

COMMERCIAL SIGNAGE INSTALLATION CHECKLIST

Project Planning

- ☐ Define project scope
- ☐ Confirm sign types and quantities
- ☐ Review approved drawings
- ☐ Confirm install schedule
- ☐ Assign project contacts
- ☐ Review site requirements

Site Survey

- ☐ Verify sign dimensions
- ☐ Confirm mounting locations
- ☐ Inspect mounting services
- ☐ Identify site obstructions
- ☐ Confirm electrical locations
- ☐ Document existing conditions

Materials & Delivery

- ☐ Verify sign inventory
- ☐ Confirm mounting hardware
- ☐ Inspect shipments
- ☐ Check signs for damage
- ☐ Stage materials by location
- ☐ Verify graphics and finishes

Installation Prep

- ☐ Confirm site access
- ☐ Verify installation paths
- ☐ Protect finished surfaces
- ☐ Clear installation areas
- ☐ Confirm lift or ladder requirements
- ☐ Review safety requirements

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Installation

- ☐ Verify sign locations
- ☐ Confirm alignment and level
- ☐ Use approved mounting hardware
- ☐ Follow installation specifications
- ☐ Protect surrounding finishes
- ☐ Test illuminated signage

Quality Control

- ☐ Check sign alignment
- ☐ Verify mounting security
- ☐ Inspect finishes
- ☐ Verify graphics and logos
- ☐ Check spacing and placement
- ☐ Complete punch list

Final Walkthrough

- ☐ Review completed installation
- ☐ Photograph completed project
- ☐ Document outstanding items
- ☐ Obtain client approval
- ☐ Confirm site is ready

Project Closeout

- ☐ Remove installation debris
- ☐ Confirm all signs are accounted for
- ☐ Submit final photos
- ☐ Document exceptions
- ☐ Complete closeout documentation
- ☐ Confirm project completion

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