BLINKSIGNS

Wayfinding Master Plan Readiness Checklist

A printable approval tool for facility owners, architects, and signage project teams. Mark each requirement, cite the evidence, and assign a responsible reviewer. Use Ready only when the relevant evidence has been reviewed. An unchecked item is not a compliance failure by itself, and a completed checklist is not a regulatory certification.

1. Governance and Scope

Evidence / Planning Requirement	Owner	Record / Date
☐ Project purpose, success criteria and boundaries are agreed.	_____	_____
☐ Facility owner, approvals and escalation routes are assigned.	_____	_____
☐ Current drawings and operational restrictions are collected.	_____	_____
☐ Critical accessibility, safety and security reviewers are identified.	_____	_____

2. Site Audit and User Journeys

Evidence / Planning Requirement	Owner	Record / Date
☐ Existing signs, directories, parking, entrances and circulation are surveyed.	_____	_____
☐ Major origins, destinations and visitor groups are recorded.	_____	_____
☐ Priority arrival journeys and return journeys are mapped.	_____	_____
☐ Decision points, confirmation points and observations have evidence.	_____	_____
☐ Candidate detours and access restrictions are separately validated.	_____	_____

3. Destination Names and Strategy

Evidence / Planning Requirement	Owner	Record / Date
☐ Public-facing names and internal aliases are documented.	_____	_____
☐ An authorized owner approves destination naming.	_____	_____
☐ Building, entrance, floor and department hierarchy is consistent.	_____	_____
☐ Information needs are established before sign quantities.	_____	_____
☐ Physical, operational and information problems are distinguished.	_____	_____

4. Design and Implementation

Evidence / Planning Requirement	Owner	Record / Date
☐ Sign families, arrows, typography and materials standards are approved.	_____	_____
☐ Relevant physical sign, route and digital reviews are assigned.	_____	_____
☐ Sign-location and message schedules have version control.	_____	_____
☐ Production and installation approval gates are defined.	_____	_____
☐ Temporary navigation and occupied-site work controls are planned.	_____	_____

5. Commissioning and Maintenance

Evidence / Planning Requirement	Owner	Record / Date
☐ Representative route-testing methods are approved.	_____	_____
☐ As-installed records and corrective action process are defined.	_____	_____
☐ Destination data ownership and change-control triggers are assigned.	_____	_____
☐ Facility-specific sign-offs and unresolved items are recorded.	_____	_____

Approval & Open Decisions

Project / site	_____
Owner / approval date	_____
Issues requiring specialist review	_____
Deferred implementation items	_____

Supplementary Workbook & Implementation Note: The Readiness tab provides editable status, evidence IDs, owners, and summary counts. Marking readiness confirms review of underlying records. This checklist does not replace site-specific accessibility certification, regulatory compliance inspection, or structural engineering reviews.