



Sign Inventory Field Handbook

for State Highways

January 2011 EDITION

HISTORICAL
MARKER
AHEAD



ODOT Sign Inventory Field Handbook

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Introduction

In October 2008 ODOT Traffic-Roadway Section completed basic inventory of the sign assets on all of Oregon's State Highways. This was the completion of an extensive effort to collect some form of basic statewide sign asset data. Maintaining the integrity of this existing data is a very important part of the statewide sign asset management program.

In order to start the basic inventory data collection process, a Data Collection User's Guide was completed in November 2007. This manual was used to help personnel identify and record the signs in a standard format for the basic inventory. There were also several districts that were using the existing data software to maintain information in their districts. They utilized a software manual that IS developed in 2001 to do their data entry process. In October 2008 this IS manual was revised to train district crews in managing their databases in a standard format.

The ODOT Sign Inventory Field Handbook is designed solely to be a quick reference guide; and is not intended for use as a training manual. Instructions and definitions pertinent to conducting a sign inventory are included. Each person conducting an inventory should follow the contents of this book as closely as possible to ensure repeatable results and statewide- or program-wide uniformity and consistency.

For further information, please see the ODOT Sign Data Collection & Inventory Database User's Guide for State Highways.

Sign Inventory Safety

A high level of safety consciousness should be maintained at all times while conducting sign inventory.

Potential Hazards

- Traffic
- Slips, trips, falls while traversing slopes and working in the field
- Injuries caused while climbing over obstacles such as guardrail and fences
- Animals, insects, poisonous plants
- Slippery, uneven surfaces

Steps to Ensure Maximum Safety

- Always be on guard with traffic, set up proper traffic control and/or signs
- Consider reaction time for yourself and the traveling public
- All personnel exposed to the risks of traffic should wear ANSI II approved safety clothing
- When walking down slopes, use the "heel first" method
- Properly secure your equipment to free your hands while walking and climbing

Vehicle Safety & Traffic Control

Safety is our primary concern; a high level of safety consciousness should be maintained at all times. DO NOT take chances with your safety or that of the public in an effort to save time or money.

- Conduct a daily vehicle pre-trip inspection to make sure that the vehicle is in good working order and that all the lights, rotobeams and four-way flashers are operational
- Ensure the vehicle has the appropriate emergency equipment. This equipment includes flares, fire extinguisher, first aid kit and tire chains if needed
- The work vehicle should be parked on the shoulder of the road as far away from the travel lane as possible so as not to impede traffic or compromise sight distance
- If limited shoulder width prohibits pulling the vehicle completely out of the travel lane, park elsewhere and walk to the site
- Set cones out at both the front and rear of your vehicle. Carry a minimum of four, 24” traffic cones
- NEVER park the vehicle in the road or in a manner that in any way obstructs the travel lanes
- Be aware of approaching vehicles, especially when crossing the road, and entering or exiting the vehicle
- Consider reaction time for yourself and the traveling public
- Always be on guard with traffic. Set up proper traffic control advisory signs and devices when necessary (see Oregon Temporary Traffic Control Handbook).
- Traffic control signs shall be clean, fully legible and in good condition. Signs should measure 36” x 36” and have two – 16” x 16” fluorescent orange flags mounted at the top of each sign. Carry a minimum of two advisory signs
- Sign spacing shall not exceed one mile between signs
- Signs shall be mounted so that the bottom of the sign is not less than one foot above the traveled way (ground)
- Portable sign standards shall be crash worthy and in good operating condition. Carry a minimum of two standards
- Document those areas of roadway that are unsafe to perform your duties so that traffic control can be scheduled at a future date
- At no time shall survey field personnel stop, slow, or signal to traffic

Tools Needed For Sign Inventory

Standard Equipment	
Measuring Tools	Measuring Wheel, Measuring Tape, Rag Tape, Laser Range Finder
Distance Measuring Instrument (DMI)	Recently calibrated DMI, used for obtaining accurate milepoints along the highway
PDA/GPS Unit (w/sub-meter accuracy)	Handheld GeoXT, GPS2 Antenna with Range Pole & Bracket, GPS Software: Pathfinder, TerraSync, MS ActiveSync
Hand Tools	Machete, Brush Cutter, Pole Saw
Documents	Sign Inventory Handbook, Sign Inventory Data Collection Sheet.
Personal Protective Safety Equipment	Work Gloves, Hard Hat, Sturdy Work Boots, ANSI II Vest or Coat, Reflective Rain Gear, ANSI approved Ball Cap, Protective Clothing (no shorts, sleeveless shirts, or open toed shoes)
Traffic Safety	A minimum of 2 Warning Signs, 2 Sign Standards, and four 24" Cones
Marking Devices	Pens and Pencils
Other Equipment	Clipboard, Calculator and Camera

Distance Measuring Instrument (DMI)

- Read and understand the instruction manual on how to properly operate the DMI
- Use a DMI that has recently been calibrated according to the manufacturer's specification. Refer to instruction manual or manufacturer's website for installation and calibration tutorials
- Recalibrate the DMI at the beginning of each week or when the vehicle has been utilized for other work to assure milepoint accuracy
- Watch for Station Equations and Z-Mileage on the Field Inventory Report as these will change the milepoint

Global Positioning System (GPS)

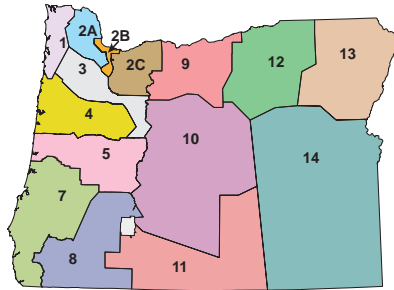
In order to maintain statewide consistency of GPS coordinates, all handheld data collectors should be set to the same settings. Please refer to the ODOT Resource Grade GPS Manual available from ODOT Geometronics for further information on these settings, calibrations and field procedures.

