MODULAR HOME DOCUMENTATION - EVALUATOR GUIDE TO SUBMITTING IN FOCUS

Like an evaluation for any other home, documentation showing a modular home meets the FORTIFIED standard must be submitted for IBHS review using the audit software FOCUS. Since the entries for a manufactured or modular home are not always intuitive, this chart can help evaluators understand where, in FOCUS, specific information should be stored.

⚠️ **NOTE: Evaluators should alert the IBHS audit team that an evaluation is for a modular home by entering a comment in the FOCUS 2.5 board.**

DESIGN	
Documentation for each of these requirements should be collected by the plant and provided to the evaluator for submittal to IBHS.	
DOCUMENTATION REQUIRED	**Upload Documentation in FOCUS 2.5**
Signed and sealed building (unit) design plans	Eligibility Form **include these in "Other Documents"**
For openings, required site design wall wind pressures for all doors and windows must be included in design plans	Silver and Gold Compliance Form **General Information**
For metal roof covers, required site design uplift pressures for all roof zones must be included in design plans	Roof Cover Compliance Form *If applicable*
For metal roof covers, certified test report for metal panel system (Refer to section 2.8.1)	Roof Cover Compliance Form *If applicable*
Signed and sealed foundation design plan	Eligibility Form **include these in "Other Documents"**
If not available on product labels/stickers, documentation of impact and design pressure rating for all openings (i.e. windows, doors, skylights, etc..)	Silver and Gold Compliance Form **General Information** *If applicable*
Chimney framing/anchorage details and/or manufacturer information if applicable	Silver and Gold Compliance Form **General Information** *If applicable*

PLANT PRODUCTION	
Documentation for each of these requirements should be collected by the plant and provided to the evaluator for submittal to IBHS.	
DOCUMENTATION REQUIRED	**Upload Documentation in FOCUS 2.5**
Verify Roof Structural Members (Section 2.5): • 1 photo minimum showing at least 3 exposed roof members (i.e. trusses, rafters) with tape measure between roof members to show on center spacing.	Roofing Compliance Form **General Information**
Verify Roof Deck Thickness (Section 4.1): • 1 photo of sheathing type and thickness, i.e. plywood/OSB grade stamp or sheathing edge with tape measure	Roofing Compliance Form **General Information**
Verify Roof Deck Attachment and Fastener Type (Section 4.2): • 1 photo showing type of fastener used – photos must show either carton label indicating nail type and size, or full nails clearly showing ring shank with tape measure showing length (required minimum 8D ring shank as specified in Section 2.6) • 8 total photos showing maximum nail spacing: 4 photos must be taken from above roof deck showing nail spacing with tape measure in four different locations and 4 photos must be provided from 4 locations within the attic (below roof deck). Each photo in attic must include 2 consecutive structural roof members (truss and/or rafter) and show any areas where excessive shiners are present.	Roofing Compliance Form **General Information**

Verify Sealed Roof Deck (Section 4.4):
• For all sealed roof deck methods:
  ○ 1 legible photo of each label for each approved synthetic underlayment, 30# felt, self-adhered underlayment, and/or seam tape product showing ASTM.
• For taped seams and underlayment only – (Section 4.4.1.1):
  ○ 4 overall photos (one from each elevation) after seams are taped.
  ○ 4 overall photos (one from each elevation) after underlayment/anchor sheet is installed.
  ○ 2 closer photos showing underlayment/anchor sheet nailing pattern
  ○ For tile roof cover, 4 photos (one from each elevation) showing installed cap sheet.
  ○ For homes to be installed within 3000 ft of a saltwater shoreline, 1 photo of packaging for cap nails used to attach underlayment to roof deck showing that they meet FORTIFIED Corrosion Protection Requirements
• For 2-Ply underlayment only– Section 4.4.1.2:
  ○ 4 overall photos (one from each elevation) showing installed underlayment
  ○ 2 closer photos showing underlayment nailing pattern
  ○ For homes to be installed within 3000 ft of a saltwater shoreline, 1 photo of packaging for cap nails used to attach underlayment to roof deck showing that they meet FORTIFIED Corrosion Protection Requirements
• For self-adhered membrane only – Sections 4.4.1.3 and 4.4.2.2:
  ○ 4 overall photos (one from each elevation) showing installed membrane before bond break is applied
  ○ If bond break is applied, 4 photos from different eave/rake locations showing bond break held back 8" from edge.
• For Closed Cell Spray Foam – Section 3.2:
  ○ 4 photos from different areas within attic showing spray foam installation at sheathing joints and roof framing members.
  ○ Documentation from the installing contractor identifying the manufacturer and product
	Roofing Compliance Form **General Information** *If applicable*

PLANT PRODUCTION (continued)
Documentation for each requirement should be collected by the plant and provided to the evaluator for submittal to IBHS.

