BS559-2: SIGN HOLDER CHECKLIST

INSPECTION and MAINTENANCE of signs: A practical check for building owners, landlords, tenants and facilities teams.

Use **ONE SHEET PER SITE** at site review or when taking on a property.

Tick **YES** only when confirmed for every relevant sign; tick **FOLLOW UP** for gaps or anything unknown.

SITE: ADDRESS:		**COMPLETED BY:**	
DATE:		**WHERE RECORDS ARE KEPT:**	

YES:	FOLLOW UP:	N/A	CHECK:	NOTES / SIGN REF:
1. YOUR SIGNS:				
☐	☐	☐	Signs listed Every sign is recorded with its location, type and construction.	
☐	☐	☐	Installation details Installation dates are recorded, and illuminated, digital or changeable elements are identified.	
2. THE SIGN HOLDER:				
☐	☐	☐	**Sign holder identified:** The person or organisation responsible for each sign is named in site records.	
☐	☐	☐	**Shared responsibility agreed:** Where responsibility is shared, e.g. landlord and tenant, it is set out in writing.	
☐	☐	☐	**Decisions clear:** It is clear who arranges inspections and who approves repairs.	
3. INSPECTION:				
☐	☐	☐	**Inspected and booked:** Each sign has had a physical, on-site inspection in the last 12 months, and the next is booked.	
☐	☐	☐	**Full scope:** Inspection covers the sign, fixings, supporting structure, foundations, electrics and the surface it is fixed to.	
☐	☐	☐	**Unknown history flagged:** Signs with no known installation date or inspection history are flagged for enhanced inspection.	
☐	☐	☐	**Inspector ready:** Competence, equipment, safe access and site information (including asbestos) are confirmed.	
☐	☐	☐	**Plan reviewed:** The inspection plan is reviewed when the sign, the building or the risks change.	
4. Records and handover:				
☐	☐	☐	**Handover information held:** Recommended inspection frequency, scope and maintenance requirements are on file.	
☐	☐	☐	**Reports to hand:** The latest inspection report for each sign can be found.	
☐	☐	☐	**Repairs closed off:** Defects are logged, and completed repairs are signed off with evidence.	

Actions to follow up:

SIGN / LOCATION:	ACTION NEEDED:	WHO:	BY WHEN:	DONE:

PLEASE NOTE:
This checklist is a practical aid only. It does not replace BS559-2: 2026 Interior and Exterior signs - Part 2: Inspection and Maintenance - Specification, which is available from BSI, or professional advice. Physical checks and works on signs or building fabrics should be carried out by competent operatives with suitable access and safety arrangements.

FULL DISCLAIMER is provided on PAGE TWO (2) of this document. It contains important information regarding the purpose, limitations, and permitted use of this guidance. All users are strongly advised to read it carefully before relying on the content.

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