

DAILY FIELD CHECKLIST

Residential Roofing - Setup, Work and Closeout

PROJECT / ADDRESS	DATE	CREW LEAD	STATUS
			SAMPLE DRAFT

Use after company review and approval. Project conditions, equipment and controls must be confirmed before work.

Hazards and PPE

MAIN HAZARDS	MINIMUM PPE - CONFIRM WITH SITE RULES
- Falls from height - Falling tools and debris - Unstable footing and roof openings - Power lines, weather and heat - Nailers, blades, sharp edges and noise	- Safety footwear and site-required clothing - Safety glasses and task-appropriate gloves - Hard hat where overhead hazards exist - Hearing protection where required - Approved fall protection before exposure to a fall hazard

Stop-work conditions

STOP

Do not start or continue work if:

- fall protection or safe access is missing
- wind, rain, heat or roof conditions make the work unsafe
- power-line clearance or public protection is unresolved
- a worker is not trained for the assigned task
- actual site conditions differ from the work plan

1. Before the crew starts

READY TO WORK - ALL ITEMS REQUIRED	CHECK
Hazards and required PPE reviewed with the crew.	☐
Stop-work conditions reviewed and understood.	☐
Weather and roof conditions are acceptable.	☐
Crew roles, new-worker orientation and emergency contacts confirmed.	☐
Property hazards, power lines and public access checked.	☐
Safe ladder access installed and secured.	☐
Fall-protection system installed and inspected.	☐
Tools, nailers, cords, hoses and compressor inspected.	☐
Cones, barriers and ground drop zone in place.	☐
Vehicles, windows, siding, decks and landscaping protected.	☐
Materials staged without overloading roof or blocking access.	☐
Formal tool box meeting complete: work area, hazards, controls and emergency plan.	☐

2. Mid-day formal tool box meeting

REASSESS BEFORE RETURNING TO WORK	CHECK
Weather and roof conditions remain acceptable.	☐
Work area, crew assignments and public exposure reviewed.	☐
Access, fall protection, tools and ground controls remain effective.	☐
Changes, deficiencies and next steps discussed with the crew.	☐

3. End-of-day closeout

LEAVE THE SITE SECURE	CHECK
Openings and incomplete roof areas protected for expected weather.	☐
Loose tools and materials removed or secured.	☐
Compressor and powered equipment shut down.	☐
Debris and fasteners collected; magnet sweep completed where required.	☐
Barriers left in place where a hazard remains.	☐
Homeowner advised of any restricted area or unfinished condition.	☐
Progress, deficiencies and next-day priorities recorded.	☐

Exceptions / follow-up only

Issue or change	Action / owner

Crew lead initials: _____

This checklist supports the contractor’s approved work procedures, fall-protection plan, manufacturer instructions and applicable requirements. It does not replace them.