READY TO INSPECT — FIELD CHECKLIST

Skylights and roof glazing final inspection checklist

Skylights and roof glazing final inspection is where the punch list is either short or expensive. This checklist walks the finished work the way an owner or AHJ will see it: devices on, systems running, everything labeled. Each item gets the photo that closes it instead of reopening it. Work is commonly verified against the applicable building code, NRCA roofing guidance, manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The skylight installer with the GC's superintendent, walking glazed units after the roof is closed and before turnover. When: After units are glazed and set on the finished curbs and the perimeter is sealed, before turnover walks and before the roof warranty inspection.

Fall protection at installed units

- [ ] Screens or guards in place at every installed unit
  Each installed unit has the screen, guard or fall-through protection the fall protection plan or the contract documents call for; nobody stands on or leans on glazing to inspect it.
  1 photo required

- [ ] Walk party told glazing and domes are not walkable
  Everyone on the final walk briefed that units are fall-through hazards, the super's release for the roof area noted, and each unit viewed from the roof surface beside the curb.
  No photo required

Glazing and seating

- [ ] Unit seated on continuous gasket, glazing intact
  Unit set flat on an unbroken perimeter gasket, glazing free of cracks, edge seal and spacer intact, no pinched or missing gasket at any corner.
  2 photos required

- [ ] Glazing mark read on each unit against the skylight schedule
  Etched or stamped glazing mark, or the dome's label, read on each unit and matched to the glazing type on the schedule and the approved submittal.
  1 photo required

- [ ] Unit anchored at every point the instructions show
  Frame fastened to the curb at each anchor location in the manufacturer's instructions with the listed fastener, no extra holes through the frame or skirt.
  1 photo required

Perimeter seal and drainage

- [ ] Perimeter sealed and weep paths open
  Continuous tooled seal at the frame-to-curb joint over a backed joint, condensation gutters and weeps clear so trapped water drains to the exterior.
  2 photos required

- [ ] No standing water against the unit
  After a wet-down or rain, water sheds clear of the curb and flashing, no ponding on the upslope side, no seep at the frame joint.
  1 photo required

- [ ] Unit skirt laps the base flashing on all four sides
  Frame skirt or counterflashing covers the top of the base flashing all the way around by the lap the manufacturer and roofing details show, with no exposed flashing top at the corners.
  1 photo required

- [ ] Interior frame and curb liner viewed from below
  From inside, frame corners closed and curb liner finished; where the frame has a condensation gutter, joints intact and weeps clear of drywall, sealant or paint.
  1 photo required

- [ ] Water test results logged where specified
  Spray or hose test run by the method and duration the spec sets, the units tested, witness and result logged by unit mark, any leak traced and re-tested.
  No photo required

Operation and glass

- [ ] Operators and openers work through full travel
  Venting units open and close and latch through full travel, manual or motorized control operates, seals compress evenly when closed.
  No photo required

- [ ] Protective film, labels and smears cleaned off the glazing
  Film, labels and sealant smears removed by the manufacturer's cleaning method, no scraper marks on glass and no solvent haze or crazing on acrylic domes.
  1 photo required

Turnover

- [ ] Warranty and installation records gathered by unit mark
  Manufacturer's warranty registration, the approved submittal and the installer's record for each unit mark assembled for the turnover package.
  No photo required

- [ ] Operating instructions and remotes for venting units handed over
  For venting units, the manual or motorized operating instructions, remotes and any sensor settings turned over to the owner with the unit marks they serve.
  No photo required