DOCUMENTATION REQUIRED	Upload Documentation in FOCUS 2.5
Verify Drip Edge (Section 4.5): • 4 photos from different areas showing drip edge installation and nailing pattern	Roofing Compliance Form **General Information**

Verify Roof Cover Rating and Attachment (Sections 4.7 and 4.8):
• For all roof covers:
  o Minimum roof slope for all roof cover types present on the home.
    Some examples of how roof slope can be documented are by holding a T-square up to the roof eave to show "rise over run", by placing an inclinometer on the roof and photographing the reading, or by using a mobile app to measure and including a photo capture of the results.
	Roof Cover Compliance Form

Verify Roof Cover Rating and Attachment (Sections 4.7 and 4.8) continued: • For all roof covers: o 4 finished elevation photos from each side of the home showing installed roof cover.	Roofing Compliance Form **General Information**

Verify Roof Cover Rating and Attachment (Sections 4.7 and 4.8) continued:
• Documentation for asphalt shingle roof covers (see below):
  o 1 photo of shingle packaging showing manufacturer and product name.
  o 1 photo of shingle packaging showing shingle ASTM rating and class.
  o 4 photos of starter strip installation from different areas (include eave and rake).
  o For homes to be installed within 3000 ft of a saltwater shoreline, photo of shingle nail packaging showing nails meet FORTIFIED Corrosion Protection Requirements.
• Documentation for metal panel roof covers (see below):
  o For exposed fasteners: 1 photo of metal panel fastener packaging showing manufacturer, product, type and size. For homes within 3000 ft of a saltwater shoreline, photo must show that fasteners meet FORTIFIED Corrosion Protection Requirements.
  o 4 photos from different locations showing installed metal panel fastener spacing with tape measure in all roof zones.
	Roof Cover Compliance Form
	If roof cover installed in plant

Verify Attic Vents and Covers (Section 4.9): • Minimum of 1 legible photo of packaging for each roof mounted vent showing manufacturer, model and TAS 100(A) rating. Product information (pdf) may also be included.	Roofing Compliance Form **General Information**
Verify Windows and Skylights Impact Rating (Section 5.2): • 2 photos for each type of window or impact-rated window cover; one overall photo and one photo showing label with impact rating. • 2 photos for each skylight; one overall photo and one photo showing label with impact rating.	Silver and Gold Compliance Form **General Information**
Verify Entry Doors Impact Rating (Section 5.3): • 2 photos for each type of entry door or impact-rated entry door cover; one overall photo and one photo showing label with impact rating.	Silver and Gold Compliance Form **General Information**
Verify Gable End Wall Sheathing (Section 5.5.1) • 1 photo per gable end showing sheathing type and thickness by plywood/OSB stamp or sheathing edge with tape measure from within the attic.	Silver and Gold Compliance Form **General Information**
Verify Gable End Wall Framing and Bracing (Section 5.5.2) • 2 photos per gable end showing bracing at top and at bottom and connection to supporting wall below from within the attic.	Silver and Gold Compliance Form **General Information** *If applicable and completed in plant*
Verify Gable End Overhang Construction (5.5.3) • 1 photo per gable end showing length of gable end overhangs with tape measure • 1 photo per gable end showing overhang framing from within the attic. Photos must show that gable end rake soffits are NOT vented.	Silver and Gold Compliance Form **General Information** *If applicable*

Verify Soffits (Section 5.6)
• For flexible soffits:
  o 1 photo with tape measure showing length of overhang and flexible soffit cover.
• For flexible soffit covers requiring intermediate bracing:
  o 1 photo showing intermediate bracing per FORTIFIED Standard Detail F-S-1.
• For rigid soffit covers:
  o 1 photo showing rigid soffit cover
• For homes within 3000 ft of a saltwater shoreline, documentation must be provided that exposed soffit fasteners meet FORTIFIED Corrosion Protection Requirements
	Silver and Gold Compliance Form
	General Information
	If applicable

Verify Chimney Connections (5.7): • 2 photos per chimney showing chimney framing and anchorage to structure from underside of deck/within attic	Silver and Gold Compliance Form **General Information** *If applicable*
Verify Attached Structure Connections (5.8) (i.e. Porch/Carport/ etc...): • 1 photo showing roof member connection to roof beam with metal connectors. • 1 photo showing connection of roof beam to column with metal connectors or a minimum of (2) bolts. • For homes within 3000 ft of a saltwater shoreline, documentation must be provided that exposed attached structure connectors, anchors and fasteners meet FORTIFIED Corrosion Protection Requirements	Silver and Gold Compliance Form **General Information** *If applicable*
Verify Design Pressure Rating of Windows and Doors (Section 6.2): • 2 photos for each type of opening; one overall and one showing label with design pressure rating	Silver and Gold Compliance Form **General Information**
Verify Wall Impact Resistance (Section 6.3): • 2 photos showing type and thickness of wall sheathing. Photos must show that exterior is fully sheathed.	Silver and Gold Compliance Form **General Information**
Verify Continuous Load Path (CLP) Connections (Section 6.4): • 1 photo for each type of roof to wall connection clearly showing connectors. • 1 photo for each type of wall above to wall below connection, clearly showing connectors and/or lapped sheathing. • For homes within 3000 ft of a saltwater shoreline, documentation must be provided that exposed CLP connectors, anchors and fasteners meet FORTIFIED Corrosion Protection Requirements	Silver and Gold Compliance Form **General Information**

