

# Commercial Skylight Maintenance Checklist

A quick reference for property managers and facilities teams walking a flat roof with curb-mounted skylights.

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## Before you walk the roof

- Confirm fall-protection requirements with your roofing contractor before anyone accesses the roof.
- Bring a camera or phone to photograph anything that looks different from the last inspection.
- Note the weather. A dry, calm day is the safest and most useful time to inspect curb flashing and sealant.

## What to check at each skylight curb

- Look for cracked, chalky, or pulled-away sealant around the base of the skylight curb.
- Check that counterflashing is still tight to the curb and has not worked loose.
- Look for ponding water sitting against the curb instead of draining away.
- Check for debris, leaves, or granules built up against the low side of the curb.
- Look inside the building, directly below each skylight, for staining, discoloration, or bubbling on the ceiling or drywall.

## Seasonal habits worth building in

- Walk skylights after the spring thaw, when freeze-thaw movement is most likely to have opened a joint.
- Walk skylights again before the fall or winter season, once leaves and debris have been cleared from drains.
- Log what you see each time, even when nothing looks wrong. A record makes the next inspection faster to compare.

## Questions to ask your roofing contractor

- What is the current condition of the sealant and counterflashing on each skylight curb?
- Is the flashing detail original to the roof, or has it been repaired or modified?
- Are the roof drains and this skylight's local drainage path clear and working as designed?
- Does the skylight unit's own documentation call for anything specific from the manufacturer?

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### Good to know

This guide is general information, not professional advice. Requirements, conditions, and product specifications vary by building, roof system, and location, and they change over time. Confirm the details that apply to your property with a qualified roofing contractor or your local building department before you make a decision. Industrial Roofing Services Limited is not responsible for decisions made solely on the basis of this guide.