Signage and Identification Installation Inspection Checklist

Interactive checklist for inspecting signage installation. Commentable, exportable as PDF/Excel, ensures compliance & safety.

Project:
Date:
Filled by:

Pre-Installation Verification

1	Ensure all signage materials are delivered and match the specifications.
2	Check the site plan for correct signage placement allocations.
3	Verify that all signs have the necessary mounting hardware included.

Installation Process

4	Ensure signs are installed at the specified height and location as per the plans.
5	Check that the mounting is secure and capable of supporting the sign's weight.
6	Verify that all electrical signage is properly connected and functional.

Post-Installation Review

7	Ensure all signs are free from scratches, dents, or other visible damage.
8	Confirm that the signage is visible and legible from the intended viewing distance.
9	Check for compliance with local and national signage regulations.

Maintenance and Safety

10	Inspect for potential hazards such as sharp edges or unstable mounts.
11	Ensure that emergency exit and safety signs are illuminated and unobstructed.

Final Documentation

12	Record all findings and sign off on the inspection report.
13	Upload completed checklist and attach QR code for authenticity.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
Inspecting signage and identification installations ensures that all signs are properly mounted, visible, and compliant with regulations. This process involves checking materials, placements, and adherence to safety standards. It is crucial for maintaining an organized and safe environment, especially in public or commercial spaces. The checklist includes inspecting various types of signs and their placements, ensuring they are free of damage, and verifying that they meet all relevant guidelines. Users can interact with this checklist online, make notes, and export their findings with a QR code for authentication.	1. Gather necessary tools: measuring tape, level, camera, and safety gear. 2. Click the "Use this checklist" or "Start Interactive Checklist" button to launch interactive mode. 3. Tick each item online as you complete it. 4. Add comments on individual items or the entire checklist. 5. Click Share or Download to download your completed checklist as PDF or Excel. 6. Review and sign off the final report with digital signatures. Share with stakeholders and archive with QR code for authenticity.