FIELD INSTALLATION/ COMPLETE EXTERIOR	
Documentation for each requirement should be collected by the evaluator for submittal to IBHS.	
DOCUMENTATION REQUIRED	**Upload Documentation in FOCUS 2.5**
Sealed Roof Deck (Section 4.4): • For hinged roofs, photos of roof sections raised in field with sealed roof deck installed in field	Roofing Compliance Form **General Information** **- and –** Roof Cover Compliance Form **Include photos of roof deck attachment, installation of sealed roof deck, and installed roof cover in the appropriate sections.**

Verify Roof Cover Rating and Attachment (Sections 4.7 and 4.8):
• For metal panel roof covers:
  ○ For exposed fasteners: 1 photo of metal panel fastener packaging showing manufacturer, product, type and size. For homes within 3000 ft of a saltwater shoreline, the photo must show that fasteners meet FORTIFIED Corrosion Protection Requirements.
  ○ 4 photos from different locations showing installed metal panel fastener spacing with tape measure in all roof zones.
	Roof Cover Compliance Form
	If not completed in plant

Verify Attic Vents and Covers (Section 4.9): • 1 photo of each gable end vent that is open to the attic space, showing a temporary cover to be used when a storm approaches and that permanent hardware, for attaching the cover is installed.	Roofing Compliance Form **General Information** *If applicable*
Verify Gable End Wall Framing and Bracing (Section 5.5.2): • 2 photos per gable end showing bracing at top and at bottom and connection to supporting wall below from within the attic.	Silver and Gold Compliance Form **General Information** *If applicable and not completed in plant*
Verify Windows, Skylights and Entry Doors Impact Rating (Section 5.2 and 5.3): • Photos showing permanent anchor installation for temporary impact protection systems if applicable and that temporary impact protection systems are stored onsite.	Silver and Gold Compliance Form **General Information** *If applicable*
Verify Attached Structure Connections (5.8): • 1 photo showing roof member connection to roof beam with metal connectors. • 1 photo showing connection of roof beam to column with metal connectors or a minimum of (2) bolts. *NOTE: For multi-level attached structures, collect all documentation provided on Evaluator documentation checklist - engineering design is required.* • For homes within 3000 ft of a saltwater shoreline, documentation must be provided that exposed attached structure connectors, anchors and fasteners meet FORTIFIED Corrosion Protection Requirements. • 1 photo showing column connection to foundation with metal connectors or a minimum of (2) bolts.	Silver and Gold Compliance Form **General Information** *If applicable and not completed in plant*
Verify Continuous Load Path (CLP) Connections (Section 6.4): • Photos of unit connections installed in field. • Photos of permanent foundation with unit sited on top showing positive anchorage to structure. • 1 photo for each type of lower wall to foundation connection clearly showing connections spaced at 48" O.C. maximum. • 1 photo of typical hold down/tension tie at building corners.	Silver and Gold Compliance Form **General Information** **Include in "Wall Above to Wall Below Connection" file uploader in Gold section** **Include in "Lower Wall to Foundation Connection" file uploader in Gold section**
Accessory Roofs (Reference Technical Bulletin FH 2023-03): Attached structures that interfere with or interrupt the main roof and/or the main roof cover of the home will affect the home's eligibility for the Roof level of designation. Please refer to Technical Bulletin FH 2023-03 for information on eligibility and compliance of accessory roof structures and communicate with FORTIFIED evaluator to provide the required documentation for accessory roofs that interfere with the main roof.	Roofing Compliance Form **General Information** **- and –** Roof Cover Compliance Form *If needed*
Provide Finished Elevation Phots: • 4 elevation photos of the completed home, one from each face of the dwelling • 4 finished elevation photos from each side of the home showing the fully installed roof cover.	Eligibility Form Roofing Compliance Form **General Information**
Verify Installer Compliance Forms: • FORTIFIED Home Site Installation Compliance Form for Modular Construction	Roofer Confirmation, Silver Confirmation and Gold Confirmation Forms **Upload in signed compliance form uploaders**

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