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Inspect Skylight Glazing and Weather Seals Post-Installation

Inspect skylight glazing and weather seals after installation with an interactive checklist—commentable steps, evidence capture, and compliance notes; verify watertightness and export as PDF/Excel.

Project:
Date:
Filled by:

Access and Safety

1	Confirm roof access, edge protection, and fall-arrest anchors are installed and certified before starting inspection.
2	Record weather: wind < 10 m/s, no active precipitation; roof and glazing surfaces dry. Capture anemometer and hygrometer readings.
3	Protect interior below skylight with plastic sheeting and drip trays; photograph coverage and note room reference.
4	Verify tool calibration dates for torque wrench, moisture meter, and anemometer; upload certificates and serial numbers.

Documentation and Pre-Checks

5	Confirm skylight model, glazing type, and size match approved submittals; photograph nameplates and packaging labels.
6	Measure curb length, width, and diagonals; diagonal difference ≤ 5 mm, level/plumb within 2 mm/m; attach photos with tape measure.
7	Verify fastener type, corrosion protection, and spacing match drawings; count per side; photograph representative fixings.
8	Record sealant and gasket batch numbers, manufacture/expiry dates; verify within shelf life; upload label photos.

Glazing Condition and Seating

9	Inspect panes under ~500 lux: no cracks, edge chips, or scratches visible at 1 m; photograph any defects.
10	Confirm glazing bears on setting blocks at quarter points; dimensions per manufacturer; photograph through internal sightline.
11	Measure glazing bite/engagement: ≥ 10 mm and uniform ± 1 mm; document with ruler in frame and close-up photo.
12	Check edge clearances/sightlines are even within ± 2 mm around perimeter using feeler gauges; record values per side.
13	Verify drainage/weep paths are unobstructed; flush ~250 ml water; discharge observed within 10 s; video evidence.

Sealant and Weather Seals	
14	Inspect perimeter gaskets: continuous, untwisted, joined correctly; compression 20–30% verified by feeler gauge; photograph corners.
15	Measure exterior sealant bead: 6–10 mm width, concave/tool-finished, two-sided adhesion with backer rod; photo with scale.
16	Confirm sealant tack-free/cure per manufacturer; ambient 5–35 °C; note time of application; batch logged; photo finger test.
17	Check gasket/splice joints and corner transitions: no voids/gaps > 1 mm; adhesive/vulcanized per submittals; macro photos.
18	Verify thermal breaks/isolators are installed and continuous; confirm part numbers match drawings; photo evidence.

Flashings and Interfaces	
19	Inspect curb height \geq 150 mm above finished roof on low-slope roofs unless otherwise approved; measure and photograph.
20	Check flashing laps \geq 100 mm, shingle-fashion; fasteners at ~150 mm centres; sealant where specified; photo with tape measure.
21	Verify membrane tie-in to curb: primed, rolled, no fishmouths; probe seams (25 mm pick test) without lift; photos.
22	Measure clamping bar torque to manufacturer value (e.g., 6–8 N-m); record per fastener row; photo torque wrench display.

Water Tightness and Finalization	
23	Conduct controlled spray test 5 min at 3–3.5 L/min·m ² , 300–500 kPa, wind-shielded; zero interior leaks; video and log (per approved project specifications and authority requirements).
24	Scan interior finishes with moisture meter before/after test; change < 3% absolute; photograph readings and locations.
25	Confirm slotted holes allow 1–2 mm thermal movement; no over-tightening; document with photos and notes.
26	Clean glazing and gutters with non-abrasive materials; remove debris; upload before/after photos.
27	Compile photos, torque logs, batch labels, and as-builts; obtain digital signatures from installer, QA, and client representative.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
<p>Inspect skylight glazing and weather seals after installation is a focused, post-installation quality assurance procedure for rooflights. This checklist guides skylight inspection, glazing verification, and weatherproofing checks to prevent leaks, condensation, and premature failures. You will validate pane integrity, proper seating on setting blocks, consistent sightlines, continuous gaskets, correct sealant profiles, and fully tied-in flashings. It also confirms curb heights, drainage paths, clamping torque, and functional weeps, so water is directed away from the building envelope. By capturing photos, measurements, batch labels, and signatures, the record demonstrates conformance per approved project specifications and authority requirements. The outcome is a durable, watertight skylight with documented evidence that supports warranties and reduces callbacks. Use this interactive checklist to standardize inspections across crews and sites, minimize subjectivity, and accelerate sign-off while preserving traceability. Start now: tick items, add comments, and export to PDF/Excel with a QR-secured audit trail.</p>	<p>1. Preparation: Gather PPE, fall protection, anemometer, hygrometer, feeler gauges, tape, torque wrench, moisture meter, calibrated spray nozzle, rags, and non-abrasive cleaners. Confirm drawings, submittals, and manufacturer instructions are on hand. 2. Site conditions: Verify dry surfaces, safe access, and stable weather. Protect interiors below the skylight. Stage tools and place identification tags for batch labels and components. 3. Using the interactive checklist: Open in interactive mode, assign the skylight ID/location, tick items as completed, attach photos/videos, and log measurements directly into each step. 4. Comments and actions: Add comments where tolerances are exceeded, tag responsible parties, and set due dates. Export interim reports to PDF/Excel for coordination meetings. 5. Sign-off and archiving: Capture digital signatures from installer, QA, and client. Export the final, commentable report as PDF/Excel with QR code for authentication and archive in project records.</p>