



Install horizontal drainage composites/protection boards

Install horizontal drainage composites/protection boards using an interactive checklist. Commentable steps with evidence capture, and export as PDF/Excel ensure compliant, traceable installation and testing.

Project:
Date:
Filled by:

Pre-Installation

1	Confirm scope is horizontal only (decks, roofs, podiums), excluding vertical works; review drawings showing falls, outlets, and terminations; record approval with date, initials, and attached marked-up plans.
2	Verify product compatibility: drainage composite, protection boards, adhesives, and waterproofing membrane per approved project specifications and authority requirements; attach data sheets and lot/batch numbers.
3	Check weather and substrate conditions: ambient ≥ 5 °C, no standing water; log temperature and relative humidity readings with a calibrated thermo-hygrometer (photo of display).

Substrate Preparation

4	Clean horizontal slab/membrane surface by broom and vacuum; remove laitance and debris; verify surface moisture $\leq 5\%$ by mass using a moisture meter; upload readings and photos.
5	Confirm design falls with a digital level or laser: slope within $\pm 0.5\%$ of design (target 1:80 to 1:40). Record measurements on a grid and attach screenshots.
6	Repair depressions > 10 mm or protrusions > 5 mm; use compatible patching compound; photograph before/after and note curing times per manufacturer.
7	Protect vulnerable membrane zones with temporary walkway sheets; record layout and confirm no sharp edges; daily photo log of condition.

Horizontal Drainage Composite Installation

8	Unroll drainage composite on horizontal plane with flow channels aligned downslope; install with geotextile filter facing up unless specified otherwise; photo of first course orientation.
9	Form shingle overlaps: minimum 100 mm on roll edges and 150 mm at roll ends; seal laps with compatible tape; close-up photos of seams.
10	Stagger transverse joints ≥ 300 mm between adjacent rows to avoid continuous seams; mark joint offsets on plan and photograph.
11	Avoid wrinkles and bridging; lift and relay panels to remove trapped air; acceptance: full support with no voids > 10 mm; photo evidence with straightedge.
12	Secure composite locally (adhesive dots or approved fasteners on horizontal plane) to prevent displacement by wind/traffic; record method and fastener spacing with photos.
13	Maintain 50 mm setback from vertical upstands; detail transition per approved drawings to preserve horizontal flow path; upload detail reference and photos.

Outlets and Terminations	
14	Form recessed sumps at outlets (typ. 300 × 300 mm or as detailed) to encourage flow; confirm recess depth maintains falls; photo with tape measure.
15	Cut composite neatly around outlets and penetrations; maintain 25 mm clear annulus; fit strainers/flanges; torque fixings 4–6 N·m; attach torque-wrench photo.
16	Prove drainage path by controlled water pour: 5 L at high point must reach outlet within 30 s; record video and time stamp.

Protection Boards Installation	
17	Install protection boards on horizontal membrane per approved project specifications and authority requirements; butt edges tight; acceptance: gaps < 3 mm; photo of joints with feeler gauge.
18	Fix boards with compatible adhesive/spot bedding (5–8 spots/m ²) or approved mechanical means; record adhesive batch/coverage; verify no solvent attack (sample pull check, photo).
19	Achieve flatness: maximum 5 mm deviation under a 2 m straightedge; document checks at 10 m grid intervals with photos.
20	Chamfer board edges around outlets and maintain 25 mm clearance; confirm no reduction of effective outlet area; close-up photos required.

Inspection and Handover	
21	Conduct final walk-through; verify no blocked sumps, no exposed membrane, and intact seams; compile punch list and close items with before/after photos.
22	Upload as-built drawings marking panel directions, lap locations, outlets, and product batches; obtain digital signatures from installer and inspector.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
<p>Install horizontal drainage composites/protection boards is a focused checklist for horizontal applications only, ensuring uninterrupted drainage layers, protected waterproofing membranes, and clear outlets on roofs, podium slabs, and terraces. It covers geocomposite drains, horizontal drainage layers, and protection course installation while explicitly excluding any vertical works. By verifying substrate falls, panel orientation, shingle laps, sealed seams, and unblocked sumps, teams prevent trapped water, ponding, and punctures that lead to costly rework and leakage. The checklist also addresses penetrations and terminations at changes of plane, ensuring continuity across the horizontal field without venturing into vertical façade or wall details. Clear acceptance cues—such as slope tolerances, overlap dimensions, flood-test results, and photographic evidence—support decisive inspections and handovers. Use this interactive, job-ready tool to coordinate between waterproofing installers, general contractors, and inspectors with documented approvals and lot traceability. Start in interactive mode to tick items, add comments, and export as PDF/Excel with a secure QR code for records.</p>	<p>1. Preparation: Gather approved drawings, product data sheets, calibrated tools (digital level, moisture meter, torque wrench), and PPE. Confirm the work area is horizontal (decks, roofs, podiums) and weather-suitable. 2. Open interactive mode on mobile or tablet. Create a checklist instance for the specific zone, tagging location, date, and stakeholders. 3. While inspecting, tick each item, add comments for nonconformities, and attach photos, readings, and lot numbers. Use timestamps for traceability. 4. If issues arise, assign corrective actions within the comment thread; retest and attach before/after evidence, keeping the full discussion auditable. 5. Export progress snapshots to PDF/Excel for coordination meetings, including embedded photos and measurement logs. 6. Sign-Off: Capture digital signatures from installer, supervisor, and inspector. The system applies a unique QR code for verification. 7. Archive the final export to your document control system and share the QR link with project stakeholders for quick future reference.</p>