

Activity 142

Major Sign Installation Maintenance

Description

Activity 142 involves repairing, replacing, removing, installing, maintaining, straightening, and cleaning major highway sign installations. Major highway sign installations have 20 square feet or more 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 Information

Refer to discussion in the General Instructions section preceding Activity 140 in this section of the *Maintenance Guide* for additional information including environmental and traffic control recommendations and other important considerations.

All signs and signage must conform to the *Manual on Uniform Traffic Control Devices*, including the Oregon Supplement. Also refer to the *Oregon Standard Drawings* for construction and installation details. For clarification or additional information, seek assistance and guidance from the District Manager and the Region Traffic Engineer.

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

The ODOT Support Services Branch Sign Shop manufactures or stocks many signs for use by maintenance forces. The Department of Corrections manufactures some signs and the District Manager may also purchase signs through commercial suppliers. Purchase signs as discussed in the Purchasing and Acquisition of Goods and Services section of this Guide.

The Transportation Maintenance Manager must ensure 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:

- Ensure that all highway signs are in proper position and legible. Routinely inspect all signs.
- Ensure that all signs are properly used, as described in the *Manual of Uniform Traffic Control Devices*, including its Oregon Supplement.
- Ensure that all signs are mounted on an adequate support and at proper height. Refer to the ODOT *Standard Drawings for Design and Construction*.
- Ensure that a stop sign or other critical regulatory sign 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.
- Ensure that highway signs are fully visible to traffic. If needed, remove, or arrange for removal or control of, brush or other vegetation that obscures signs. 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 sign 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 of signs 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 bridges 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.

Equipment

Select equipment suitable for the work and situation, normally a truck with boom 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 new sign and/or wood or metal support if not in stockpile.
2. Implement appropriate traffic control.
3. If performing any work that may cause erosion or sedimentation, implement appropriate methods to control erosion and sediment.
4. Perform needed work.
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 sub job appropriate for the crew performing the work.

Use a sub job within the 800 series if the work involves bicycle path facilities. These sub jobs are assigned by the Maintenance Management System (MMS) Unit based on the type of work performed.

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.

- Charge all work to Activity 142.