Your business name
Logo, ABN, address, phone and email

Site Survey

Measure-up and site check for signage

JOB OR QUOTE NO.	SURVEY DATE	SURVEYED BY

CUSTOMER	SITE CONTACT AND MOBILE

SITE ADDRESS

Access

PARKING AND LOADING	ACCESS HOURS, KEYS, INDUCTION

HEIGHT TO THE SIGN AREA	GROUND: LEVEL, SOFT, SLOPING, KERB	TRAFFIC AND PEDESTRIANS

Access equipment: ☐ Ladder ☐ Scaffold ☐ EWP / boom lift ☐ Scissor lift ☐ Crane or hiab

Mounting surface

Substrate: ☐ Brick ☐ Block ☐ Concrete ☐ Timber ☐ Cladding / ACM ☐ Glass ☐ Steel
☐ Other: _____

CONDITION OF THE SURFACE	WHAT'S BEHIND IT: CAVITY, STUDS, SERVICES

Existing signage

☐ None ☐ Remove ☐ Leave in place ☐ Reface or reuse the frame

SIZE, AND HOW IT'S FIXED	DISPOSAL

Power (illuminated signs)

POWER AVAILABLE, AND WHERE	DISTANCE TO POWER; SWITCH OR TIMER LOCATION

Measurements (mm)

REF	LOCATION / ELEVATION	WIDTH	HEIGHT	HEIGHT OFF GROUND	DEPTH / PROJECTION	PHOTO NO.	NOTES
A							
B							
C							
D							
E							
F							
G							
H							

Obstructions and things to watch

CHECK	YES	WHERE, AND NOTES
Downpipes, vents and meters	☐	
Windows, doors and awnings	☐	
Trees and landscaping	☐	
Overhead power lines	☐	
Neighbouring tenancies and their signs	☐	

Approvals to check: ☐ Council ☐ Landlord or centre ☐ Body corporate / strata ☐ Heritage

Sketch or elevation (not to scale unless marked)

PHOTOS TAKEN: NUMBERS OR FILE NAMES