

Skylights and roof glazing punch checklist

Skylights and roof glazing punch is where small misses become callbacks after the crew has demobilized. This checklist walks the finished work the way the owner and the next trade will see it, with the photo that closes each item instead of a note that reopens 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 on a callback, or the GC's superintendent clearing skylight punch items before turnover. When: During closeout, after real weather has tested the units and after other roof trades have worked around the openings.

Leak and stain callbacks

- ☐ Leak source found and corrected at the real path
Interior stain traced to its actual entry, curb flashing or perimeter seal re-worked at the source rather than skinned over, re-tested with a wet-down. 2 photos required

Glazing and finish repair

- ☐ Cracked or scratched glazing and frames repaired
Each damaged unit located and photographed in context, glazing or frame repaired or replaced, wide shot placing the opening on the roof. 2 photos required

Drainage cleared

- ☐ Weeps and gutters cleared before signoff
Condensation gutters and weep paths blown clear of construction debris, drainage confirmed to the exterior, opening released clean. 1 photo required