READY TO INSPECT — FIELD CHECKLIST

Skylights and roof glazing rough-in inspection checklist

Skylights and roof glazing rough-in is the last time the work is fully visible. Once the cover inspection passes and the walls, ceilings and slabs close, every defect left behind becomes a demolition bill. This checklist walks the rough-in in the order the work goes in, with the photo each item needs before it gets buried. 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 setting curbs and frames with the roofing foreman, or the GC's superintendent walking each opening before the roof closes over the tie-in. When: As curbs and frames are set on the framed openings and the flashing is woven into the roof, before the membrane or shingles cover the transition and before the unit is glazed.

Fall protection at openings

- [ ] Openings guarded or covered before anyone walks the curbs
  Every skylight opening in the roof area has the guardrail, secured cover or screen the site's fall protection plan calls for; if one is open, stop and report it to the super.
  1 photo required

- [ ] Fall protection plan and cover markings checked for this roof
  Site fall protection plan reviewed with the super for this roof area; covers fastened against displacement, marked as covers and rated for the load the plan states.
  No photo required

Units on site

- [ ] Frame and unit labels match the approved submittal
  Manufacturer's label or carton on each frame and unit read for model, size and glazing type and compared with the approved submittal and the opening's schedule mark.
  1 photo required

- [ ] Units stored crated, secured and away from roof edges
  Crated units stored as the carton marks direct (flat or on edge), covered, tied down against wind and kept clear of roof edges and open curbs.
  1 photo required

Curb and opening

- [ ] Curb square, level and to the required height
  Curb built plumb and square to the opening, top level, upstand at or above the height the manufacturer and roof assembly call for so base flashing turns up full.
  2 photos required

- [ ] Opening framed and blocked to carry the unit
  Header and trimmers sized for the opening, curb fastened to solid framing not just decking, no soft spots under the anchor line.
  1 photo required

- [ ] Curb outside size measured against the unit's frame
  Curb outside dimensions taped at both directions and compared with the range the manufacturer lists for this unit, so the frame seats without forcing or open gaps.
  1 photo required

Flashing and membrane tie-in

- [ ] Flashing lapped shingle-fashion and tied to the roof
  Base, step and counterflashing woven with the drainage so upslope water sheds over each lap, membrane turned up the curb and terminated, no reliance on sealant as the primary seal.
  2 photos required

- [ ] Upslope diverter or cricket where the run demands it
  On wide curbs or low slope, a cricket or diverter behind the unit splitting water around the curb instead of ponding against the upslope flashing.
  No photo required

- [ ] Curb and flashing details for each unit type on hand
  Manufacturer's curb and flashing drawing and the current roofing details at the roof for each unit type, with the curb height and counterflashing lap they call for noted before flashing starts.
  No photo required

- [ ] Counterflashing parts match the manufacturer's detail
  Counterflashing or kit parts on site checked by label against the manufacturer's detail for this unit and roof covering, no field-bent substitutes the roofing details do not show.
  1 photo required

Concealment signoff

- [ ] Tie-in photographed before the roof covers it
  Each opening's flashing and membrane termination documented open, curb height and laps visible, before shingles or cover board close the transition for good.
  2 photos required

- [ ] Skylight schedule checked off opening by opening
  Every opening on the skylight schedule found on the roof with its mark, curb built and flashed; missing, moved or extra openings reported to the super.
  No photo required