

# METAL ROOFING INSTALLATION CHECKLIST FOR SUPERVISORS

This checklist is intended to help supervisors complete metal roofing projects successfully. Whether you're on the job site or preparing for your next installation, you can utilize this handy guide to stay on top of each step. Remember to make sure all contractual obligations are met during installation and that you're using final approved submittals.

1

## Begin installation sequencing.

- ☐ Photo documentation starts here.
- ☐ Plan for construction scheduling.
- ☐ Ensure all installation details are accurate.
- ☐ Sequence installation with other trades based on required details, such as pre-flash and counter flash (sidewall and headwall).
- ☐ Store materials appropriately.
- ☐ Account for the direction of panel installation during preparation.
- ☐ Will there be a lightning protection system or additional installations?
- ☐ Take measurements for curbs or other custom items.

3

## Inspect the decking for defects.

**Note:** Beginning installation is an admission of acceptance.

- ☐ Continue photo documentation.
- ☐ Inspect for anything that doesn't align with the contract documents.
- ☐ Identify ALL deflections or inconsistent roof surfaces and document them.
- ☐ Identify any parts of trades that have the potential to damage panels.
- ☐ Make sure the roof is ready for installation. Penetrations and curbs must be in prior to the start of installation.

2

## Make sure the correct accessories and materials are on-site.

- ☐ Safety components
- ☐ Underlayment
- ☐ Flashings
- ☐ Panels
- ☐ Clips
- ☐ Flashing & clip screws
- ☐ Exposed fasteners
- ☐ Rivets
- ☐ Caulking
- ☐ Butyl tape
- ☐ Seamer

4

## Install underlayment per manufacturer instructions.

- ☐ Proper laps
- ☐ Does it need to be rolled in?
- ☐ Is the attachment method correct?

**5**

Understand the proper flashings needed with correct attachment methods and laps.

**6**

Install pre-panel flashings per project details.

**7**

Remove the protective film on the material.

**8**

Install panels.



Document the process and its progress.



Understand clip spacing requirements based on project engineering.



Ensure panels are hemmed and boxed properly.



Install for thermal movement requirements.



Seamer should be on-site if needed.

**9**

Complete post-panel flashing installations.



Document the process and its progress.

**10**

Keep the roof surface clean and free from debris during the entire process.

**11**

Provide photo documentation of the entire process for everyone's benefit.

By following these guidelines, you can help ensure a smooth and efficient metal roofing installation. Always stay diligent in documenting the process and maintaining clear communication with your team. If you have any questions about this document or metal roofing installation, feel free to contact us at [sheffieldmetals.com/contact](https://sheffieldmetals.com/contact)!