



Roofing Membrane Installation Checklist

Pre-Installation & Site Preparation

Tasks to be completed before membrane installation begins. This includes site assessment, substrate verification, and material staging.

Project Start Date

Project Site Location



Weather Conditions - Assessment

- ☐ Clear
- ☐ Partly Cloudy
- ☐ Rain
- ☐ Snow
- ☐ Windy

Wind Speed (mph)

Enter a number...


Site Survey Notes

Write something...

Existing Roof Condition

- ☐ New
- ☐ Good
- ☐ Fair
- ☐ Poor

Site Photos (Pre-Installation)

 Upload File

Permits and Approvals Verified?

Write something...

Substrate Preparation

Ensuring the underlying substrate is clean, dry, and properly prepared to receive the roofing membrane.

Substrate Type Verified?

- ☐ Concrete
- ☐ Wood Sheathing
- ☐ Metal Deck
- ☐ Other (Specify)

Describe Substrate Condition (Dryness, Cleanliness)

Write something...

Substrate Moisture Content (%)

Enter a number...

Substrate Contaminants Present?

- ☐ None
- ☐ Dust
- ☐ Debris
- ☐ Oil/Grease
- ☐ Existing Coating
- ☐ Other (Specify)

Details of Contaminant Remediation (if applicable)

Write something...

Surface Profile/Roughness Verified?

- ☐ Yes
- ☐ No

Surface Profile Reading (mil/microns)

Enter a number...

Notes on Substrate Preparation

Write something...

Membrane Material Handling & Storage

Proper handling and storage procedures for the roofing membrane to prevent damage and degradation.

Ambient Temperature Upon Arrival (F)

Enter a number...

Relative Humidity Upon Arrival (%)

Enter a number...

Manufacturer's Storage Recommendations Followed? (Y/N)

Write something...

Description of Storage Area Condition (Cleanliness, Shelving, etc.)

Write something...

Storage Conditions Verified (Select all that apply)

- ☐ Dry
- ☐ Protected from Sunlight
- ☐ Flat & Supported
- ☐ Ventilated
- ☐ Free from Obstructions

Membrane Orientation (Rolls Stored Vertically or Horizontally)

- ☐ Vertically
- ☐ Horizontally


Date Membrane Received

Enter date...

Lot Number Verified and Recorded?

Write something...

Photo Documentation of Storage Conditions (Optional)

 Upload File

Membrane Installation - Unrolling & Positioning

Steps involved in safely unrolling, positioning, and aligning the membrane sheets.

Record Ambient and Substrate Temperature

Write something...

Wind Speed (mph)

Enter a number...

Membrane Orientation (Parallel/Perpendicular to Roof Slope)

☐ Parallel

☐ Perpendicular

Note any obstructions or challenges encountered during unrolling.

Write something...

Overlap Width (inches) - Verify per specification

Enter a number...

Membrane Roll Condition (New/Damaged)

☐ New

☐ Damaged

Describe any visible defects in membrane (e.g., wrinkles, tears).

Write something...

Membrane Installation - Seaming & Adhering

Detailed steps for properly seaming and adhering the membrane, including overlap specifications and weld quality.

Seam Overlap (inches)

Enter a number...

Seam Width (inches)

Enter a number...

Seaming Method

- ☐ Heat Welding
- ☐ Cold Glue
- ☐ Adhesive Bonding

Welding Temperature (°F)

Enter a number...

Welding Pressure (psi)

Enter a number...

Welding Speed (inches/minute)

Enter a number...


Seam Failure Indicators (Check all that apply)

- ☐ Incomplete Weld
- ☐ Delamination
- ☐ Air Pockets
- ☐ Burnt Membrane
- ☐ Irregularity in Seam Width

Notes on Seam Quality (Describe any deviations or issues)

Write something...

Photograph of Representative Seam

 Upload File

Penetration & Detail Flashing

Addressing roof penetrations (vents, chimneys, skylights) and detailing edges with appropriate flashing.

Type of Penetration(s) Flashed?

- ☐ Vents
- ☐ Chimneys
- ☐ Skylights
- ☐ Pipes
- ☐ Other (Specify in LONG_TEXT)

If 'Other' Penetration Type, specify:

Write something...

Flashing Material Used:

- ☐ Metal (Specify gauge in NUMBER)
- ☐ Membrane Extension
- ☐ PVC
- ☐ EPDM
- ☐ Other (Specify in LONG_TEXT)

Metal Flashing Gauge (if applicable):

Enter a number...

Describe detailing procedures around penetrations:

Write something...

Was sealant used around penetrations? (if applicable)

☐ Yes

☐ No

Sealant type and application details (if sealant used):

Write something...

Upload photos of penetration flashing details.

 Upload File

Detailing adhered to manufacturer's specifications?

☐ Yes

☐ No

☐ N/A

Quality Control & Inspection

Verification of workmanship and adherence to specifications. Includes visual inspections and testing.

Membrane Seam Overlap (inches)

Enter a number...

Welding Temperature (°F)

Enter a number...

Welding Pressure (PSI)

Enter a number...

Seam Weld Appearance

- ☐ Uniform and Continuous
- ☐ Slightly Discolored
- ☐ Significant Discoloration/Voids


Substrate Conditions

- ☐ Clean and Dry
- ☐ Free of Debris
- ☐ Proper Slope
- ☐ Sound and Stable

Notes on Weld Quality (if any issues)

Write something...

Photos of Critical Seam Welds

 Upload File

Overall Membrane Installation Quality

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Date of Inspection

Enter date...

Post-Installation & Cleanup

Final steps, including debris removal, surface cleaning, and documentation.

Detailed Description of Final Appearance & Condition

Write something...

Debris Removal Verification (Check all that apply)

- ☐ Loose Membrane Scraps
- ☐ Packaging Materials
- ☐ Tools
- ☐ Fasteners
- ☐ All Debris Removed

Number of Debris Piles Removed

Enter a number...

Notes on any Areas Requiring Further Attention (if any)

Write something...

Date of Final Cleanup

Enter date...

Time of Final Cleanup

Contractor Signature (Confirmation of Completion)

Overall Job Satisfaction (Contractor)

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor