READY TO INSPECT — FIELD CHECKLIST

# 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.

## Protection during callbacks

- [ ] Screens and guards back in place after other trades' work
  Screens and guards at each unit checked for removal or damage by roof and mechanical trades since final, missing pieces reinstalled before the punch walk continues.
  1 photo required
- [ ] Opening covered while any unit is off for repair
  A unit pulled for repair leaves its curb covered or guarded per the fall protection plan until the unit is reset and fastened.
  No photo required

## 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.
  No photo required
- [ ] Callback record ties each stain to a unit mark
  Each interior stain or drip logged with the unit mark above it, the date and the weather that preceded it, so repeat callbacks on the same unit show up.
  No photo 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.
  No photo required
- [ ] Every unit viewed from below for fogging and crazing
  From inside, each unit checked for fogged insulated glass, crazed or yellowed domes and failed edge seals, with any found logged by unit mark for the manufacturer.
  1 photo required
- [ ] Replacement glazing matches the schedule for that unit
  Where a lite or dome was replaced, its glazing mark or label read and matched to the skylight schedule, not a stock substitute.
  No photo 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
- [ ] Curb flashing and skirt checked after other roof trades
  Skirt and counterflashing not bent or lifted, fasteners tight and nothing stacked against the curb after mechanical, solar or roofing work nearby.
  1 photo required