READY TO INSPECT — FIELD CHECKLIST

Signage final inspection checklist

Signage final inspection is where the punch list is either short or expensive. This checklist walks the finished work the way an owner or AHJ will see it: devices on, systems running, everything labeled. Each item gets the photo that closes it instead of reopening it. Work is commonly verified against the applicable building code, manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The GC's superintendent with the sign installer, walking installed locations before the owner's walk. When: After signs are installed and connected, before turnover and before any accessibility review of the finished space.

Installation and alignment

- [ ] Signs level, aligned and consistently placed
  Each sign level and plumb, a row of like signs holding a common line and height, monument and site signs square to the base and grade.
  2 photos required
- [ ] Attachment secure and weather-sealed
  Fasteners into the intended backing and tight, exterior and monument signs sealed at penetrations and bases so water doesn't track in, no rocking or gap at the wall.
  1 photo required
- [ ] Sign messages and room numbers match the signage schedule
  Each sign's type, room number and copy read against the approved signage schedule, misspellings, wrong numbers and swapped signs listed by location.
  1 photo required
- [ ] Mounting method and fastener finish as the shop drawing shows
  Concealed, tamper-resistant or standoff mounting as detailed, standoffs even, tape or adhesive mounts bonded at every edge with no lifting corners.
  1 photo required
- [ ] Sign colors and finishes match the approved samples
  Face, background and copy colors and the sheen compared with the approved sample or finish submittal in the lighting of the finished space.
  1 photo required

Illumination

- [ ] Illumination and connections proven under power
  Sign energized and observed, all lamps or LED segments lit evenly, no dark faces or flicker, disconnect and any transformer accessible and labeled.
  2 photos required
- [ ] Electrician's final connection reported complete before lighting
  For illuminated signs, the electrician confirms the circuit, disconnect and final connection are complete and labeled; the installer does not make the power connection.
  No photo required
- [ ] Listing label present on each illuminated sign
  Where signs are illuminated, the listing mark on each cabinet or driver enclosure seen in place and matched to the approved submittal.
  No photo required
- [ ] Timers, photocells or control schedule set with the owner
  Where signs are illuminated, on and off times or photocell operation agreed with the owner's representative and the settings recorded.
  No photo required

Accessible signage

- [ ] Tactile and braille signs meet mounting-height and location rules
  Room and exit signs with raised characters and braille where required, mounted at the accessible height and on the latch side of the door rather than the swing side.
  2 photos required

- [ ] Raised characters, braille and pictograms intact and as submitted
  Where tactile signs are installed, characters and braille undamaged and laid out as on the approved shop drawing, pictograms paired with their text.
  No photo required

Permits and records

- [ ] Sign permit and any required inspection recorded
  Where the jurisdiction requires a sign permit, the permit and the AHJ's inspection result on file for each exterior or illuminated sign.
  No photo required
- [ ] Signage schedule marked up with field changes and turned over
  Relocated, added or renumbered signs recorded on the schedule, with care and cleaning instructions and any spare inserts handed to the owner.
  No photo required