



Review façade water management: sills, flashings & weeps

Review façade water management concept for sills, flashings, and weep paths using an interactive checklist, commentable, and export as PDF/Excel for sign-off.

Project:
Date:
Filled by:

Design Basis & Documents

1	Obtain latest approved elevations, window schedules, and sill/flushing/weep details; verify revision dates match submittals. Method: document review. Acceptance: no superseded sheets; conflicting notes resolved. Evidence: upload sheet list and redlined conflicts closed-out by designer.
2	Confirm performance intent for water management is stated (drainage to exterior, not internal seals). Method: spec/drawing cross-check. Acceptance: explicit drainage path noted. Evidence: screenshot of note and sheet reference per approved project specifications and authority requirements.
3	Verify material compatibility: flashing metals, membranes, primers, and sealants. Method: manufacturer compatibility charts/letters. Acceptance: no galvanic or cure inhibition conflicts. Evidence: attach letters and product data sheets.
4	Check shop drawings show continuous sill pans under jambs by ≥ 50 mm. Method: markup review. Acceptance: dimensioned extension past jambs. Evidence: annotated detail with dimension callouts and drafter acknowledgment.
5	Confirm sequencing notes: pan before window, head/jamb flashings shingle-lapped. Method: detail/spec alignment. Acceptance: sequence clearly indicated. Evidence: excerpted notes and approval initials.

Sill Pans & Slope

6	Specify sill pan outward fall $\geq 1:12$ ($\approx 8.3\%$) with tolerance $\pm 1^\circ$. Method: dimension/slope callout or calculation. Acceptance: slope noted and drain to exterior. Evidence: redlined detail and calculation snapshot.
7	Provide backdam/upstand at interior edge ≥ 20 – 25 mm. Method: detail review. Acceptance: dimensioned backdam preventing inward flow. Evidence: annotated detail and designer confirmation.
8	Detail welded or preformed corner boots at pan corners. Method: product submittal review. Acceptance: continuous waterproof corners; no field-only sealant reliance. Evidence: product cut sheet and approved submittal.
9	Show end dams at jamb terminations ≥ 25 mm height with sealed mitres. Method: detail check. Acceptance: end dam height dimensioned. Evidence: marked-up detail and photo from mockup when available.
10	Confirm pan daylight or drains to a drip edge projecting ≥ 10 mm. Method: section review. Acceptance: visible drip line ≥ 6 mm from façade face. Evidence: detail snapshot with highlighted drip.

Flashings & Terminations	
11	Specify through-wall or sill flashings with laps ≥ 150 mm, shingle fashion. Method: detail/spec review. Acceptance: lap length dimensioned; slope to exterior. Evidence: redline showing lap arrows and dimensions.
12	Provide termination bars where membranes end; fasteners at ≤ 150 mm centres with sealant cap bead. Method: detail check. Acceptance: continuous seal; no fishmouths. Evidence: annotated detail and manufacturer instruction excerpt.
13	Confirm flashing material thickness: stainless 0.4–0.6 mm or EPDM ≥ 1.5 mm (as specified). Method: submittal review. Acceptance: thickness documented. Evidence: product data and schedule highlighting thickness.
14	Ensure drip edges are hemmed to stiffen and break surface tension. Method: profile review. Acceptance: hemmed return ≥ 5 mm. Evidence: profile detail and manufacturer drawing.
15	Check compatibility of flashing with adjacent cladding/support angles; avoid blocking outlets. Method: coordination overlay. Acceptance: ≥ 10 mm clear path past angles. Evidence: coordinated overlay PDF with dimensions.

Weep Paths & Venting	
16	Detail weeps at sill level at ≤ 600 mm centres and at each jamb. Method: elevation/section review. Acceptance: spacing dimensioned on drawings. Evidence: marked elevation with centre-to-centre callouts.
17	Specify minimum outlet opening height ≥ 6 mm or equivalent area; include insect screen (1–2 mm mesh). Method: detail/spec check. Acceptance: opening size and screen noted. Evidence: cut sheet and detail snapshot.
18	Maintain drainage cavity behind cladding 20–25 mm, clear of mortar/foam. Method: section review. Acceptance: cavity dimension shown; obstructions prohibited. Evidence: annotated section and note to contractor.
19	Add drainage mat/capillary break 6–10 mm thick where risk of bridging exists. Method: product selection. Acceptance: continuous behind sill area. Evidence: product data and location keyed on drawing.

Interface & Coordination	
20	Demonstrate continuity with air/water barrier at jambs and under sills; show membrane overlaps ≥ 100 mm. Method: detail overlay. Acceptance: continuous lines; no reverse laps. Evidence: combined detail with highlight path.
21	Prevent sealant from bridging or blocking weep outlets; call out baffles as needed. Method: note on detail. Acceptance: explicit 'do not seal across weeps' note. Evidence: detail screenshot with note clouded.
22	Coordinate window frame sill profiles so interior leg seats on backdam without puncturing pan. Method: frame–pan compatibility check. Acceptance: no fasteners through pan except at upturn with patch. Evidence: annotated interface detail.

QA Records & Approvals	
23	Plan a field mockup water test of sill/weep assembly per approved project specifications and authority requirements. Method: spray or chamber test. Acceptance: zero water at interior monitors. Evidence: test procedure, log, and photos/videos.
24	Capture approvals: designer markups closed, materials approved, and interfaces accepted. Method: interactive checklist sign-off. Acceptance: digital signatures from designer, contractor, and QA. Evidence: exported PDF/Excel with QR verification.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
<p>Review façade water management concept for sills, flashings, and weep paths is the structured process that validates drainage intent at window and door interfaces. This checklist frames the façade drainage strategy, including sill pans, end dams, through-wall flashings, cavity ventilation, and continuous weep systems, without drifting into unrelated roof or balcony conditions. By aligning window sill flashing details with the air/water barrier and providing clear weep discharge, teams prevent hidden moisture accumulation, staining, freeze–thaw damage, and mold risks. You will compare details against material compatibility, slope requirements, upturn heights, lap lengths, and outlet geometry to ensure water exits the assembly rather than tracking inward. The focus remains on horizontal openings and adjacent façade elements only, covering rainscreen, masonry veneer, and panelized systems where relevant. Apply these checks before fabrication, shop drawing approval, and field mockups to avoid costly rework. Start interactive mode to tick items, add comments, upload evidence, and export PDF/Excel with a QR for secure sign-off.</p>	<p>1. Preparation: gather current drawings, window/frame details, flashing/weep submittals, mockup plans, manufacturer compatibility letters, a digital angle gauge, and camera. Confirm review criteria per approved project specifications and authority requirements. 2. Set project context: define façade systems (rainscreen, masonry veneer, panelized), opening types, and target sills for review. Create a folder structure for evidence (markups, photos, submittals). 3. Enable traceability: assign reviewers, dates, and lot/area identifiers to each opening group. Preload known tolerances (slope, laps, weep spacing) into checklist fields. 4. Using the Interactive Checklist: start interactive mode, tick items as verified, and add comments where clarifications or actions are required. Attach photos, annotated PDFs, and links to submittals for each item. 5. Resolve actions: mention responsible parties in comments, set due dates, and upload revised details. Recheck affected items and mark them closed with supporting evidence. 6. Export and share: generate an export as PDF/Excel including photos, comments, and status. Distribute to designer, contractor, and QA teams for review. 7. Sign-Off: capture digital signatures from accountable stakeholders and archive the package. Authenticate with the embedded QR code to confirm the approved record at handover.</p>