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Inspect skylight frame installation and anchorage checklist

Inspect skylight frame installation and anchorage with interactive checklist, commentable, and ready to export as PDF/Excel for QA signoff and compliant records.

Project:	
Date:	
Filled by:	

Pre-Inspection & Safety	
1	Verify latest approved drawings, submittals, and method statements are on hand; cross-check revision numbers and dates against the document register; record document IDs and obtain supervisor acknowledgment signature.
2	Confirm safe access and fall protection: inspect guardrails, lifelines, and harness certification; acceptance: compliant equipment within inspection date; capture photos and safety officer sign-off.
3	Check weather conditions: roof surface dry, ambient 5–35 °C, sustained wind < 10 m/s before sealant/adhesive work; record thermometer, hygrometer, and anemometer readings with time-stamped photos.

Substrate & Curb Condition	
4	Measure roof opening and curb outside dimensions with a steel tape/laser; acceptance: within ±5 mm of drawings; capture measurements on photo markups and note any deviations for approval.
5	Verify curb level and plumb using a 600 mm spirit level; acceptance: level within ±2 mm/m and plumb within ±2 mm/m; record bubble photos and measurement notes.
6	Inspect curb attachment to deck/structure: expose sample fasteners, measure spacing and pattern; acceptance: as per approved drawings (e.g., ≤ 200 mm spacing); photo evidence and spacing log required.
7	Probe substrate around opening for decay, delamination, or corrosion using a pick and hammer tap; acceptance: sound, intact substrate; photograph any defects and record corrective actions.
8	Confirm air/vapor barrier continuity at curb intersections; acceptance: no gaps, tears, or unsealed penetrations; photo documentation of all corners and laps after repair, if any.

Frame Installation Geometry	
9	Dry-fit the skylight frame onto the curb; verify uniform bearing and clearance to roofing; acceptance: no binding; take overview photos and annotate intended shim locations.
10	Check frame squareness by measuring diagonals and lengths; acceptance: diagonal difference ≤ ±3 mm and length within ±2 mm; record actual values on a marked photo.
11	Level the frame using non-compressible shims at corners and mid-spans; acceptance: level within ±2 mm/m; photograph shim type/locations and retain packaging for material traceability.
12	Verify thermal break continuity across joints; acceptance: no gaps or metal-to-metal bridges; capture close-up photos before closure and note any corrective sealing.

Anchorage & Fasteners	
13	Confirm anchor/fastener type, size, coating, and grade match approved submittals; acceptance: exact specified product; photograph box labels and record lot/batch numbers.
14	Lay out fastener spacing per drawings; measure edge distances from frame/curb; acceptance: edge distance ≥ 40 mm, spacing as specified (e.g., ≤ 150 mm); record measurements on layout sketch.
15	Drill pilot holes where required using manufacturer's bit size; verify embedment depth with a depth gauge; acceptance: ≥ 35 mm or per specification; log depth readings and hole cleanliness photos.
16	Install anchors and torque fasteners with a calibrated torque wrench; acceptance: manufacturer-specified torque (e.g., 8–12 N·m); record serial number, calibration date, and individual torque readings.
17	Conduct on-site pull-out tests where required; acceptance: ≥ design capacity per approved project specifications and authority requirements; attach test report and photos of gauge readings.

Corrosion Protection & Isolation	
18	Verify corrosion resistance class of fasteners/coatings against environment category; acceptance: matches specification; capture product data excerpts and installation photos.
19	Install isolation pads or tapes between dissimilar metals (e.g., aluminum/steel); acceptance: full contact coverage with no wrinkles; photo evidence at each interface.
20	Touch up cut edges, drill points, and exposed heads with zinc-rich coating; acceptance: continuous coverage, dry film thickness per datasheet; before/after photos and batch number recorded.

Sealing, Interface & Closeout	
21	Size joints and backer rods correctly; acceptance: 2:1 width-to-depth ratio, minimum joint width 10 mm; photograph backer rod diameter checks and placements.
22	Apply sealant continuously and tool for adhesion to two sides; acceptance: no voids, pinholes, or skips; capture close-ups with date stamp and sealant lot number.
23	Verify frame-to-roof waterproofing interface: counterflashing/curb flashing shingle-lapped ≥ 75 mm; acceptance: no fishmouths or unsealed terminations; take wide and detail photos.
24	Compile as-built photos, torque logs, test results, and approvals; acceptance: all checklist items closed with signatures; export PDF/Excel with QR code and distribute to stakeholders.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
Inspect skylight frame installation and anchorage is a focused, field-ready process to verify curb-mounted frames and their structural attachment on flat or pitched roofs. This checklist targets roof skylight anchorage, frame geometry, fastener spacing, and the critical waterproofing interface without extending into glazing or membrane installation. By controlling tolerances for level, plumb, and squareness, and validating anchor type, embedment depth, and torque, you reduce leak risk, frame distortion, and uplift failure under wind loads. Inspectors confirm substrate integrity at the curb, continuity of air/vapor barriers, dissimilar metal isolation, and sealant joint sizing to deliver a durable, compliant skylight perimeter. The outcome is a traceable, photo-documented record that supports quality assurance and closeout, per approved project specifications and authority requirements. Start in interactive mode to tick items, add comments with photos, and capture measurements. When complete, export to PDF/Excel with a QR code for authentication and share with stakeholders.	1. Preparation: Gather approved drawings/submittals, calibrated tape/laser, spirit level, torque wrench, depth gauge, anemometer, thermometer/hygrometer, camera, PPE, and sealant/backer data. Ensure safe roof access and fall protection. 2. Open the interactive checklist on your device, select project and location, and enable offline mode if needed. Add the reviewers and recipients for automated report distribution. 3. Conduct field checks in order of sections. Tick each item, enter measured values, and attach labeled photos (overall and close-ups) directly to the corresponding step. 4. Use comments to flag nonconformances, assign actions with due dates, and reference drawing details. Recheck and close items once corrective work is verified. 5. Export the completed log to PDF/Excel, including photos, torque logs, and test reports. The export embeds a QR code for authenticity and quick retrieval on site. 6. Sign-Off: Capture digital signatures from the installer, inspector, and supervisor. Share the report with stakeholders and archive it per project record-keeping requirements.