READY TO INSPECT — FIELD CHECKLIST

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 by other trades, damaged faces flagged for replacement. — 2 photos required
- [ ] Every sign pressed at its edges and checked for looseness
  Each sign pushed at the corners after adjacent work, lifting tape or adhesive mounts and loose fasteners re-secured, no rocking against the wall. — 1 photo required
- [ ] Faces cleaned with the sign manufacturer's listed cleaner
  Dust and fingerprints removed with the cleaner the manufacturer lists, no solvent haze, swirl scratches or lifted vinyl copy from cleaning. — 1 photo required
- [ ] Signs clear of finished door hardware and door swing
  Each sign checked with the door hung and hardware on: leaf, closer and lever clear of the sign; any sign blocked or blocking listed for relocation. — 1 photo required
- [ ] Wall finish around each sign free of installer damage
  Scuffs, drill marks, anchor holes from moved signs and adhesive residue around the sign patched or listed for the painter by location. — 1 photo required

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 across all faces before signoff. — 1 photo required
- [ ] Illuminated signs observed switching on at dusk
  Where signs are illuminated, viewed once after dark or at the photocell's switch point, every face lit and the timer holding the owner's schedule. — No photo required

Exterior and closeout

- [ ] Exterior sign bases and cabinets checked for sealant and drainage
  Where exterior or monument signs are installed, sealant at bases and penetrations intact, weep holes open and no water standing inside cabinets. — No photo required
- [ ] Replacement faces and signs on order and tracked to install
  Faces flagged as damaged and any missing signs logged with an order date and expected install date, followed until the location is closed. — No photo required