Definitions

Roadway & Location

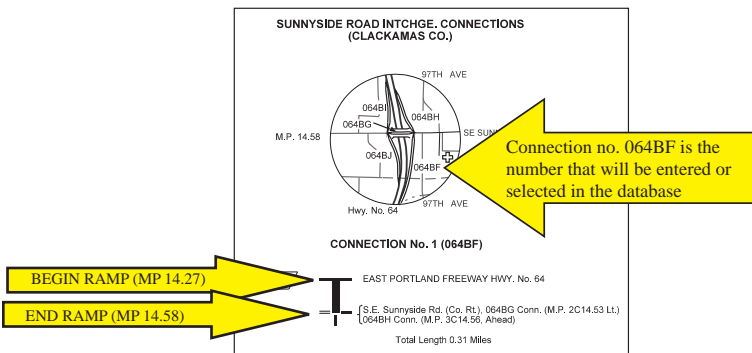
District – The number used to identify separate sections of the state that designate ODOT maintenance responsibilities. ODOT district number boundaries are

outlined below (Figure 1). More detailed maps can be found at the following website: http://www.oregon.gov/ODOT/TD/TDATA/gis/odotmaps.shtml#ODOT_District_Mapshttp://egov.oregon.gov/ODOT/TD/TDATA/gis/docs/statemaps/DistrictMaintMap_2006.pdf



(Figure 1)

State Highway Number (State Hwy): A three digit ODOT assigned number (not route number) given to a length of highway. Valid highway numbers range from 001 to 493. Each ramp will have its own unique identifying highway number which will have the same numbers as the mainline, with an additional two (2) letters depending on the specific ramp. Valid values for the alpha characters are AA thru ZZ. Ramps on the Straight-line Charts will be designated by hollow lines. See Figure 2. For more information regarding state highway numbers see *Appendix A* of this manual.



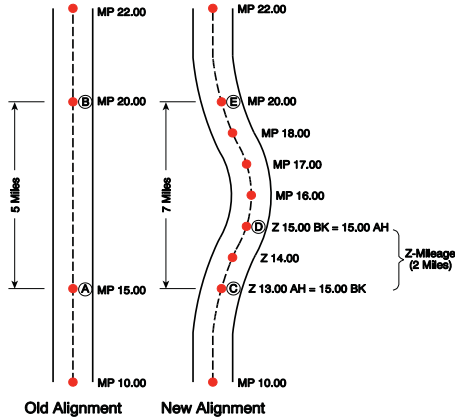
(Figure 2)

Milepost (a.k.a. Milepoint): A number that represents the distance in miles from the original beginning of the highway.

MP Prefix:

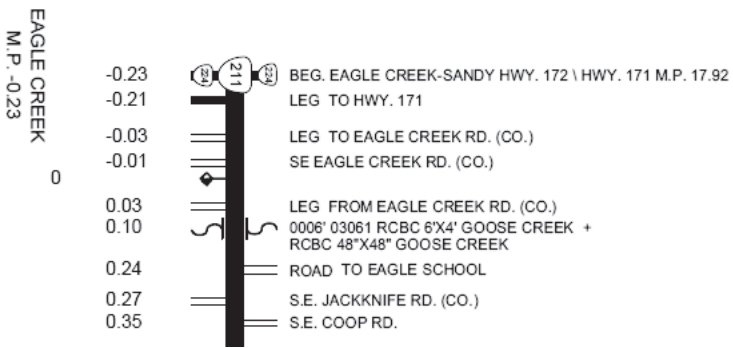
- **Z-Mileage:** When a roadway has been lengthened due to realignment, a section of z-mileage is added to the highway. This could occur if a road is modified to go around a landslide or sink hole. In Figure 3, the original section from A to B has been lengthened by two miles (section C to D). To

inventory an existing z-mileage section the DMI must be set according to the equation at the beginning of the z-mileage. Upon arriving at milepoint 15.00 (point A) in Figure 3, the new milepoint of 13.00 (point C) would be entered into the DMI and recorded with a z-mileage type. At the end of the z-mileage (point D), milepoint 15.00, the equation refers back to the first milepoint where the z-mileage began to continue the inventory. If a Sign Installation is located at the ending equation (point D), no mileage type is recorded.



(Figure 3)

- Negative Mileage:** Negative mileage identifies a length of roadway that has been extended from the beginning point of the highway, away from the direction the normal miles increase. Negative mileage is identified with a “-”. Negative mileage will have a designation such as (MP -0.21). See Figure 4.



