

## **Activity 143**

### **Minor Sign Installation Maintenance**

#### Description

Activity 143 involves repairing, replacing, removing, installing, maintaining, straightening, and cleaning minor highway sign installations. Minor highway sign installations have less than 20 ft<sup>2</sup> (1.9 m<sup>2</sup>) of sign face. De-mountable signs and legends are considered to be part of the sign face to which they are attached. This Activity also includes drilling breakaway holes in wood sign posts and incidental removal of vegetation around signs, posts, and bases.

#### General Instructions

Perform this activity to maintain minor signs at the level allowed by the performance budget and as described in the *Desired Conditions of Maintenance Features on State Highways*.

All signs and signage must conform to the *Manual on Uniform Traffic Control Devices*, including the Oregon Supplement. Also refer to the ODOT *Standard Drawings for Design and Construction* for construction and installation details. For clarification or additional information, seek assistance and guidance from the District Manager and the Region Traffic Engineer. Refer to ODOT *Policy DES 05-02* for when engineer approval is required on sign installations.

Do not install or remove highway signs without proper authority. Removal of some signs, such as stop signs, require authorization of the ODOT State Traffic Engineer.

The Business Services Section of the ODOT Support Services Branch manufactures or stocks signs for use by maintenance forces. The Department of Corrections manufactures some signs and the District Manager may also purchase signs from commercial suppliers or County sign shops. Purchase signs as discussed in the Purchasing and Acquisition of Goods and Services section of this Guide.

The Transportation Maintenance Manager must assure that each highway sign in the maintenance area is included in the Sign Record, an inventory of all signs in the maintenance area. Use the Sign Record to order and record replacement signs.

The Manager responsible for maintaining signs and the employees performing sign work should be aware of all signs that are ODOT responsibility, including those that may be located on intersecting roadways. The Travel Information Council (TIC) is responsible for installation and maintenance of specific travel information signs, even though ODOT forces may perform some of that work under an agreement with TIC. The ODOT/TIC agreement is administered by the Traffic Engineer.

ODOT should not maintain signs that are owned by or are the responsibility of other jurisdictions unless the jurisdiction has properly requested the work and performance of the work has been properly approved.

In addition to other sign maintenance needs, the Manager responsible for maintaining signs and the employees performing sign work should:

- Assure that all highway signs are in proper position and legible. Routinely inspect all signs.
- Assure that all signs are properly used, as described in the *Manual of Uniform Traffic Control Devices*, including its Oregon Supplement.
- Assure that all signs are mounted on an adequate support and at proper height. Refer to the ODOT *Standard Drawings for Design and Construction*.
- Assure that a stop sign or other critical regulatory sign which is damaged or missing is replaced as soon as possible. Signs with lower priority may be replaced as part of scheduled work.
- During routine inspections or as needed, perform needed maintenance to restore proper function of all highway signs.
- Annually, perform a night inspection of all reflectorized and illuminated signs. Schedule or arrange for needed replacement or maintenance, including that needed for the illumination.
- Assure that highway signs are fully visible to traffic. If needed, remove, or arrange for removal or control of, brush or other vegetation that may obscure the sign. It may also be necessary to alter placement of a sign to assure that motorists can easily see and read the sign.
- Clean or wash signs that are dirty to improve visibility. Take care to not damage the signs during this operation.
- Periodically inspect the breakaway mechanism on metal sign supports to assure its proper operation if needed and that bolts are properly tensioned to avoid unwanted breakaway.
- Assure that seasonal signs, such as “Snow Zone”, are installed, covered, or removed as appropriate.
- Before digging for post holes or other purpose, assure that there are no underground facilities in the area or that they will not be damaged. Contact the Oregon Utility Notification Center to locate buried utility facilities at the location.

Maintain illumination under Activity 145.

Perform night inspections under Activity 159.

Refer to Activity 165 for signs specifically related to operation of a moveable bridge.

Maintain sign bridge and cantilever sign structures under Activity 169.

Charge other appropriate Activities for maintenance of signs at stockpile sites, buildings, and rest areas or for temporary signing.

Refer to Activity 305 when installing or maintaining signs on construction projects or on facilities not owned or operated by ODOT.

### Controlling Erosion, Sedimentation, and Pollutants or Contaminants

Plan and implement methods to control erosion, sedimentation, and pollutants or contaminants, including those discussed in the Control of Erosion, Sedimentation, and Pollutants or Contaminants section of this Guide and the ODOT *Routine Road Maintenance Water Quality and Habitat Guide Best Management Practices*.

As appropriate, implement and maintain devices and processes including those described in the *Field Manual for Erosion and Sediment Control*.

### Temporary Protection and Direction of Traffic

Plan, implement, and maintain traffic control as addressed in the *Traffic Control on State Highways for Short Term Work Zones* handbook.

### Equipment

Select equipment suitable for the work and situation, normally a truck with boom, chain saw, and pole saw, and suitable storage space for sign materials.

### Materials

Materials may include:

- Wood posts of proper size. Generally, replacement metal supports must be specifically manufactured for each installation.
- Replacement signs.
- Mounting devices and supplies.

### Work Method

1. Identify sign needing maintenance. Acquire a new sign and/or wood post or metal support if needed.
2. Implement appropriate traffic control.
3. If performing any work that may cause erosion or sedimentation, implement appropriate methods to control erosion and sedimentation.
4. Perform needed maintenance.
5. Remove traffic control.
6. Dispose of waste or excess material in an appropriate location. Recycle or reuse materials as appropriate.

### Measurement of Accomplishment, Expenditure Account, and Charge Activity

Measurement is the number of sign units maintained. Expenditure account type is Highway Sign EA (use a subjob of 040). When performing work on an interstate bridge where ODOT will recover part of the costs from another agency, charge the appropriate EA to allow that cost recovery. Designate a subjob of 840 if the work involves bicycle path facilities.

- Charge all work to TEAMS Activity 143.