READY TO INSPECT — FIELD CHECKLIST

Rooftop solar PV punch checklist

Rooftop solar PV 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 NEC (NFPA 70), the applicable building code, manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The install crew lead on a callback, or the GC's superintendent closing rooftop punch items. When: During closeout, after the array has cycled through weather and other trades have finished any rooftop work above or around it.

Array recheck

- [ ] Array rechecked row by row after other trades' rooftop work
  Glass, frames and backsheets looked at again after weather and nearby rooftop work; any new damage marked by row and column for the installer.
  No photo required

- [ ] Wire management rechecked for dropped leads and loose clips
  Clips, ties and trays checked along each row after thermal cycling, with any lead that has dropped toward the roof listed for the installer to re-secure.
  1 photo required

- [ ] Mount flashings looked at from the array side after weather
  Each reachable mount checked for lifted flashing, cracked sealant or staining at the base; roof-side repairs referred to the roofer.
  1 photo required

Repair and proof

- [ ] Each defect located and photographed in context
  A close shot of the clamp, label or flashing plus a wide shot placing it on the array by row and column.
  2 photos required

- [ ] Loose clamps retorqued and re-marked
  Clamp brought back to the specified torque, torque mark reapplied, adjacent clamps in the row spot-checked.
  No photo required

Labels and closure

- [ ] Missing or faded labels replaced
  Rapid-shutdown, disconnect and directory labels present and legible at every required location before the array is signed off.
  No photo required

- [ ] No remaining rooftop items before array signoff
  All punch items closed with photos, roof left clear of debris and fasteners before the area is released to turnover.
  1 photo required

- [ ] Fire-access pathways and setbacks clear at closeout
  Pathways and setbacks around the array free of leftover material, spare rails, ballast and conduit, matching the permitted layout.
  1 photo required

- [ ] Turnover documents and owner walkthrough on file
  As-built layout and single-line, module and inverter datasheets, warranties and the commissioning record handed over; owner shown the shutdown initiator.
  No photo required