(Figure 4)

GPS Coordinates: This entry allows the user to enter the longitude and latitude of the sign installation location. Need to note if the GPS receiver is Recreational, Resource or Survey Grade.

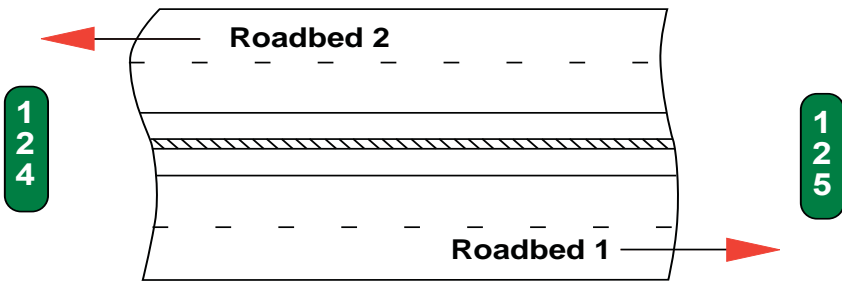
Location: This is a text description of the location that would be unique to each sign installation. This field is another way that you can get more specific details

on where signs are located. For example: Coyote Pass, Squirrel Hill, 100 feet east of Rock Creek, etc.

Direction (Highway Direction): North (N), South (S), East (E), or West (W) is used to describe the direction of the highway. For example: If you are traveling on US 26 from Seaside to Portland, the highway direction would be east. Or, if you are traveling from Portland to Seaside the highway direction would be west. Although an eastbound highway may turn north or south, the “highway direction” is based on the general cardinal direction of the highway.

Roadway ID: On divided highways (i.e., interstate highways, couplets) where lanes have a single direction of travel, the increasing milepoint direction is designated as “Roadway 1”. If traveling in the decreasing milepoint direction, the travel lanes are designated as “Roadway 2”. (See Figure 5).

However, an exception is made for the Pacific Highway (I-5, Hwy 001); the increasing milepoint direction has been designated as Roadway 2, and the decreasing milepoint direction has been designated as Roadway 1. The Roadway ID can be found on the Digital Video Log (DVL), straight line charts, or the Highway Inventory Summary found on the intranet at http://highway.odot.state.or.us/cf/highwayreports/aml_summary_parms_by_route_no.cfm



(Figure 5)

Dist EOP (Distance from Edge of Pavement): This describes the distance from the edge of pavement to the sign installation in feet. For example, if the sign is multi-post – then note the distance from the edge of pavement to the post closest to the road. If the sign is mounted on a sign bridge or structure - then note the distance from the edge of pavement to the nearest vertical structure support.

Side: Left (L), Right (R), Center (C), and Overhead (O) are used to describe the location along the highway. Left (L) is generally used on divided highways, one-way streets and ramps. Center (C) is generally used when there are two or more lanes in the same direction of travel and the sign is located between the lanes. (See Figure 6). This, in conjunction with the “Hwy Direction” field, is

used to specifically describe the location of the sign. For example: If the highway direction is “E” and the side is “R”, then the location of the sign is along the eastbound lane(s), likely facing west, on the right side of the road.



(Figure 6)

Interstate Route: Interstate highways are assigned a one or two-digit route number. Even route numbers are assigned to east/west routes (I-84). Similarly, odd route numbers are assigned to north/south routes (I-5).

US Route: US highway routes are an integrated system of roads and highways in the United States numbered within a nationwide grid. Like interstate highways, even route numbers are assigned to east/west routes (US 26), and odd route numbers are assigned to north/south routes (US 101).

State Route: State highway routes are generally a mixture of primary and secondary roads within a state. Each state has its own system for numbering and marking routes. In most cases, even route numbers are assigned to east/west routes (OR 82), and odd route numbers are assigned to north/south routes (OR 3).

Other Districts Maintained: In some cases, sign crews maintain signs in other districts.

Standard & Custom Signs

Standard Sign Number (Sign): Signs are identified by using the Manual on Uniform Traffic Control Devices (MUTCD), Oregon Sign Policy & Guidelines or storeroom stock numbers. Some storeroom stock numbers are in the Sign Inventory Database and can be found under the Standard Signs tab. If there is not a specific sign number or storeroom number for a particular sign, the sign should be inventoried as a custom sign.

MUTCD Sign Number: A federal standard sign number from the Manual on Uniform Traffic Control Devices (MUTCD) assigned by the U.S. DOT identifying specific sign designs that are commonly used by state agencies in the United States. The MUTCD can be accessed online at the following website:

<http://mutcd.fhwa.dot.gov/>

Examples of MUTCD Numbers (R1-1, W6-1, M1-1, S4-5 etc.)



Oregon Sign Policy Sign Number: A sign number from the Sign Policy and Guidelines for the Oregon State Highway System that is unique to the State of Oregon identifying specific sign designs that are commonly used by ODOT. The Sign Policy and Guidelines for the State Highway System can be accessed online at the following website:

http://www.oregon.gov/ODOT/HWY/TRAFFIC-ROADWAY/sign_policy.shtml

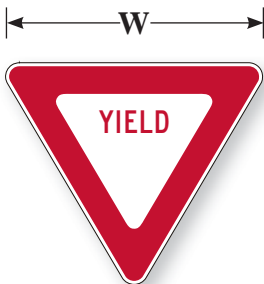
Examples of Oregon Sign Policy Numbers (OR2-1, OW15-15, D-483, D-424 etc.)



