READY TO INSPECT — FIELD CHECKLIST

Lightning protection system quarterly maintenance checklist

A quarterly lightning protection system round is short on purpose: it catches the wear items that fail between annual services. This checklist is sized for a tech with a phone. Every item says what to look at and the photo that proves the round happened. Work is commonly verified against NFPA 780, the applicable building code. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The facilities or roofing maintenance tech on the quarterly roof round, after other roof work has come and gone. When: Every quarter, run with the roof and rooftop-equipment walk since it's roof work by other trades that most often knocks a conductor or terminal loose.

Before going on the roof

- [ ] Roof access made under the site's fall protection procedure
  Roof reached by the permitted route, tie-off or guardrail near edges as the procedure requires, someone below knows who is up, and no roof work with thunderstorms in the area.
  No photo required
- [ ] Roof work and storms since the last round reviewed
  Roofing, rooftop equipment and facade jobs since the last round listed along with any reported strike, so those areas get a closer look on the walk.
  No photo required

Air terminals and conductors

- [ ] Air terminals present, secure and plumb
  Each terminal in place at its location, standing plumb, base secured to the roof, tip and fittings intact and not corroded through.
  2 photos required
- [ ] Conductor routing and clips intact
  Cable runs following their path, held by clips at intervals, no loose spans, sharp bends, breaks or lengths lying in ponding water.
  2 photos required
- [ ] Conductor runs level or downward with no upward pockets
  Each run heading level or downward toward ground, with no upward U or pocket left by a rerouted section or a detour around new rooftop equipment.
  1 photo required
- [ ] Splices and connectors along the runs checked
  Each splicer or connector seated on the conductor with its bolts tight, none split, missing or pulled apart, and no conductor end left loose beside it.
  1 photo required

Bonding

- [ ] Bonding connections at fittings observed
  Bonding jumpers and connectors tight, no loose or missing hardware, dissimilar-metal fittings not showing heavy corrosion.
  1 photo required
- [ ] Roof-mounted metal bonded into the system
  Rooftop units, rails, ladders and metal curbs bonded where required, any new equipment since the last round checked for a connection.
  1 photo required

Downleads and grounds

- [ ] Down-conductor routing and protection checked
  Down conductors held to the wall, guard protecting the lower run, no loose clips, splices pulled apart or missing sections.
  1 photo required
- [ ] Down conductors counted against the system drawing
  Each downlead on the system drawing found on the walk, none removed or cut by facade, gutter or signage work since the last round.
  No photo required
- [ ] Base of each downlead checked at its ground termination
  Where each down conductor meets its test joint or ground connector, fittings tight and unpainted and the conductor unbroken into the ground.
  1 photo required
- [ ] Ground connections and test wells accessible
  Ground connections and test wells located, lids intact and reachable, connections not buried, flooded or corroded away.
  No photo required

Findings and records

- [ ] Damage and missing parts reported with their locations
  Each loose terminal, broken clip, unbonded unit or damaged guard reported to the owner with its roof area and photo, so a repair is ordered.
  No photo required
- [ ] Round logged for the qualified inspector's next visit
  Findings and repairs made since the last inspection kept with the system record, so the inspector starts from what the rounds found.
  No photo required