

QUICK-N-EASY CHECKLIST TO EVALUATE YOUR COMMERCIAL SKYLIGHT

Instructions: Use this checklist to help determine if your skylight needs repaired, refurbished or replaced.

- 1. Inspect your skylight** one section at a time using the following information and circle your answers in the column on the right side.
- 2. When finished with all sections,** add up the scores circled and subtract results from 100. A new skylight, designed to the current standards and building codes would score a perfect 100.
- 3. Compare your score** to the general recommendations below.

If you do not know the exact answer to any of the items on the checklist, just make an educated guess.

Note: This is only a quick and easy checklist. It is not designed to be a substitute for expert evaluation, only a tool to help guide you in next steps to assuring your skylight is not wasting energy, leading to building deterioration or exposing your business to potential liability issues.

GENERAL RECOMMENDATIONS

Based on your skylight score from the following checklist.

Your Score

- | | |
|------------|---|
| 85 - 100 | Repairs made by a qualified company / individual will most likely be able to resolve the issues you've identified. |
| 70- 85 | A partial refurbish of the skylight is necessary. This could include replacing some glass panels and possibly new break metal. |
| 50 - 70 | A full rehabilitation of the skylight is indicated. This could include all new glass panels, new rubber gaskets, new exterior pressure caps, beauty caps and all flashings. |
| 50 & under | You should consider replacing or rebuilding the entire skylight. The supporting curb could also need to be repaired or replaced as well. |

START YOUR EVALUATION ON THE NEXT PAGE

Questions? Call or email: Gus Frey
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Commercial Division of Sunshine Rooms Inc.

COMMERCIAL SKYLIGHT CHECKLIST

Project Name _____ Location _____ Date _____

1. Inspect the curb, the structure supporting the skylight. Is the curb:
 - a) Wood and showing signs of wood rot Don't know No Yes (75 pts)
 - b) Steel and showing signs of rust Don't know No Yes (40 pts)
 - c) Concrete that has cracks or deteriorating Don't know No Yes (50 pts)
 - d) Mold and mildew Don't know No Yes (25 pts)

2. Leaks
 - a) Dripping leaks but no visible damage No Yes # ___ x 5 pts = ___
 - b) Dripping leaks causing damage to surrounding materials No Yes # ___ x 20 pts = ___
 - c) Streams of water leaking but no visible damage No Yes # ___ x 15 pts = ___
 - d) Streams of water leaking damaging surrounding materials No Yes # ___ x 30 pts = ___
 - e) Drips or leaks dropping onto a walking area No Yes # ___ x 30 pts = ___

3. Defective / broken panes (glass or polycarbonate)
 - a) Visible fogging or cracks in glass / polycarbonate No Yes # ___ x 5 pts = ___
 - b) Broken pane on the outer part of skylight No Yes # ___ x 10 pts = ___
 - c) Broken pane on inner part of skylight. No Yes # ___ x 15 pts = ___
 - d) Broken single pane glass No Yes # ___ x 25 pts = ___
 - e) Broken plastic / polycarb (cracks or holes) No Yes # ___ x 20 pts = ___

4. Outdated glass or polycarbonate panes. The skylight is currently made of:
 - a) Single pane, non-safety glass Don't know No Yes (30 pts)
 - b) Single pane, wired glass Don't know No Yes (20 pts)
 - c) Skylight older than 1995 Don't know No Yes (20 pts)
 - d) No Low emission glass Don't know No Yes (20 pts)
 - e) Plastic / polycarb panes have turned yellow or brown Don't know No Yes (50 pts)

5. Structural frame supporting skylight panes
 - a) Rafters are wood and show signs of wood rot Don't know No Yes (50 pts)
 - b) Rafters are steel (metal) and rusting Don't know No Yes (25 pts)
 - c) Paint chipping from metal or wood Don't know No Yes (10 pts)
 - d) Fasteners are rusting Don't know No Yes (25 pts)