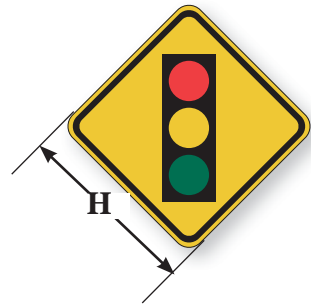
Sign Description: This refers to the words and symbol(s) on signs. For example, an R1-1 is also known as a STOP sign.

Sign Size: Signs are measured horizontally, vertically and diagonally in inches.

Sign Width (W): The size of the sign measured horizontally in inches



Sign Height (H): Sign height is normally measured vertically except diamond shape warning signs are measured diagonally.



Custom Sign: A sign design that is unique based on its location and message. Custom signs are typically used as destination guide signs designed to direct drivers to a given location, event, destination, or attraction. Custom signs may also provide a regulatory or warning message that is specific to a particular location.



Custom Sign Legend: Words and symbols used on signs.



Facing: Facing is a simple cardinal direction (N, S, E, W) based on the general direction a sign is facing. The direction is based not on the actual physical orientation of any given sign (a sign could actually be facing NW, N, NE, E, etc. on any given road), but rather, on the direction as it relates to a particular roadway. For example, all vehicles traveling northbound on I-5 would be looking at signs that face southbound. Route direction is determined by the designation that it is given in the ODOT straight-line charts. The straight-line charts can be accessed at the following website: http://www.oregon.gov/ODOT/TD/TDATA/rics/PublicRoadsInventory.shtml#Straightline_Charts



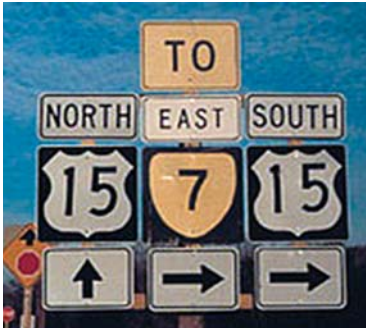
Cars are traveling southbound. Signs are facing northbound.



Cars are traveling northbound. Signs are facing southbound

Retro-Reflectivity

Night Time Retro-Reflectivity: This is an assessment of the ability to view signs at night when they are illuminated by the headlights of a vehicle. Each district sign crew is responsible for evaluating the night time retro-reflectivity of all of their signs once every year. The signs are rated as either passing or failing the night time retro-reflectivity test.



Example
of Night
Time Retro-
Reflectivity

Fail



Reflectivity Date: The date that the last night time retro-reflectivity test was completed.

Sign Supports/Post Types

Wood Posts

Wood post installations utilize 4" x 4", 4" x 6", 6" x 6", and 6" x 8" posts of varying lengths (e.g., 4x6x16, 4x6x18, 6x6x18, and 6x6x20). Larger signs may require 2 wood posts for the sign installation, and sometimes even three posts are required. When doing inventory, the number of posts and size of posts (height, width, and length) shall be recorded.



Steel Supports

There are many different types of steel mounts. Different mounts are used depending on the size of sign or how it is installed. When doing inventory, the number of posts and size of posts (height, width, and length) shall be recorded.

Structure Mounts

Structure Mounts are devices used to mount signs onto a bridge structure.



Bridge Rail Mounts

Bridge Rail Mounts are used to attach signs to bridges or walls.



Multipost Breakaway Supports (MPB)

Multipost Breakaway Supports are used to install larger signs that are ground mounted. These supports are made of steel and have at least two supports. Larger signs may require three steel posts for the installation and sometimes even 4 posts.



Sign Bridge Supports

Sign Bridge Supports are used to install larger signs that are mounted overhead typically for multilane facilities with larger traffic volumes.



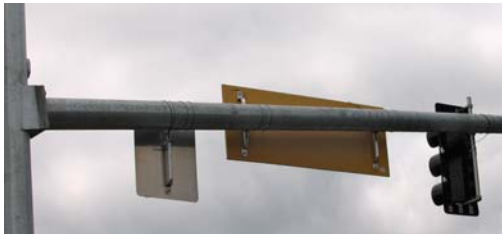
Signal Pole Mounts

This sign support is used to mount signs on signal, luminaire or similar poles.



Mast Arm Mounts

This sign support is used to install signs on luminaire or signal-post Mast Arms.



Triangular Base Breakaway (TBB) Supports

Triangular Base Breakaway Mounts are used to install large signs that are ground mounted. These mounts are made of steel and will have only one support.

The TBB mount has a slipbase that is multidirectional for impact and can be distinguished from the Single Post Breakaway because of the triangular shape of the slipbase.



Perforated Steel Square Tube Supports (a.k.a PSST)

PSST supports are installed as an alternative to wood posts. Larger signs may require two posts for the installation and sometimes even three posts. Some supports may be inserted into a square sleeve that has been imbedded in concrete. Other supports may have a slip base similar to Triangular Base Breakaway Mounts.



