

## Sign Audit – Scope of Work

Home Page:	Visible By:
Spanish Version:	Issue Date:

### Overview

The purpose of this process is to define the steps necessary to complete the audit of a T-Mobile retail partner sales (RPS) store where signage was installed by a 3<sup>rd</sup> party sign vendor.

### Guidelines

- Sign Auditor will submit and receive PAR before performing any work.
- Sign Auditor must complete all scope of work as outlined below

### Procedures

1. Prior to arrival
  - a. Obtain LL approved, TMO approved and permit approved sign drawings.
  - b. Verify with TMO Dealer and SDM sign is installed and ready for inspection
  - c. Confirm opening date (audits are required prior to store opening)
  - d. Make sure to bring the following items for inspection:
    - i. Adequately Ladder (22' extendable ladder recommended)
    - ii. TMO Audit Survey Form
    - iii. Tape Measure
    - iv. Digital Camera
2. Arrival – Initial Visual Inspection
  - a. Perform a visual inspection from a distance to observe sign
  - b. Note elevation and compare against drawings
  - c. Inspect Façade for damage
  - d. Inspect sign look for any damage
  - e. Open TMO Audit Survey Form and complete Initial Visual Inspection Section
3. Physical Inspection
  - a. Place ladder on elevation of sign inspecting
  - b. Open TMO Audit Survey Form and complete Physical Inspection Section
  - c. Reference Photo Guide and follow guide to take required photos
4. Closing Audit
  - a. Ensure TMO Audit Survey Form is complete and thoroughly filled out. All items marked as no must have comments and recommended direction.
  - b. Call SDM of that Region and inform them sign Audit is complete and provide brief verbal summary of their findings.
  - c. Email completed Audit Survey to SDM (form and photos)
  - d. Once Audit package is received and accepted by SDM, Auditor may then submit their final invoice.

### Terms and Acronyms

**PC – Process Communication**  
**RPS – Retail Partner Sales**  
**PAR – Pre-Approval Report (essentially a PO)**

## Feedback

E-mail any questions or feedback about this policy to [\(e-mail of PC author\)](#)

Policy Owner:	e-mail of PC author	Last Updated:	
Last Updated By:	Name and e-mail of PC author	Document ID	



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