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Vertical drainage composite/protection board installation

Vertical drainage composite/protection board installation interactive checklist: commentable steps, confirm continuity and outlets, protect membranes, and export as PDF/Excel with QR security.

Project:
Date:
Filled by:

Pre-Installation Verification

1	Review drawings/specs and confirm scope is vertical only; exclude horizontal.
2	Check wall plumbness and flatness with 2 m straightedge and level; tolerance ± 5 mm per 2 m; record photos of gauges.
3	Verify waterproofing membrane cure and integrity; perform visual scan and peel check per approved project specifications and authority requirements; photo defects and approvals.
4	Confirm environmental conditions: substrate dry, temperature and wind within manufacturer limits; log hygrometer, thermometer, anemometer readings with timestamps.

Materials and Storage

5	Match drainage composite rolls and protection boards to approved submittals; confirm thickness, core type, geotextile; record product names and lot numbers.
6	Inspect rolls/boards for damage; reject crushed cores, tears, contamination; document quarantine tags and photos before installation.
7	Verify accessories on hand: termination bars, outlet connectors, tapes, primers/adhesives, fasteners; inventory equals layout quantity +10% spare; attach inventory sheet.
8	Store materials off ground ≥ 150 mm on pallets, covered from UV/moisture; photo storage conditions and weather protection.

Substrate and Membrane Protection

9	Pad corners, penetrations, and high-risk contact points with compatible geotextile or sacrificial boards; photo each location before boards.
10	Set exclusion zone with barriers/signage; maintain 1.0 m clear working corridor; log daily supervisor initials.
11	Select non-penetrating fixation over membranes (approved adhesive/strip); confirm method per approved project specifications and authority requirements; record product batch.
12	Conduct 1 m ² adhesion compatibility test patch; achieve minimum peel per manufacturer; record pull values and photos of test area.

Install Vertical Drainage Composites	
13	Start installation at base, work upward; ensure core/dimple orientation per arrows; photo first course alignment reference.
14	Maintain vertical edge overlaps 75–100 mm or as specified; roll seams with seam roller; verify no fishmouths; photo tape measure at laps.
15	Seal joints using specified tape/connectors; verify continuous bond; record peel check results and close-up photos of joints.
16	Stagger joints between courses by ≥ 300 mm; avoid four-corner intersections; mark on as-built sketch and photo typical stagger.

Outlets and Termination	
17	Connect composite to base drain/outlet fittings using manufacturer connectors and geotextile socks; verify full-bore flow; photo before concealment.
18	Install cleanouts/inspection tees at accessible points per layout; cap and label; geolocate coordinates; photo labels.
19	Fix termination bar/flashing at top edge into structure (not membrane); maintain straightness ± 5 mm per 3 m; record anchor spacing and torque.
20	Terminate composite above finished grade by ≥ 150 mm or per spec; verify with tape; photo elevation reference.

Backfilling and Protection	
21	Place protection boards over membranes before backfill where specified; ensure tight butt joints, no gaps > 5 mm; photo continuous coverage.
22	Backfill in lifts using suitable material; limit drop height to ≤ 1.0 m; use spotter; photo each lift face for displacement checks.
23	Inspect for crushed/displaced drainage panels after each lift; correct immediately; photo restored continuity before next lift.
24	Final pre-concealment sign-off confirming continuity, sealed joints, connected outlets, terminations, and protection; attach annotated photos and approvals.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
<p>Vertical drainage composite/protection board installation ensures continuous vertical drainage paths, reliable outlet connections, and robust waterproofing membrane protection. This checklist focuses exclusively on vertical drainage boards, geocomposite drain mats, and protection sheets installed on walls, basements, and shafts—explicitly excluding horizontal applications. By standardizing pre-installation verification, material controls, substrate preparation, joint treatment, terminations, and backfilling practices, it reduces risks such as trapped water, clogged outlets, membrane puncture, and differential settlement. Field teams will confirm plumb and even substrates, test adhesive compatibility, maintain correct panel orientation, lap and seal joints, secure terminations, and verify clear, accessible outlets and cleanouts. Protection boards are placed to shield membranes from impact and abrasion during backfill. Acceptance cues, tolerances, and documentary evidence are built into each step to support defensible QA/QC. Use this interactive, commentable checklist on-site: tick items, add notes and photos, and export results as PDF/Excel with a secure QR code for audit trails.</p>	<ol style="list-style-type: none"> 1. Preparation: Gather approved drawings, specifications, manufacturer datasheets, calibrated level/straightedge, tape, seam roller, primers/adhesives, connectors, termination bars, PPE, and a camera-enabled device. 2. Preparation: Confirm site readiness—safe access, lighting, weather within limits, membranes cured, and materials staged off the ground and protected from moisture and UV. 3. Preparation: Brief the crew on vertical-only scope, protection measures, and evidence requirements (photos, readings, batch numbers, signatures). 4. Using the Interactive Checklist: Open interactive mode, select location or wall grid, and begin ticking items in sequence with timestamps. 5. Using the Interactive Checklist: Add comments, attach photos, and input measurements or torque values at each relevant step for traceability. 6. Using the Interactive Checklist: Generate interim PDF/Excel snapshots for daily reports; share links for reviewer comments. 7. Sign-Off: Capture digital signatures from supervisor, QC, and client representative; include names, roles, and dates. 8. Sign-Off: Export the final, commentable record as PDF/Excel; embed the secure QR code for authenticity verification. 9. Sign-Off: Archive the checklist with photos, batch logs, and as-built sketches in the project document control system.