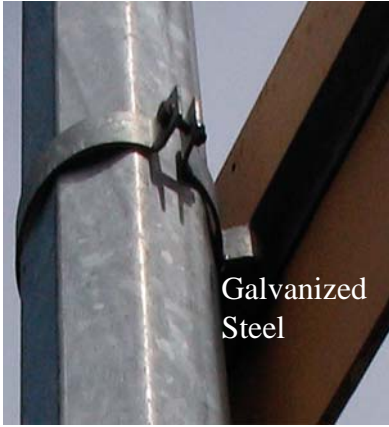
Cantilever Supports

Cantilever Mounts are used to install larger signs that are overhead typically to make sure that information is provided directly over a particular lane.

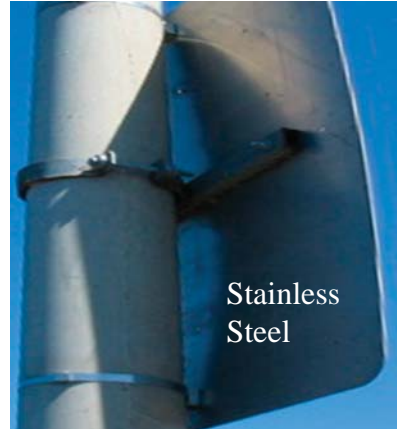


Galvanized and Stainless Steel Pole Clamps (a.k.a. Stainless Steel Bands)

Pole clamps are used to install smaller signs on signal poles and luminaries. There are different types of pole clamps. The galvanized steel pole clamps shown on the left are no longer used in new construction.



Galvanized
Steel



Stainless
Steel

Route Marker Frames

Route Marker Frames are used to install route signs and directional arrows on larger sign supports.



Route Marker
Frame

Crosswalk Closure Barricades

This support is used to install CROSSWALK CLOSED signs.



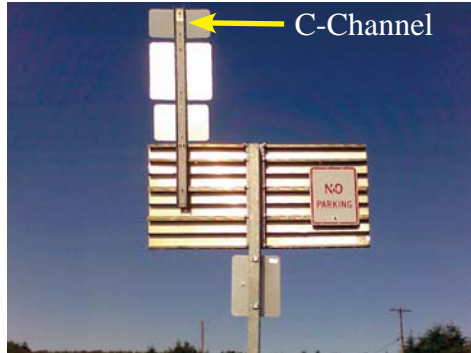
Exit Sign Number Supports

This support is used to install Exit Number Signs to larger sign supports.



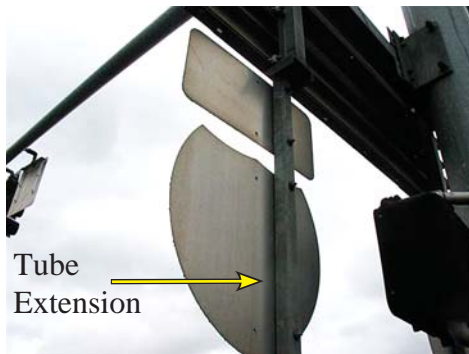
C-Channel Supports

C-Channel is used to install secondary signs by attaching them to the primary sign.



Tube Extension Supports

This support is used install additional signs on H-Frame and other larger supports.



Steel Pipe Support

This support is primarily used in urban areas.



Break-Safe Supports

The Break-Safe Support is an alternate breakaway device that may have been installed instead of an MPB or TBB installation. Installations of the break-safe supports can be from one to four posts.



Butterfly Supports

Butterfly Mounts are used to install larger signs that can be mounted overhead. Butterfly Mounts are typically used on multi-lane facilities with larger traffic volumes.



Obsolete Post

An Obsolete Post is considered to be any sign post installation that is not currently used by ODOT, and is not considered to be crashworthy.

Obsolete Post (Round Steel)

Below is an example of an obsolete round steel post. The post is generally 3 inches or greater in diameter and has a breakaway base.



Obsolete Post (Single Post Breakaway)

A Single Post Breakaway Support is an old design that preceded the TBB design. It is no longer installed for new signs, but the existing installations are still considered crashworthy. The single post breakaway support is crashworthy in only one direction rather than multidirectional. Almost always, the Single Post Breakaway is used at the gore point where the exit ramp separates from the mainline freeway.



Data Collection for Signs

Once you have arrived at your first sign installation, start recording the following information in the Sign Inventory Data Collection Sheet. A thoroughly completed data collection sheet will allow you to complete an entry in the ODOT Sign Inventory Database when you return to the office. A sample Sign Inventory Data Collection Sheet has been provided in Appendix B.

Roadway & Location

See the Definitions section for more detailed information.

- **District** – Enter a two digit District Number such as 2A, 07, or 12
- **Hwy #** – Use a 3 or 5 digit entry, such as 007 or 241AC. For more information regarding highway numbers see Appendix A.
- **Milepost (a.k.a. Milepoint)** – Enter the milepost number for the location of the sign.
- **Mileage Prefix/Type** – Use this for highways that have been lengthened due to realignment, or when a section of roadway has been added at the beginning of the highway.

