

Signage punch checklist

Signage punch is where small misses become callbacks after the crew has demobilized. This checklist walks the finished work the way the owner and the next trade will see it, with the photo that closes each item instead of a note that reopens 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 sign installer on a callback, or the GC's superintendent closing signage punch items. When: During closeout, after other trades have finished around the signs and any handling damage or dead lamps have shown up.

Alignment and faces

- ☐ Alignment corrected and faces inspected
Signs re-leveled and brought back to a common line, faces checked for scratches, chips and film left behind **2 photos required**
by other trades, damaged faces flagged for replacement.

Illumination

- ☐ Failed lamps or LEDs replaced and re-lit
Sign powered at the walk, any dead lamp or LED segment replaced, the sign observed lighting evenly **1 photo required**
across all faces before signoff.