

SIGNAGE SITE SURVEY CHECKLIST

SURVEYOR NAME: _____ SURVEY DATE: _____

SITE NAME: _____

SITE (ADDRESS): _____

SITE CONTACT PERSON: _____

SIGN NAME / IDENTIFICATION: _____

SIGNAGE POSITION: EXTERIOR ☐ INTERIOR ☐

SIGN TYPE:

- ☐ ACRYLIC SIGNS
- ☐ ALUMINUM SIGNS
- ☐ VINYL SIGNS / DECALS
- ☐ DIMENSIONAL LETTERS

- ☐ PVC SIGNS
- ☐ WOOD SIGNS
- ☐ FOAM BOARD SIGNS
- ☐ HALO-LIT CHANNEL LETTERS

- ☐ CHANNEL LETTERS
- ☐ BANNERS AND POSTERS

OTHER: _____

LOCATION OF SIGN: _____

(SPECIFIC BUILDING AREA/SIDE, ENTRY POINT, CONFERENCE ROOM, ETC.)

PICTURES OF SIGN: **VERY IMPORTANT**

(PLEASE TAKE CLEAR PICTURES OF EACH SIGN FROM DIFFERENT ANGLES, INCLUDE CLOSE-UP AND WIDE SHOTS)

DIMENSIONS OF SIGN:

HEIGHT: _____ WIDTH: _____ DEPTH: _____ (IF NECESSARY)

SIGN HEIGHT OFF GROUND: _____

(MEASUREMENT FROM BASE OF SIGN TO GROUND LEVEL)

REQUIRED EQUIPMENT NEEDED FOR REMOVAL AND INSTALLATION:

- ☐ BUCKET TRUCK - 25FT
- ☐ BUCKET TRUCK + 25FT
- ☐ EXTENSION LADDER - 8FT
- ☐ EXTENSION LADDER + 8FT

OBSTRUCTIONS OR HAZARD IDENTIFIED:

- ☐ TREE OR LANDSCAPING
- ☐ AWNINGS
- ☐ OVERHEAD POWER LINES
- ☐ NEARBY TRAFFIC FLOW
- OTHER: _____

SUBSTRUCTURE MATERIAL:

- ☐ CONCRETE
- ☐ BRICK
- ☐ DRYWALL
- ☐ STEEL
- ☐ GLASS
- ☐ ASPHALT
- ☐ WOOD
- ☐ ALUMINUM
- OTHER: _____

OTHER SPECIFIC NOTES: _____
