.

This billing includes all costs and markups to perform the work as described including labor, material, taxes, supervision, insurance, tools and equipment, shop and warehouse expenses, vehicular cost, record keeping, dump charges and environmental compliance.

A 4.5% CREDIT CARD FEE WILL BE CHARGED FOR ALL CREDIT CARD PAYMENTS.

HAPPY HOLIDAYS!

SALE AMOUNT	1,590.56
MISC. CHARGES	
SALES TAX	95.43
FREIGHT	
TOTAL	1,685.99

# TRI-STATE ROOFING & SHEET METAL COMPANY

P.O. Box 1231 Charleston, WV 25324 | (304) 755-8135 FAX (304) 755-5275 | Contractor Lic. # WV000104 | Website: www.tri-stateservicegroup.com

DATE 11-12-24

## ROOFING WORK ORDER

JOB # 815866



I CUSTOMER CMF Management  
 N MFG JOB # CSS# 98600  
 V PO # WO# 16369  
 O ADDRESS \_\_\_\_\_  
 I CITY / STATE \_\_\_\_\_  
 C PHONE 703-738-5302  
 E CONTACT Reginald Cook  
 T CALL FOR APPT: ☐ No ☒ Yes

BLDG NAME US Army Reserve  
 W ROOF AREA(S) AMSA  
 O ADDRESS 101 Lakernew Dr  
 R CITY/STATE Cross Lanes WV  
 K CONTACT Angelica Northington  
 A PHONE # (SITE) 703-738-5302  
 T PHONE # (CELL) \_\_\_\_\_  
 Emergency Response? \_\_\_\_\_

ROOF TYPE	<input type="checkbox"/> EPDM	<input type="checkbox"/> PVC	<input type="checkbox"/> TPO:	<input type="checkbox"/> Adhered	<input type="checkbox"/> Ballast	<input type="checkbox"/> M.A.S.	<input type="checkbox"/> METAL:	<input type="checkbox"/> S.S.	<input type="checkbox"/> Lap
	<input type="checkbox"/> BUR	<input type="checkbox"/> MOD-BIT:	<input type="checkbox"/> Gravel	<input type="checkbox"/> Smooth	<input type="checkbox"/> Granulated	<input type="checkbox"/> SHINGLE	<input type="checkbox"/> SLATE	<input type="checkbox"/> TILE	

Customer Description of Problem: The roof is leaking in the AMSA in the part of the Building that the AMSA employees will be working out of during Phase 1 remodel.

Roof Service	ROOF DRAWING	DESCRIPTION OF REPAIRS/WORK PERFORMED
<input type="checkbox"/> Drains <input type="checkbox"/> Inspected <input type="checkbox"/> Cleaned <input type="checkbox"/> Gutter <input type="checkbox"/> Inspected <input type="checkbox"/> Cleaned <input type="checkbox"/> Downspout <input type="checkbox"/> Inspected <input type="checkbox"/> Cleaned <input type="checkbox"/> Field <input type="checkbox"/> Perimeter <input type="checkbox"/> Edge metal <input type="checkbox"/> Coping <input type="checkbox"/> Flashing <input type="checkbox"/> Wall <input type="checkbox"/> Curb <input type="checkbox"/> Cntr Flash <input type="checkbox"/> Wall <input type="checkbox"/> Curb <input type="checkbox"/> Ceiling Tile		<p><u>12/1/22 - Called &amp; left voicemails no response</u></p> <p><u>- Leaks reported on AMSA and training building.</u></p> <p><u>- AMSA, leak reported in last bay next to heater.</u></p> <p><u>stepped off leak on roof, found core cut that was patched with root cement, failing. Cleaned, primed, sealed with Formflash.</u></p> <p><u>- Training Building, leak reported in hallway. Stepped off leak to unit. Found open corner &amp; screw penetrating membrane. Sealed with Formflash &amp; coverstrip, respectively.</u></p>

QTY	MATERIAL DESCRIPTION	QTY	MATERIAL DESCRIPTION	QTY	MATERIAL DESCRIPTION
<u>1/2 ft.</u>	<u>1129</u> ✓	<u>min</u>	<u>4928</u> ✓		
<u>3 ft.</u>	<u>1144</u> ✓				
<u>1</u>	<u>1141</u> ✓				
<u>min</u>	<u>1066</u> ✓				
<u>min</u>	<u>1251</u> ✓				

SERVICE TECHNICIAN	WEATHER	TEMP	START DATE	FINISH DATE
<u>M. Mullins / J. Lipscomb</u>	<u>0</u>	<u>22°</u>	<u>12-5-24</u>	<u>12-5-24</u>

WEATHER CODE: Sunny (S) Rain (R) Snow (SN) WINDY (W) OVERCAST (O) DRIZZLE (D) ICE (I)

TECH RECOMMENDATIONS: \_\_\_\_\_

- ☐ Billable T & M  
☐ Manufacturer's Wty.  
☐ Tri-State Wty.
- ☐ Work in Progress  
☒ Complete

[Signature]  
Customer Signature

Tri-State Roofing & Sheet Metal will make repairs to localized areas that appear to be the source of leaks and will make a good faith effort to locate and try to stop leaks. Tri-State Roofing & Sheet Metal does not warrant that further leaks will not occur. Depending upon the condition, age and type of roof, future leaks may well be expected. Tri-State Roofing & Sheet Metal is not responsible for indoor air quality, interior or consequential damages, including mold, mildew, loss of use, damage to personal property, personal injury or claims from building occupants.



### CERTIFICATION OF WORK

(To be completed by the Contractor and saved in the Contractor's CMMS)

FACID/Building: AMSA Date of Visit: 12-5-24

Contractor Personnel on Site:

1. Matt Mullins
2. Joe Lipscomb

#### Work Performed:

**Preventive Maintenance** - Services Completed (Annual, Quarterly, Monthly, equipment identification, etc.)

1. Leak repairs on AMSA, Training Building

**Service Calls** – Service Call Number and Description

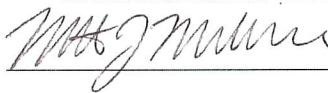
1. CSS# 98600 Roof Leak in the AMSA
2. CSS# \_\_\_\_\_
3. CSS# \_\_\_\_\_

---

### CERTIFICATION OF WORK

To be signed by the Contractor:

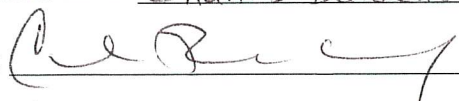
Print Name: Matthew Mullins Date: 12-5-24

Signed: 

To be signed by Facility Manager:

By signing the Certification of Work, I certify that the above-named individuals representing the Contractor arrived on site and to the best of my knowledge, completed the stated work listed. This is **NOT** a Certification that the Work was performed correctly – The COW simply verifies that that someone representing the Contractor was onsite and accomplished something

Print Name/Rank: Charles Burdette GS07 Date: 20241205

Signed: 

E-Mail: Charles.c.burdette2.civ@army.mil