

Waterproofing Membrane Installation Checklist

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Pre-Installation & Site Preparation

Checks and tasks related to site conditions and surface preparation prior to membrane application.

Project Number

Enter a number...

Scheduled Installation Date

Enter date...



Existing Conditions Report (describe site conditions)

Write something...

Substrate Type (e.g., Concrete, Wood)

- ☐ Concrete
- ☐ Wood
- ☐ Metal
- ☐ Other

Site Hazards Identified (check all that apply)

- ☐ Uneven Surface
- ☐ Sharp Objects
- ☐ Standing Water
- ☐ Vegetation
- ☐ Proximity to Traffic
- ☐ Environmental Concerns

Surface Temperature (°C/°F)

Enter a number...

Ambient Temperature (°C/°F)

Enter a number...

Weather Conditions

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

Description of any necessary surface repairs required

Write something...

Material Verification & Handling

Ensures correct membrane type, quality, and proper storage and handling procedures are followed.

Membrane Type Verified?

- ☐ PVC
- ☐ TPO
- ☐ EPDM
- ☐ Bitumen
- ☐ Other (Specify)

Batch Number(s) Verified

Enter a number...

Membrane Manufacturing Details

Write something...

Material Certificates

 Upload File

Storage Conditions Verified?

☐ Yes

☐ No

Storage Condition Notes (if No)

Write something...

Number of Rolls/Units Received

Enter a number...

Substrate Preparation & Priming

Details the necessary steps to ensure the substrate is suitable for the membrane, including cleaning, repair, and priming.

Describe Existing Substrate Condition (e.g., concrete, wood, metal)

Write something...

Substrate Cleaning Required?

- ☐ Yes - Sweep/Vacuum
- ☐ Yes - Pressure Wash
- ☐ Yes - Chemical Cleaning
- ☐ No - Clean Enough

Substrate Moisture Content (%)

Enter a number...

Note any repairs needed to the substrate (cracks, voids, delamination)

Write something...

Substrate Repair Method

- ☐ Concrete Patching
- ☐ Wood Replacement
- ☐ Metal Repair
- ☐ Other (Specify)

If 'Other' selected in Substrate Repair Method, describe repair:

Write something...

Primer Type

- ☐ Primer A
- ☐ Primer B
- ☐ Primer C
- ☐ As per Manufacturer's Recommendation

Primer Application Rate (e.g., ft²/gallon)

Enter a number...

Notes on Primer Application (e.g., weather conditions, dry time)

Write something...

Membrane Installation & Overlap

Focuses on the correct application and overlapping of the waterproofing membrane sheets.

Sheet Temperature During Installation (minimum)

Ambient Temperature During Installation (minimum)

Membrane Orientation (roll direction)

- ☐ Parallel to Roof Slope
- ☐ Perpendicular to Roof Slope
- ☐ As per Manufacturer's Recommendation

Minimum Overlap Width (longitudinal)

Minimum Overlap Width (transverse)

Description of any deviations from manufacturer's overlap recommendations and justification

Write something...

Methods used to secure membrane during installation (select all that apply)

- ☐ Sandbags
- ☐ Temporary Adhesive
- ☐ Weighted Boards
- ☐ Other (specify in LONG_TEXT)

Photo Evidence of Proper Overlap & Positioning (at least 2 photos)

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Seam Welding / Adhering (If Applicable)

Covers procedures for seam welding (for heat-welded membranes) or adhesive application (for adhered membranes).

Membrane Welding Method (If Applicable)

- ☐ Hot Air Welding
- ☐ Hot Wedge Welding
- ☐ Open Flame Welding
- ☐ Cold Bonding Adhesive

Welding Temperature (if applicable)

Enter a number...

Welding Pressure (if applicable)

Enter a number...

Overlap Width (Welded Seams) - Minimum (inches/mm)

Enter a number...

Adhesive Type (If Applicable)

- ☐ Polyurethane
- ☐ Acrylic
- ☐ Epoxy
- ☐ Other (Specify in LONG_TEXT)

Adhesive Manufacturer & Product Name (If Applicable)

Write something...

Seam Inspection Criteria (Check all that apply)

- ☐ Visual Inspection for Uniformity
- ☐ Air Leak Test (Vacuum Box)
- ☐ Water Pressure Test
- ☐ Adhesive Coverage
- ☐ Proper Seam Fusion

Upload Photos of Representative Welds/Adhesive Application

 Upload File

Detailing & Penetration Flashings

Addresses critical detailing areas and how penetrations (pipes, vents, etc.) are properly flashed.

Penetration Type Identified?

- ☐ Pipe
- ☐ Vent
- ☐ Duct
- ☐ Chimney
- ☐ Other

Number of Penetrations Flashed

Enter a number...

Flashing Material Used?

- ☐ Membrane Material
- ☐ Compatible Metal
- ☐ Other (Specify in Long Text)

Details of 'Other' Flashing Material (if applicable)

Write something...

Flashing Lap Over Membrane?

- ☐ Yes
- ☐ No

Minimum Lap Length (inches)

Enter a number...

Photo of Flashing Detail

 Upload File

Flashing Sealed at Perimeter?

☐ Yes

☐ No

Any Deviations from Standard Flashing Details?

Write something...

Quality Control & Testing

Covers inspections, testing (e.g., water pressure testing, weld integrity), and documentation.

Wind Uplift Test Pressure (kPa)

Enter a number...

Seam Strength Test Result (N/mm)

Enter a number...

Visual Inspection - Membrane Defects Observed?

- ☐ None
- ☐ Wrinkles
- ☐ Tears
- ☐ Pinholes
- ☐ Discoloration
- ☐ Other (Specify in LONG_TEXT)

Details of Other Defects Observed (if applicable)

Write something...

Water Pressure Test Pass/Fail

- ☐ Pass
- ☐ Fail

Details of Water Pressure Test Failure (if applicable)

Write something...

Date of Water Pressure Test

Enter date...

Upload Photos of Quality Control Checks

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Inspector Name

Write something...

Inspector Signature

Post-Installation & Protection

Actions to be taken after installation to protect the membrane and ensure its long-term performance.

Date of Final Inspection

Enter date...

Observations During Final Inspection (damage, potential issues)

Write something...

Temperature During Final Inspection (degrees Celsius/Fahrenheit)

Enter a number...

Protection Board Installed?

☐ Yes

☐ No

Details Regarding Protection Board Installation (type, condition)

Write something...

Photos of Installed Membrane and Protection (if applicable)

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Client Sign-Off Received?

☐ Yes

☐ No

Contractor Signature (acknowledging completion & protection)