- **GPS Coordinates** – If known, enter the latitude and longitude of the sign installation location. Also, note if the GPS receiver is Recreational, Resource or Survey grade.
- **Location (Optional)** – This is a text description of the location that is unique to each sign. This field provides specific details on the location of a sign, for example: Coyote Pass, Squirrel Hill, 100 feet east of Rock Creek, etc.
- **Highway Direction** – Use North, South, East, or West to describe the direction of travel along the highway. For example: If you are traveling eastbound on US 26 from Seaside to Portland, the highway direction would be East. Or, if you are traveling westbound from Portland to Seaside the highway direction would be West.
- **Side of Road** – Use Left, Right, Center, or Overhead to describe the location of sign(s) along the highway. in conjunction with the Direction Field in order to specifically describe the location of a sign. For example: If the Highway Direction is “East” and the Side is “Left” then the location of the sign in most cases is on the specified highway facing east on the left side.
- **Distance from Edge of Pavement** – Enter the distance, in feet, from the edge of pavement to the sign installation.
- **Roadway ID** – This field is used to enter a one-digit number indicating the Roadway information. For example; Northbound I-5 is Roadway (2) while Southbound I-5 is Roadway (1). For more information regarding Roadway numbers see Figure 5.
- **Route Number** – Enter the Interstate, US and/or State Route Number. For more information regarding Route numbers see [Appendix A](#).
- **Other Districts Maintained:** If you are maintaining a sign in another district, please note that district.

Standard and Custom Signs

Sign Number – For Standard Signs, enter the sign number obtained from MUTCD, Standard Highway Signs, Sign Policy & Guidelines or storeroom number.

- **Description** – The “optional” field allows you to enter the sign legend for the Standard Sign.
- **Sign Width** – Enter the width of the sign in inches, such as 30”, 36”, or 48”, etc.
- **Sign Height** – Enter the height of the sign in inches, such as 30”, 36”, or 48”, etc.
- **Custom Sign Legend** – Enter the description of the text that appears on the actual custom sign.
- **Sign Install Date** – Enter the date the sign was installed.
- **Facing** – Enter the cardinal direction (north, south, east, or west) based on the general direction that a sign is facing in relation to the highway direction. The direction is based not on the actual physical orientation of any given

sign (since a sign could actually be facing NW, N, NE, E, etc. on any given road). The direction is rather a general direction that the sign faces on that particular road. For example, all vehicles traveling northbound on I-5 would be looking at signs that face southbound.

Sign Retro-Reflectivity

- **Night Time Retro-Reflectivity** – Check the “Failed” box if a sign fails night time inspection.
- **Retro-Reflectivity Inspection Date** – Enter the date the sign was checked for reflectivity.

Sign Supports/Post Type

- **Number of Posts** – Enter the total number of posts for this installation, such as 1, 2, 3 or 4.
- **Type** – Enter word or abbreviation from “Sign Support Types” [Appendix C](#).
- **Size** – Enter the sign support size (include length).
- **Post Install Date** – Enter the date the post was installed.

Installation History

- **Date** – Enter the date the work was performed.
- **Action** – Enter what type of maintenance was performed (i.e., replace post, relocate, etc.)
- **Cause** – Record the reason for the work (i.e., Crash, tree limbs in the way, storm damage, etc.)
- **Sign/Post** – If you serviced a standard sign enter the sign number (i.e., R1-1 (STOP). If you serviced a custom sign enter “Custom”. If you serviced a post enter the post type (i.e., 4X4 Wood, PSST, etc.).
- **Crew Hours** – How many hours the crew spent performing this maintenance.
- **Equipment Hours** – How many equipment hours were spent while performing this maintenance activity?
- **Person Taking Inventory/Making Repair** – The name of the person performing the maintenance.
- **Comments** – Detailed text description of the work that was done.

Frequently Asked Questions

1. How do you determine what direction a sign is facing?

The direction that the sign is facing is based on the Highway Direction, which is always consistent for a particular route. If the direction is north for the route, the direction is always north for that route (even if the route actually turns to the NE, E, or even S) because the route is a north route.

The direction the sign is facing is based on this Highway Direction. If the Highway Direction is north, any signs facing traffic on the right side shall be entered in the database as facing south. Even if the route actually turns to the NE, E, or even S, the direction the sign is facing will be south.

For signs on cross streets the direction that the sign is facing will also be based on the Highway Direction of the main route. For example, a STOP sign on a cross street on the right side of a route with a Highway Direction that is north, will be entered as sign facing east, even if the main route actually turns NE, E, or even S.

2. How do I enter information on custom guide signs?

When entering legend information on a guide sign, simply record the legend that is on the sign. (e.g. “TO US395”, “John Day”, etc.). You may also record information regarding the direction of the arrows.

3. How do I enter multiple installations at the same location?

Occasionally multiple installations may be at the same location. If you list all of the sign installations at the same milepoint, you won't be able to distinguish which sign is associated with the correct support. In this case, multiple installations should be entered in the sign database with a one, one-thousandths difference between milepoint installations. For example: If you have one installation at milepoint 23.336, the next installation should be shown at MP 23.337. Additional comments may be made in the Sign Inventory Data Collection worksheet.

