

SIGN INVENTORY PREPARATION Checklist

I – ITEMS NEEDED TO PERFORM THE TASK

- A. LOCATION MAP OF THE PROJECT**
- B. PLANS INDICATING THE EXISTING SIGN LOCATIONS**
- C. VEHICLE FOR FIELD TEAM (WITH SAFETY LIGHTS)**
- D. TAPES AND/OR RULERS IN PLANNED MEASUREMENT UNITS**
- E. BACKING BOARDS OR CLIP BOARDS FOR PLAN SUPPORT**
- F. RED PENCILS AND MARKERS FOR PLAN NOTES**
- G. DIGITAL CAMERA AND VIDEO RECORDER FOR PICTURES AND RECORDING PROJECT INFORMATION**
- H. BATTERIES AND DISK FOR CAMERA SUPPORT OPERATIONS**
- I. HARD HATS AND SAFETY VEST**

II – METHOD OF PERFORMING AND RECORDING SIGN INVENTORY

- A. ASSIGN TEAMS (2 OR 3 PERSONS) AREA, LOCATION OR DIRECTION TO BE INVENTORIED.**
- B. PROVIDE INSTRUCTION ON TAKING PICTURES AND OR VIDEO TO DOCUMENT SIGN MESSAGE AND LOCATION**
- C. INFORMATION TO BE OBTAINED ABOUT THE SIGN:**
 - a. SIGN MESSAGE**
 - b. SIZE & COLOR OF PANEL (STANDARD OR MEASURED)**
 - c. TYPE OF STRUCTURE**
 - 1- WOOD (NUMBER OF POST)**
 - 2- METAL (NUMBER OF POST)**
 - 3- TYPE VA**
 - 4- TYPE VIA**
 - 5- OVERHEAD SPAN**
 - 6- CANTILEVER**
 - 7- BRIDGE MOUNT**
 - d. SIGN LIGHTING (YES OR NO)**
 - e. WALKWAY/LUMINAIRE RETRIEVAL SYSTEM (YES OR NO)**

CHECK OVER PLAN DOCUMENTATION AND NOTES PRIOR TO LEAVING TO CHECK FOR ITEMS MISSED DURING THE INVENTORY PROCESS.