

Sign Repair Scope Comparison Worksheet

Use this worksheet to compare whether a service request is reactive repair, planned maintenance, retrofit, face replacement, or full replacement. It is designed to keep quote comparisons clear without exposing labor rates, dispatch rules, or repair procedures.

Service Scope Comparison

Service Category	What It May Include	What May Be Excluded	Buyer Question
Reactive repair	Diagnosis, service visit, approved component replacement, visible damage repair, documentation.	Access equipment, return visits, custom parts, electrical coordination, cleaning, permits where required, disposal.	Is this quote for diagnosis only, or diagnosis plus approved repair?
Planned maintenance	Scheduled inspection, cleaning, lighting review, gasket review, visible hardware review, photos, service notes.	Major repairs, replacement parts, electrical work, permit review, emergency response, full replacement.	What signs and locations are included in the maintenance scope?
LED retrofit	Review of existing sign, LED component planning, lighting update where practical, and documentation.	Cabinet repair, face replacement, electrical upgrades, permit review, full sign replacement, guaranteed performance.	Is the existing sign body suitable for retrofit?
Face replacement	Replacement panel, face fabrication, vinyl graphic application, site installation.	Frame repair, structural changes, electrical repair, permits where required, old face disposal.	Is the existing retainer and cabinet structure sound?

Symptom to Scope Checklist

Symptom	Component Area	Possible Cause	Buyer Scope Note
Illumination Outage	Isolated	Power supply, module, tube, wiring connection, switch, or driver.	Diagnosis is needed before repair scope can be confirmed.
Lighting Dim / Uneven	Module / Tube	LED age, module decay, power supply drop, dirty face, or moisture.	Photos help document the symptom, but they do not confirm the cause.
Color Mismatch	Module / Tube	Outdated LED batch, mixed color temperature, or partial module replacement.	Color and brightness consistency should be reviewed before partial replacement.
Water Intrusion	Gasket	Worn gasket, retainer, seam, face fit, cabinet condition, or weather exposure.	Repair may need to address the condition that allowed moisture inside.
Face Cracked / Damaged	Face / Panel	Impact, storm damage, vandalism, brittle material, retainer issue, or aging substrate.	The existing frame and retainers should be reviewed before producing a replacement face.
Leaning / Loose Mount	Structure	Mounting, bracket, base, pole, facade, impact, wind, or structural concern.	Qualified review may be required. This worksheet does not provide structural repair instructions.

Comparison Notes

A lower repair quote may not include the same scope as a higher quote. Compare the service category, diagnosis method, access needs, parts, electrical coordination, return visits, disposal, permit review where required, and documentation before choosing a provider.

Public Disclaimer: This worksheet is for buyer comparison only. It does not provide electrical advice, repair procedures, structural instructions, warranty decisions, code interpretation, or a confirmed project quote. Final scope depends on site review, sign condition, access, replacement parts, electrical components, permit requirements where applicable, landlord criteria, and approved specifications.