

Hospitality Pre-Installation Site Visit

Project Manager · Lisa Cunningham

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Meet with Hotel On-Site Project Manager

Discuss each sign in area of signage

Ground Signs:

Stake location of foundation

Discuss if sufficient space is available for required foundation

Discuss timing of foundation installation in relationship to the signage installation

Discuss underground utilities that may interfere with foundation

Vendor responsible for public utility locations

Hotel responsible for private utility location

Mark/Flag private electrical

Mark/Flag sprinkler system

Discuss landscape removal

For foundation area

For access to foundation area by backhoe, etc.:

Discuss what happens if landscaping is not removed by the time of foundation installation

Discuss what is to be done with excess soil from foundation

Discuss the condition in which the installer will leave the foundation area for landscaping by hotel

What if the ground area is soft due to rain, sprinklers, etc.? Any special procedures required?

Discuss special requirements:

Driving on grass

Parking lot repair

Wall Signs:

Discuss location of signage

Exterior area:

Measure the wall area to confirm that there is room for the installation of the new wall signage.

Send to send measurements along with signed survey.

Accessibility to exterior signage area:

Does any landscaping need to be temporarily removed?

Will any other trades affect accessibility to signage area:

Paving?

Landscaping?

Painters?

EIFS contractor?

What if the ground area is soft due to rain, sprinklers, etc. - Any special procedures?

Is signage area flat or are there any raised architectural elements?

If so:

Will hotel remove architectural element?

Can sign installer work around the architectural element?

Measure to ensure that sign can be properly installed in available wall area

If available area is not adequate: Notify vendor and vendor to notify VPC

Interior area behind exterior wall signage:

Discuss required access that must be available

Discuss amount of access that should be available behind drywall areas (if required)

Remove entire area of drywall

Provide multiple small access hotels at needed points



- Discuss access to attic areas (if required)
- Permanent access hatch required – hotel to provide
- Are there walk-boards in attic area?
- Discuss backside finish after installation
- Guest rooms – Determine permanent access panel location
 - Can be hidden behind bed headboard, picture, mirror, dresser, etc?
 - Is access panel available?
- Attic area – no interior finish issue?
- Stairway – Determine permanent access panel location
 - Is fire rating an issue?
 - If block wall, can an interior raceway be utilized?
- Elevator shaft – Determine if sufficient space to install electrical in shaft area
 - Will the city codes department allow?
 - Will the elevator company allow electrical in shaft area?
- Parapet area
 - Discuss installation procedures for back side of parapet
 - Roofing contractor required to patch penetrations in roof membrane – hotel responsible for contracting directly with their general contractor for this work.
 - Discuss if there is access to the interior of the parapet to avoid penetrating back side of parapet
 - Discuss electrical requirements (amps, voltage, etc.) for all signs
 - Discuss time line required to install signs

***If any potential problems arise from the pre-installation site visit, vendor should alert VPC immediately to discuss the remedy.**

Date of meeting _____
 Persons present _____

Any comments or concerns _____

Signature of Installer _____

Signature of GM _____

Signature of Maintenance
 Mgr. _____

Signature of Electrician _____

****Form must be signed and returned to VPC within 2 days of completion of pre-installation site visit.**