6. Exterior pressure caps, gaskets, tapes, beauty caps, flashing and caulking and etc.
 - a) Faded frame finish Don't know No Yes (10 pts)
 - b) Chipping / cracked paint Don't know No Yes (10 pts)
 - c) Rusted steel Don't know No Yes (25 pts)
 - d) Rotten wood Don't know No Yes (30 pts)
 - e) Excessive caulking, as to repair leaks Don't know No Yes (25 pts)
 - f) Weep system caulked shut Don't know No Yes (25 pts)
 - g) Gaskets and rubber missing from metal No Yes # ___ x 10 pts = ___
 - h) Fasteners are loose No Yes # ___ x 3 pts = ___
 - i) Clogged weep holes (serious but usually easy to fix) No Yes # ___ x 3 pts = ___
 - j) Broken joints in the flashing No Yes # ___ x 15 pts = ___

Score Your Skylight

Total the number of points circled, compare to the recommendations on page 1. Your Score _____

GENERAL SKYLIGHT INFORMATION

The following information should be considered when repairing, refurbishing or replacing a skylight.

- 1. Structural integrity.** If the skylight curbs or rafters are showing signs of deterioration plan to take action sooner than later. The curb and rafters are the foundation of the skylight. If that structure fails the skylight will as well, possibly resulting in a cave in when stressed with a storm or high wind event. This would become a major, immediate, liability.
- 2. Building Codes.** Many areas of the country will require the skylight to meet certain structural, wind and safety codes that are currently in effect. Many, if not most, old skylights will not meet these codes. This could impact your decision to refurbish or replace.
- 3. Glazing.** Glazing refers to the glass or polycarbonate used in the skylight. Over the last 20 years glass technology has improved dramatically. You can successfully heat and cool the area below a skylight as you would any other room. You can even control the glare. If the glass in the skylight was installed prior to 1995 it would be wise to consider replacement. You will be amazed at the energy cost savings and increased comfort level.

Safety glass has also improved over the years. In today's commercial skylights the outboard glass (facing the sun) is usually 1/4" fully tempered glass; which rarely breaks even in large hail storms. The inboard glass (facing building interior) will be 1/4" to 1/2" heat strengthened, laminated glass. If it does break, it won't fail. Hi-performance, low-e coatings are usually applied to the outboard glass. You can also use tinting and frit patterns to obtain the look you desire to reduce glare.

Plastic glazing is usually polycarbonate or acrylic. Polycarbonate is virtually unbreakable when new but does yellow and lose strength over time. Acrylic does not turn yellow but breaks fairly easily. Polycarbonate is the worldwide choice over acrylic for economical skylight glazing. It is less expensive than glass and comes in many colors and configurations. It is also preferred when the goal is daylight without direct light.

- 4. Matching existing glazing.** When replacing only a few panels of glass or plastic it is common to find the new panels are not an exact match to the existing panels. With improvements over time, it's virtually impossible to get previous versions of low-e coatings. New polycarbonate panels will not have the same exposure to the elements as the previous panes so there will be a color variation.
- 5. How much glazing to replace.** In general, if 25% of the glass is broken or defective we recommend replacing all of the glass in the skylight. When one piece of glass is taken out, up to four other glass panes are exposed. The labor to replace one panel is about the same as replacing two to three panels. When replacing with hi-performance panels, and all materials match, energy use is reduced and the overall comfort of building employees, tenants and guests improves.
- 6. Job site conditions.** If the skylight is atop a multi-floor building or accessing the skylight is otherwise limited or challenging, we strongly recommend replacing the skylight. Additional costs like cranes, street closures, dumpsters and roof access will become a major portion of the overall cost. In many cases, these additional costs will be the same whether we are repairing, refurbishing or replacing.



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GOT QUESTIONS?

We hope this checklist and additional information has helped you evaluate your commercial skylight. Like any unfamiliar facilities project, we know you will have questions and concerns about addressing the skylight issues.

We offer a formal inspection service including a detailed report that can be used to obtain approvals from upper management, insurance companies and owners. We welcome the opportunity to assist you.

We manufacture 10 different types of glazing systems and have relationships with several different suppliers. We know we have the right solution for your situation.

Our services include:

- Inspection and associated reports for owners, adjusters and insurance companies.
- Many options available to fit your skylight needs
- In-house manufacturing
- Demolition and removal of old skylight
- Installation
- A turnkey service with single source responsibility
- Nationwide service.

Contact Gus Frey today at 316.838.0033 ext 156 or gfrey@csglazing.net



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