

Your business name

Logo, ABN, address, phone and email

Sign Installation Checklist

Before you leave, on site, and sign-off

JOB NO.	INSTALL DATE AND TIME	CREW
CUSTOMER	SITE CONTACT AND MOBILE	
SITE ADDRESS		
ACCESS EQUIPMENT (LADDER, SCAFFOLD, LIFT)	PERMIT OR APPROVAL REFERENCE (IF NEEDED)	

1. Before you leave the shop

CHECK	DONE	N/A	INITIALS
Install date and time confirmed with the site contact	☐	☐	
Access sorted: parking, loading, keys or codes, after-hours entry	☐	☐	
Council permit or landlord / centre approval received (if needed)	☐	☐	
Site induction booked, and the job's safety paperwork done and with the crew	☐	☐	
Access equipment booked and checked	☐	☐	
Every item on the job sheet loaded and counted	☐	☐	
Signs checked against the approved proof: size, colour, wording, quantity	☐	☐	
Fixings, brackets, adhesive and sealant to suit the surface, plus spares	☐	☐	
Tools, drop sheets, barriers and cleaning gear	☐	☐	
Licensed electrician booked for illuminated signs that need connecting	☐	☐	
Set-out measurements and heights from the site survey; proof on hand	☐	☐	

2. On arrival: check the site before you start

CHECK	OK	PROBLEM	NOTES OR PHOTO NO.
Reported to the site contact and confirmed the scope	☐	☐	
Access clear	☐	☐	
Power available where needed	☐	☐	
Surface clean, dry and sound	☐	☐	
Services checked behind fixing points	☐	☐	
Position and height marked and agreed with the customer	☐	☐	
EXISTING DAMAGE	NONE	FOUND	WHERE, AND PHOTO NO.
Scratched panels	☐	☐	
Existing dents	☐	☐	
Cracks or chips in walls, glass or fascia	☐	☐	
Dirty or flaking surface	☐	☐	
Other	☐	☐	

Before photos taken: ☐ Whole area ☐ Close-ups of existing damage

3. During the install

CHECK	DONE	N/A	INITIALS
Work area kept clear of the public	☐	☐	
Level and position checked before the final fixing	☐	☐	
Fixings suit the substrate: masonry, timber, steel or glass	☐	☐	
Penetrations sealed on external walls	☐	☐	
In-progress photos taken	☐	☐	

4. Finish and sign-off

CHECK	DONE	N/A	INITIALS
Protective film removed and signs cleaned	☐	☐	
Illuminated signs tested, timer set, customer shown the switch	☐	☐	
Site cleaned: packaging, offcuts and dust removed	☐	☐	
Finished photos: straight on, plus a wide shot with context	☐	☐	
Walk-through with the customer	☐	☐	
Job sign-off sheet signed	☐	☐	
Leftover stock and fixings back to the shop	☐	☐	

Follow-up, variations and extra materials

WHAT	ACTION	BY (DATE)

Notes

Installer

NAME

SIGNATURE

DATE

Checked back at the shop

NAME

SIGNATURE

DATE