4. How do you inventory sign installations that are mounted with back-to-back signs facing in opposite directions?

These types of sign installations are inventoried on the same installation record. The sign is entered twice in the database to show that there are two signs on one post. Also, the direction that the sign is facing (North, South, East, and West) is inventoried to show that there is one post with two signs facing in the opposite direction of one another.

5. How are double-sided signs addressed in the field inventory?

Double-sided signs are signs with information on both sides of the same sign. These signs should be inventoried as if they are one sign on one post. In the legend field enter information only from one side of the sign. Make a note in the Sign Inventory Data Collection Sheet that this is a double-sided sign.

6. How do I inventory ODOT maintained signs that are on county roads or city streets? For example: STOP AHEAD and STOP Signs.

Use the nearest milepoint on the state highway to note the location of the sign. Make a note in the Sign Inventory Data Collection Sheet identifying the specific location of the sign.

7. Are there signs on the state highways that we don't include in the inventory?

Yes. Do not inventory Travel Information Council (TIC) Signs or signs maintained by local agencies because they are not owned by ODOT. TIC Signs have a blue background with a logo panel for a business or the name

of a business. TIC Signs are not placed in the database because they could interfere with funding. Also, milepoint markers, object markers on attenuators, and bridge number paddles should not be included in the database.



Do NOT include in inventory
Include all the rest in inventory

8. Are all of the signs installed on signal poles supposed to be included in the sign inventory?

All signs installed on the vertical upright part of the signal pole are included in the sign inventory. All signs installed on the horizontal mast arm of the signal pole (e.g. lane used control signs) are not included in the sign inventory. However, any street name signs that are installed on the horizontal mast arm should be included in the sign inventory.



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APPENDIX A

OREGON STATE HIGHWAY & ROUTE NUMBERS

Name	State Number	Route Number
ADRIAN-ARENA VALLEY.....	453.....	OR 453
ADRIAN-CALDWELL.....	454.....	OR 454
ALBANY-CORVALLIS.....	.031.....	US 20
ALBANY-JUNCTION CITY.....	.058.....	US 20
ALBANY-JUNCTION CITY.....	.058.....	OR 99E
ALBANY-LYONS.....	.211.....	OR 226
ALSEA.....	.027.....	OR 34
ALSEA-DEADWOOD.....	.201.....	OR 501
AMITY-DAYTON.....	.155.....	OR 233
ANTELOPE.....	.293.....	OR 293
ATHENA-HOLDMAN.....	.334.....	OR 334
BAKER-COPPERFIELD SPUR.....	.481.....	OR 86S
BAKER-COPPERFIELD.....	.012.....	I-84
BAKER-COPPERFIELD.....	.012.....	OR 7
BAKER-COPPERFIELD.....	.012.....	OR 86
BAKER-COPPERFIELD.....	.012.....	OR 86S
BEAVERTON-HILLSDALE.....	.040.....	OR 10
BEAVERTON-TIGARD.....	.144.....	OR 217
BEAVERTON-TUALATIN.....	.141.....	OR 141
BELLEVUE-HOPEWELL.....	.153.....	OR 99W
BELLEVUE-HOPEWELL.....	.153.....	OR 153
BELTLINE.....	.069.....	OR 69
BELTLINE.....	.069.....	OR 126
CAPE ARAGO.....	.240.....	OR 540
CAPE BLANCO.....	.250.....	OR 250
CARPENTERVILLE.....	.255.....	US 101
CARPENTERVILLE.....	.255.....	OR 255
CASCADE HWY NORTH.....	.068.....	OR 213
CASCADE HWY SOUTH.....	.160.....	OR 213
CELILO-WASCO SPUR.....	.487.....	
CELILO-WASCO.....	.301.....	OR 206
CENTRAL OREGON.....	.007.....	US 20
CENTRAL OREGON.....	.007.....	US 26
CENTRAL OREGON.....	.007.....	US 395
CENTRAL OREGON.....	.007.....	OR 201
CHILOQUIN SPUR.....	.488.....	.422S
CHILOQUIN.....	.422.....	OR 422
CHILOQUIN.....	.422.....	OR 422S
CLACKAMAS.....	.171.....	I-205
CLACKAMAS.....	.171.....	OR 211
CLACKAMAS.....	.171.....	OR 212
CLACKAMAS.....	.171.....	OR 213
CLACKAMAS.....	.171.....	OR 224
CLACKAMAS-BORING.....	.174.....	OR 212
CLEAR LAKE-BELKNAP SPRINGS...215.....		OR 126
COLUMBIA RIVER.....	.002.....	I-84
COLUMBIA RIVER.....	.002.....	US 395
COLUMBIA RIVER.....	.002.....	US 730
COLUMBIA RIVER.....	.002.....	US 30
COOS BAY-ROSEBURG.....	.035.....	OR 42
COOS BAY-ROSEBURG.....	.035.....	OR 99

