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Inspect skylight curb prep before skylight installation

Inspect skylight curb preparation before skylight installation with an interactive checklist. Commentable workflow helps you verify details and export as PDF/Excel for sign-off.

Project:	
Date:	
Filled by:	

Substrate and Structure	
1	Probe roof deck around the opening with a hammer and moisture meter; acceptance: sound substrate with no delamination and moisture ≤ 15% by mass; attach meter reading photo and location notes.
2	Verify trimmer and header sizes against drawings using calipers/tape; tolerance: ±3 mm on width and depth; capture measurement photos and supervisor initials per approved project specifications and authority requirements.
3	Check bearing surface flatness at curb base with 1 m straightedge; tolerance: ≤ 3 mm gap; shim with non-compressible material if required and photo-document before/after.
4	Scan for embedded services at anchoring zones using a rebar/utility scanner; acceptance: anchor lines marked free of conflicts; upload annotated scan screenshot and painted layout photo.

Curb Fabrication and Anchoring	
5	Measure curb internal length, width, and diagonals with a steel tape; tolerance: +0/–6 mm and diagonals within 3 mm; log readings and photograph tape placement.
6	Confirm curb height is ≥ 150 mm above finished roof, or per approved project specifications and authority requirements; record height at four sides with level and tape; attach photos.
7	Verify curb material and thickness match submittal (e.g., 1.5 mm galvanized steel or treated timber class per specs); capture mill sticker/treatment tag and magnetic thickness gauge reading.
8	Check pre-drilled anchor holes for diameter and edge distance using vernier calipers; tolerance: hole ±0.5 mm, edge distance ≥ 2× diameter; upload close-up photos and layout sketch.
9	Confirm anchor spacing marked per submittal (e.g., 150–200 mm centres); verify with measuring tape; acceptance: uniform spacing within ±10 mm; photo of all elevations with marks visible.

Waterproofing and Flashing	
10	Inspect roof membrane upturn at curb: continuous bond, height ≥ 200 mm unless specified otherwise; probe seams at 200 mm intervals; upload probe photos and height readings.
11	Check inside/outside corners: pre-formed or folded without fishmouths; acceptance: no voids > 3 mm; document with close-ups and note repair locations if any.
12	Verify termination bar/plate at membrane edge: fixings at specified centres, gasket continuous; torque-check sample fasteners; acceptance: torque within manufacturer range; include torque log photo.
13	Confirm sealant type and shelf life per submittal; record manufacturer, lot number, and expiry; perform 25 mm adhesion pull on test bead; acceptance: cohesive failure; attach results.
14	If reglet/counterflashing is used, measure chase depth ≥ 20 mm, clean and dry; photograph depth gauge and cleaned groove prior to sealant installation.

Slope and Drainage	
15	Measure curb top plane with digital level; acceptance: 2% slope away from glazing line where detailed, or level per drawings; record readings at all sides with photos.
16	Verify cricket/diverter upslope of curb where indicated; dimensions per drawing within ±5 mm; attach tape-photo and wide shot showing roof fall direction.
17	Perform controlled hose test: 5 minutes upslope, avoiding direct curb head; acceptance: no ponding within 1 m after 10 minutes; upload video and stills.

Opening Condition and Housekeeping	
18	Deburr and clean rough opening and curb interior; vacuum debris; acceptance: no sharp edges, dust-free surfaces; provide photos of cleaned perimeter and vacuumed base.
19	Dry-fit skylight template or frame to curb; acceptance: uniform 6–10 mm clearance each side; document with feeler gauge readings at four quadrants and photos.
20	Verify thermal break/insulation at curb wall: rigid board thickness per submittal (e.g., 25–50 mm); continuity at corners; attach product label and installation photos.
21	Confirm fall protection and perimeter warnings in place around opening; acceptance: guardrails or covers rated to load per approved project specifications and authority requirements; photo verification and safety sign-in.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
Inspect skylight curb preparation before skylight installation is a critical quality gate that prevents leaks, misalignment, and warranty disputes. This skylight curb inspection focuses on curb substrate readiness, geometry, anchoring, and flashing preparation so the opening accepts the unit without rework. You will confirm framing integrity, curb height, membrane upturns, corner detailing, and drainage provisions, then document evidence with measurements, photos, and lot numbers per approved project specifications and authority requirements. By isolating the curb and roof interface scope, this checklist avoids scope creep into glazing or final sealant finishing. It helps teams catch common issues like low curb heights, uneven bearing, fastener clashes, and incomplete terminations before the skylight arrives. Use this workflow on new builds and replacements, across metal, timber, or concrete curbs, to lock in durable, dry assemblies and smooth inspections. Start interactive mode, tick items, add comments, and export PDF/Excel; share the QR-secured report with stakeholders.	1. Preparation: Gather steel tape, digital level, straightedge (1 m), calipers, moisture meter, scanner, torque wrench, probe tools, PPE (gloves, eye protection, harness), and project drawings/submittals. 2. Verify site conditions: Ensure safe roof access, fall protection, dry surfaces for accurate readings, and lighting sufficient for photos and measurements. 3. Open the interactive checklist: Start a new session, select location/elevation, and preload drawings so each item can be tagged to plan references. 4. Tick and comment in sequence: For each item, enter measurements, attach photos/videos, add comments, and flag nonconformances with corrective actions and due dates. 5. Quality controls: Record lot numbers, torque values, and test results directly in fields; use mandatory fields to prevent incomplete submissions. 6. Export and share: Generate a commentable report and export as PDF/Excel; share the QR-secured link with stakeholders for review. 7. Sign-off: Capture digital signatures from contractor, roofing lead, and inspector; archive the QR-authenticated record in project folders.