



## LED SIGNS CHECKLIST

### General Exterior Inspection

- Ensure ventilation openings are unobstructed, clean fans if applicable
- Verify all access panels and locks are secure and functioning

### Electrical & Components

- Inspect wiring harnesses and connectors for wear or corrosion
- Verify grounding and surge protection devices are operational
- Ensure power supply units have proper output voltage

### Software & Connectivity

- Update sign controller software/firmware
- Test remote communication (Wi-Fi, cellular, or wired)
- Verify scheduled messages run correctly
- Backup configurations and content playlists

## CHANGEABLE LETTER & LIGHTBOX SIGNS CHECKLIST

### General Inspection

- Ensure all access panels and locks are secure

### Cleaning the Sign & Panels

- Wipe polycarbonate/acrylic panels with non-abrasive cleaner
- Rinse dirt, road grime, and mildew build-up
- Avoid ammonia-based cleaners (can cause clouding or cracking)

### Letters & Tracks

- Clean letters with mild soap and soft cloth
- Clean inside letter tracks to remove dirt, insects, and debris

### Lighting & Electrical (if illuminated)

- Inspect all bulbs/LED modules for proper operation
- Check power supply, wiring, and grounding are operational