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# Inspect rooflight perimeter flashing and waterproofing

Inspect rooflight perimeter flashing and waterproofing terminations with an interactive checklist that's commentable and export as PDF/Excel. Ensure watertight, documented, compliant terminations today.

Project:
Date:
Filled by:

## Pre-Inspection and Safety

1	Confirm latest approved drawings and specifications are on hand; match detail references and revision dates. Acceptance: documents current and consistent. Evidence: photos/scans of title blocks and detail tags; record revision numbers.
2	Verify weather window: no precipitation forecast, ambient 5–35°C, wind <8 m/s. Tools: hygrometer, anemometer, IR thermometer. Acceptance: within ranges. Evidence: timestamped readings and screenshot of forecast.
3	Ensure safe access and edge protection around rooflight: guardrails $\geq 1.0$ m or certified harness and anchor. Acceptance: fall protection in place. Evidence: photos of setup; permit-to-work signed.
4	Isolate nearby services and protect the interior below the rooflight opening. Acceptance: lockout/tag applied if needed; interior covered. Evidence: photos and lockout tags recorded.

## Substrate and Curb Condition

5	Measure timber curb moisture with pin meter; acceptance $\leq 18\%$ MC. For concrete/masonry, capacitance/CM test; acceptance $\leq 5\%$ surface moisture. Evidence: meter type, calibration, readings, and photos.
6	Check curb plumb and level using a 1 m spirit level. Acceptance: plumb within 3 mm/m; top level within 5 mm across opening. Evidence: level-in-frame photos with measurements.
7	Verify edges are smooth and arrissed; install 25–50 mm fillets where required. Tools: tape, profile gauge. Acceptance: no sharp edges; continuous fillet. Evidence: close-up photos with scale.
8	Confirm curb sheathing/blocks are securely fixed to framing. Method: sample pull-out or torque check. Acceptance: per approved project specifications. Evidence: test values, fastener type, spacing photos.
9	Clean and prime all receiving surfaces as specified. Method: solvent wipe, dust removal, primer at stated coverage. Acceptance: visible, even primer film. Evidence: product datasheets, batch numbers, and coverage photos.

Flashing Installation	
10	Verify base flashing transitions continuously from field membrane onto curb without voids. Method: hot-air weld/torch/adhesive as specified. Acceptance: uniform bond, no blisters. Evidence: in-progress and final photos.
11	Measure flashing upstand height from finished roof level. Acceptance: $\geq 150$ mm or per approved project specifications, whichever is greater. Evidence: tape-measure photos on each side.
12	Check membrane laps: side laps $\geq 100$ mm; end laps $\geq 150$ mm. Method: seam probe at 200 mm intervals. Acceptance: no fishmouths or cold welds. Evidence: probe log and close-ups.
13	Inspect internal and external corners: preformed pieces or three-layer build-up. Acceptance: fully sealed with no cuts or pinholes. Evidence: corner photos before/after welding.
14	Confirm material compatibility among membrane, primer, sealant, and metals. Acceptance: manufacturer approval documented. Evidence: datasheets, compatibility letters, and product labels.
15	Perform adhesion/peel check on sample area after cure. Method: manual peel with scale. Acceptance: $\geq 1.5$ N/mm (or per specification). Evidence: measured force, location, and photo.

Waterproofing Terminations	
16	Install termination bar at top of upstand where specified. Fixings: stainless, centres $\leq 200$ mm; ends within 50 mm. Acceptance: bar level and tight. Evidence: fixings count, torque values, photos.
17	Apply continuous sealant bead above termination bar. Acceptance: width $\geq 10$ mm, fully tooled, no gaps. Evidence: sealant batch number, wet bead photo, and cured close-up.
18	Where masonry present, verify reglet or counterflashing. Acceptance: reglet depth 15–20 mm; counterflashing overlap $\geq 75$ mm. Evidence: depth measurement photo and overlap close-ups.
19	Tie-in to field membrane with cover-strip. Acceptance: cover-strip $\geq 150$ mm wide, fully welded/ bonded; no exposed fleece/edges. Evidence: seam photos and probe log.

Drainage and Edge Conditions	
20	Check falls within 1 m of curb using laser level. Acceptance: slope away from curb $\geq 1:80$ ; no ponding after 24 h. Evidence: level readings and post-rain photos.
21	Confirm drainage routes near roofline are unobstructed. Method: pour ~5 L water and observe flow to drains/scuppers. Acceptance: free discharge. Evidence: video/photo sequence.
22	Check walkway/protection pads placement. Acceptance: pads do not dam water; maintain $\geq 50$ mm clearance from upstand. Evidence: layout photos with measurements.
23	Conduct controlled hose test after sealant cure. Method: low-pressure sweep around perimeter for 10 minutes. Acceptance: no interior drips or damp. Evidence: timestamps and interior observation photos.

Documentation and Sign-Off	
24	Record product batch/lot numbers for membranes, primers, sealants, and fasteners. Acceptance: traceable batches logged. Evidence: container labels and delivery dockets photographed.
25	Capture comprehensive photos: overall view, each side, all corners, laps, terminations, and measurement shots. Acceptance: clear focus and scale present. Evidence: organized album with captions.
26	Obtain digital signatures of installer, inspector, and client representative. Acceptance: names, roles, dates recorded; QR-authenticated record saved. Evidence: signed checklist export.

**Comments:**

Filled by:

Signature:

Introduction	How to use this checklist
<p>Inspect rooflight perimeter flashing and waterproofing terminations is a targeted quality control task focused on the junctions where the roof membrane meets the rooflight curb or upstand. Within this scope, you will verify skylight curb flashing continuity, rooflight upstand preparation, and waterproofing laps and terminations, including membrane tie-ins and counterflashing where applicable. The objective is to prevent leaks, wind-driven rain ingress, and long-term substrate decay by ensuring correct upstand height, sound adhesion, watertight seams, and unobstructed drainage falls around the opening. You will measure, probe, and document with photos, confirm material compatibility, and capture batch numbers for traceability, all per approved project specifications and authority requirements. This checklist excludes rooflight glazing, structural frame alignment, electrical accessories, and general roof field membrane beyond 1 m of the perimeter. Start in interactive mode to tick items, add comments for deviations, and export your records as PDF/Excel with an embedded QR code.</p>	<p>1. Preparation: bring calibrated moisture meter, probe knife, 1 m level, laser level, IR thermometer, anemometer, tape, camera, and PPE. Confirm safe access and gather approved drawings, manufacturer datasheets, and compatibility letters per approved project specifications and authority requirements. 2. Using the Interactive Checklist: start interactive mode on site, tick each item as verified, attach photos and readings, and note deviations in comments with locations. When complete, export the commentable, time-stamped record to PDF/Excel and embed the QR code for verification. 3. Sign-Off: capture digital signatures from installer, inspector, and client representative. Distribute the report to stakeholders, archive in project records, and reference it in O&amp;M; manuals for future maintenance and warranty support.</p>