

Commercial Sign Repair Quote Prep Checklist

Use this checklist to gather site, symptom, access, and service details before requesting a commercial sign repair estimate. This resource is designed for buyer preparation only, not DIY repair or electrical troubleshooting.

1. Property Details

Field	Buyer Notes
Property address	
Property type	☐ Retail storefront ☐ Restaurant or cafe ☐ Office building ☐ Medical / healthcare facility ☐ School or campus ☐ Industrial / service facility ☐ Hotel / hospitality property ☐ Shopping center / multi-tenant ☐ Other: _____
Owned or leased	☐ Owned ☐ Leased
Landlord or property manager contact, if leased	

2. Sign Type

☐ Channel letters	☐ Cabinet sign
☐ Monument sign	☐ Pylon sign
☐ Blade sign or projecting sign	☐ Neon sign
☐ Digital sign or LED display	☐ Window graphics
☐ Vehicle graphics	☐ ADA or interior signs
Other: _____	Not sure: _____

3. Sign Condition

Condition Field	Symptoms
Is the sign illuminated?	☐ Yes ☐ No ☐ Unknown
Visible issues	☐ Flickering ☐ Dim lighting ☐ One letter out ☐ Multiple letters out ☐ Complete outage ☐ Hot spots or uneven lighting ☐ Broken face or panel ☐ Cracked acrylic or polycarbonate ☐ Damaged trim cap or retainer ☐ Water inside sign ☐ Faded graphics ☐ Peeling vinyl ☐ Leaning sign ☐ Damaged bracket ☐ Storm damage ☐ Impact damage ☐ Vandalism ☐ Other: _____

4. History & Media

☐ Photos available	☐ Videos available
☐ Age of sign known:	☐ Warranty documentation available
☐ Previous repair history known	☐ Landlord criteria available

5. Access Details

Approximate mounting height: _____ ft	Access concerns:
☐ Sidewalk or pedestrian area	☐ Drive-thru lane
☐ Active parking lot	☐ Landscaping
☐ Awning or canopy	☐ Road frontage
☐ Interior access limitation	☐ After-hours service may be needed
☐ Lift or bucket truck may be needed	☐ Not sure

6. Service Urgency

☐ Routine service	☐ Business-critical visibility issue
☐ Storm or impact damage	☐ Possible safety concern
☐ Multi-location maintenance request	☐ Not sure
Target completion date, if any: _____	Business hours or access restrictions: _____

7. Project Scale

☐ Single location	☐ Multi-location program
☐ Other locations may have similar issues	☐ Not sure
Number of locations, if multi-location: _____	Additional notes: _____

Public Disclaimer: This checklist is for estimate preparation only. It does not replace site-specific review, electrical review, structural review, permit review where required, landlord review, safety review, or a confirmed project quote. Final repair scope, service requirements, replacement parts, access equipment, timelines, and project conditions depend on sign type, site conditions, installation height, electrical components, sign age, damage type, parts availability, weather exposure, landlord criteria, permit requirements where applicable, and approved specifications.