READY TO INSPECT — FIELD CHECKLIST

Signage rough-in inspection checklist

Signage rough-in is the last time the work is fully visible. Once the cover inspection passes and the walls, ceilings and slabs close, every defect left behind becomes a demolition bill. This checklist walks the rough-in in the order the work goes in, with the photo each item needs before it gets buried. 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's field lead coordinating with the framer and electrician, or the GC's superintendent releasing walls to close in. When: Before drywall, veneer or the monument base closes over the sign locations, so backing and conduit stubs land where the sign actually mounts.

Plans and coordination

- [ ] Sign shop drawings and signage plan approved before backing
  Approved shop drawings and the current signage plan on site, sign types, sizes and locations matching the revision the framer is building backing to.
  No photo required

- [ ] Mounting heights taken from the signage and accessibility plans
  Heights and offsets used for layout read off the approved signage plan and accessibility plan, not assumed or copied from another project; conflicts sent to the architect.
  No photo required

- [ ] Room sign locations checked against the door hand
  Where tactile room signs are scheduled, each location compared with the door schedule's swing and the side the signage plan shows, pair doors noted for the architect.
  No photo required

- [ ] Sign locations checked for conflicts with wall devices
  Each marked location clear of switches, thermostats, alarm devices, door hardware and casework on the drawings; conflicts reported before the wall closes.
  1 photo required

Blocking and backing

- [ ] In-wall blocking located to the sign's anchor layout
  Backing set to the mounting points on the approved shop drawing, sized and placed for the sign's weight, height and pattern rather than a default center.
  2 photos required

- [ ] Mounting substrate suitable for the sign and anchors
  Wall type at each location matched to the specified anchor, solid backing behind veneer or panel, no hollow or unsupported point where a fastener lands.
  1 photo required

- [ ] Blocking fastened to the framing at both ends
  Backing screwed or bolted into the studs, full width between them, flush with the face of framing so the board lies flat over it.
  1 photo required

- [ ] Sign type written on the framing at each backing
  Sign type or number marked on the stud or floor beside the backing, so the drywall and finish crews can find the location after close-in.
  No photo required

- [ ] Every location on the signage plan has backing or a noted mount
  Signage plan walked location by location, each with blocking or a surface-mount method noted on the shop drawing; missing locations listed before close-in.
  No photo required

Electrical rough

- [ ] Power and conduit stubbed for illuminated and monument signs
  Circuit and conduit landed at the sign location per the plan, stub at the correct height and depth, junction accessible, disconnect provided where required.
  2 photos required

- [ ] Stub position compared to the sign's power entry on the shop drawing
  From the installer's side, the electrician's box or stub checked against the power entry and any remote driver location, so the sign covers it; conflicts reported.
  No photo required

Anchor layout

- [ ] Anchor points laid out and marked before close-in
  Each mounting point marked on the wall against the shop drawing, dimensions to reference lines confirmed, photographed before drywall or veneer covers the backing.
  2 photos required

- [ ] Finished floor reference set for height layout
  Benchmark or finished floor line marked at each wall, allowing for flooring still to come, so heights are measured from the finished surface.
  1 photo required

- [ ] Freestanding sign anchor bolts matched to the template
  Where a monument or post sign is shown, anchor bolt template, projection and orientation checked against the sign's shop drawing before the footing pour.
  No photo required