



Roof Deck Preparation Checklist

Planning & Permits

Ensure all necessary approvals and documentation are in place before commencing work.


Project Address Verification

- ☐ Verified
- ☐ Not Verified

Detailed Description of Permitting Requirements

Write something...

Copy of Building Permit

 Upload File

HOA Approval (if applicable)

- ☐ Approved
- ☐ Pending
- ☐ Not Required
- ☐ Denied

Permit Application Date

Enter date...

Expected Permit Approval Date

Enter date...

Existing Roof Assessment

Evaluate the existing roof structure for integrity and load-bearing capacity.

Overall Roof Condition Description

Write something...

Roof Age (Years)

Enter a number...

Roof Material Type

- ☐ Asphalt Shingles
- ☐ Tile
- ☐ Metal
- ☐ Wood Shakes
- ☐ Other


Observed Issues (Check all that apply)

- ☐ Missing Shingles/Tiles
- ☐ Leaks
- ☐ Rot/Decay
- ☐ Sagging
- ☐ Damaged Flashing
- ☐ Moss/Algae Growth
- ☐ None

Existing Roof Load Capacity (lbs/sq ft) - *if available*

Enter a number...

Roof Photos (front, side, and detail views)

 Upload File

Structural Reinforcement (if needed)

Address any structural weaknesses identified in the assessment and reinforce as required.

Structural Engineer Consultation Required?

- ☐ Yes
- ☐ No

Engineer's Recommendations (if applicable)

Write something...

Additional Joist Spacing (inches)

Enter a number...

Joist Size Increase (inches)

Enter a number...


Reinforcement Methods Employed (select all that apply)

- ☐ Sistering Joists
- ☐ Adding Blocking
- ☐ Joist Headers
- ☐ Beam Reinforcement
- ☐ Other - Specify Below

Description of 'Other' Reinforcement Method (if applicable)

Write something...

Structural Reinforcement Drawings/Calculations

 Upload File

Waterproofing & Membrane Installation

Implement a robust waterproofing system, including membrane installation and sealing.

Existing Roof Membrane Type (if applicable)

- ☐ None
- ☐ Modified Bitumen
- ☐ TPO
- ☐ EPDM
- ☐ Other (Specify in Long Text)

Description of Existing Roof Condition (if applicable)

Write something...

Chosen Waterproofing Membrane Type

- ☐ Modified Bitumen
- ☐ TPO
- ☐ EPDM
- ☐ PVC
- ☐ Liquid-Applied Membrane
- ☐ Other (Specify in Long Text)

Membrane Manufacturer and Product Details

Write something...


Membrane Thickness (in mils)

Enter a number...

Seam Welding/Adhesion Method

- ☐ Hot-Air Welding
- ☐ Cold-Welding Adhesive
- ☐ Self-Adhesive
- ☐ Other (Specify in Long Text)

Membrane Installation Specifications (PDF/DOC)

 Upload File

Details of Primer Application (Type, Coverage Rate)

Write something...

Seam Overlap (in inches)

- ☐ 6
- ☐ 9
- ☐ 12
- ☐ Other (Specify in Long Text)

Decking Material Selection & Delivery

Choose appropriate decking materials and ensure they are delivered and stored properly.

Decking Material Type

- ☐ Pressure-Treated Wood
- ☐ Cedar
- ☐ Redwood
- ☐ Composite Decking
- ☐ Hardwood (Ipe, Mahogany, etc.)

Quantity of Decking Material (sq ft)

Enter a number...

Quantity of Fasteners (approx. #)

Enter a number...

Material Specifications (Grade, Dimensions, etc.)

Write something...

Scheduled Delivery Date

Enter date...

Supplier Name

Write something...

Supplier Contact Person

Write something...

Delivery Location Details

Write something...

Material Certifications Required?

- ☐ FSC Certified
- ☐ ASTM Compliant
- ☐ Other (Specify in Long Text)

Deck Framing & Layout

Construct the deck framing according to design specifications.

Joist Spacing (inches)

Enter a number...

Beam Size (inches x inches)

Enter a number...

Framing Material

- ☐ Pressure Treated Lumber
- ☐ Cedar
- ☐ Composite
- ☐ Other

Deck Height Above Existing Roof (inches)

Enter a number...

Framing Attachments (Check all that apply)

- ☐ Ledger Board
- ☐ Beam Hangers
- ☐ Joist Ties
- ☐ Direct Attachment

Notes on Framing Layout

Write something...

Ledger Board Attachment Method

- ☐ Lag Screws
- ☐ Bolts
- ☐ Construction Adhesive
- ☐ Other

Drainage Considerations

Plan and implement proper drainage solutions to prevent water pooling.

Desired Deck Slope (%)

Enter a number...

Drainage System Type

- ☐ Scupper System
- ☐ Channel Drainage
- ☐ Perforated Decking
- ☐ Grading to Existing Downspout
- ☐ Other (Specify in LONG_TEXT)

If 'Other' Drainage System Selected, Please Describe:

Write something...

Number of Scuppers (if applicable)

Enter a number...

Channel Drainage Width (inches, if applicable)

Enter a number...

Materials for Drainage System:

- ☐ PVC
- ☐ Aluminum
- ☐ Stainless Steel
- ☐ Composite
- ☐ Other (Specify in LONG_TEXT)

If 'Other' Drainage Material Selected, Please Describe:

Write something...

Connection to Existing Drainage (if applicable)

- ☐ Direct Connection
- ☐ Separate System
- ☐ No Connection

Safety & Fall Protection

Establish and maintain appropriate safety measures during all phases of construction.

Personal Protective Equipment (PPE) - Confirm Presence & Condition

- ☐ Hard Hats
- ☐ Safety Glasses
- ☐ Work Gloves
- ☐ Safety Harnesses
- ☐ Appropriate Footwear

Fall Protection System Inspection Frequency (in days)

Enter a number...

Type of Fall Protection System in Use

- ☐ Guardrails
- ☐ Safety Nets
- ☐ Personal Fall Arrest Systems (PFAS)
- ☐ Combination

Fall Protection Plan Details - Briefly Describe

Write something...

Last Fall Protection Training Date

Enter date...

Site Safety Briefing Completed?

☐ Yes

☐ No

Upload Site Safety Plan Document



Upload File

Final Inspection & Cleanup

Perform a final inspection and clean the work area.

Checklist: Deck Surface Condition

☐ Level and Even

☐ Free of Debris

☐ Properly Drained

☐ Securely Fastened Decking

☐ No Visible Gaps or Cracks

Waterproofing System Integrity

- ☐ Satisfactory
- ☐ Needs Minor Adjustment
- ☐ Requires Repair

Number of Nails/Screws Secured (Estimate)

Enter a number...

Notes on Adjustments/Repairs Made

Write something...

Date of Final Inspection

Enter date...

Time of Final Inspection

Inspector Signature

Inspector Name (Printed)

Write something...