Name	State Number	Route Number
COOS RIVER.....	.241.....	OR 241
COQUILLE-BANDON.....	.244.....	OR 42S
CORVALLIS-LEBANON.....	.210.....	US 20
CORVALLIS-LEBANON.....	.210.....	OR 34
CORVALLIS-NEWPORT.....	.033.....	US 20
CORVALLIS-NEWPORT.....	.033.....	OR 34
COVE.....	.342.....	OR 237
CRATER LAKE.....	.022.....	OR 62
CRESCENT LAKE.....	.429.....	OR 429
CROOKED RIVER.....	.014.....	OR 27
CULVER.....	.361.....	OR 361
DAIRY-BONANZA.....	.023.....	OR 70
DALLAS-RICKREALL.....	.189.....	OR 223
DOOLEY MOUNTAIN.....	.415.....	OR 245
EAGLE CREEK-SANDY.....	.172.....	OR 211
EAST PORTLAND FREEWAY.....	.064.....	I-205
EAST PORTLAND FREEWAY.....	.064.....	OR 213
EAST PORTLAND FREEWAY.....	.064.....	OR 224
EDDYVILLE-BLODGETT.....	.180.....	OR 180
ELKTON-SUTHERLIN.....	.231.....	OR 138
ENTERPRISE-LEWISTON.....	.011.....	OR 3
ESPLANADE SPUR.....	.484.....	US 97B
EUGENE-SPRINGFIELD.....	.227.....	I-105
EUGENE-SPRINGFIELD.....	.227.....	OR 126
FARMINGTON.....	.142.....	OR 10
FISHHAWK FALLS.....	.103.....	OR 103
FLORENCE-EUGENE.....	.062.....	OR 126
FORT STEVENS SPUR.....	.485.....	104S
FORT STEVENS.....	.104.....	OR 104
FORT STEVENS.....	.104.....	OR 104S
FREEWATER.....	.339.....	OR 339
FREMONT.....	.019.....	US 395
FREMONT.....	.019.....	OR 31
FREMONT.....	.019.....	OR 140
FRENCHGLEN.....	.440.....	OR 205
GOLD HILL SPUR.....	.486.....	OR 99
GOSHEN-DIVIDE.....	.226.....	OR 99
GREEN SPRINGS.....	.021.....	OR 66
GREEN SPRINGS.....	.021.....	OR 140
HALFWAY-CORNUCOPIA.....	.413.....	OR 413
HALSEY-SWEET HOME.....	.212.....	OR 228
HATFIELD.....	.426.....	OR 39
HAVANA-HELIX.....	.335.....	OR 335
HEPPNER.....	.052.....	OR 74
HEPPNER.....	.052.....	OR 207
HEPPNER-SPRAY.....	.321.....	OR 207
HERMISTON.....	.333.....	OR 207
HILLSBORO-SILVERTON.....	.140.....	OR 99E
HILLSBORO-SILVERTON.....	.140.....	OR 99W
HILLSBORO-SILVERTON.....	.140.....	OR 214
HILLSBORO-SILVERTON.....	.140.....	OR 219

Name	State Number	Route Number
HISTORIC COLUMBIA RIVER	100	I-84
HISTORIC COLUMBIA RIVER	100	US 30
HISTORIC COLUMBIA RIVER	100	OR 35
HOMEDALE SPUR	490	201
HOOD RIVER	281	OR 281
HUNTINGTON	449	US 30
I.O.N.	456	US 95
INDEPENDENCE	193	OR 51
JACKSONVILLE	272	OR 238
JEFFERSON	164	OR 164
JOHN DAY	005	US 26
JOHN DAY	005	US 395
JOHN DAY	005	OR 19
JOHN DAY	005	OR 206
JOHN DAY	005	OR 207
JOHN DAY-BURNS	048	US 395
JOSEPH-WALLOWA LAKE	351	OR 351
KIMBERLY-LONG CREEK	402	OR 402
KINGS VALLEY	191	OR 223
KLAMATH FALLS-LAKEVIEW	020	US 97B
KLAMATH FALLS-LAKEVIEW	020	OR 140
KLAMATH FALLS-LAKEVIEW	020	OR 39
KLAMATH FALLS-MALIN	050	US 97B
KLAMATH FALLS-MALIN	050	OR 39
KLAMATH FALLS-MALIN	050	OR 140
LA GRANDE-BAKER	066	US 30
LA GRANDE-BAKER	066	OR 7
LA GRANDE-BAKER	066	OR 203
LA GRANDE-BAKER	066	OR 237
LAFAYETTE	154	OR 154
LAFAYETTE	154	OR 233
LAKE OF THE WOODS	270	OR 140
LAKEVIEW-BURNS	049	US 395
LEXINGTON-ECHO	320	OR 207
LITTLE NESTUCCA	130	OR 130
LITTLE SHEEP CREEK	350	OR 350
LOWER COLUMBIA RIVER	092	US 30
MADRAS-PRINEVILLE	360	US 26
MAPLETON-JUNCTION CITY	229	OR 36
MCKENZIE	015	US 20
MCKENZIE	015	OR 126
MCKENZIE	015	OR 126B
MCKENZIE	015	OR 242
MCKENZIE-BEND	017	US 20
MCKENZIE-BEND	017	US 97B
MCMINNVILLE SPUR	483	
MCNARY	070	I-82
MCNARY	070	US 395
MCVAY	225	OR 225
MEDICAL SPRINGS	340	OR 203
MIST-CLATSKANIE	110	OR 47
MONMOUTH	194	OR 194
MONMOUTH-INDEPENDENCE	043	OR 51
MOSIER-THE DALLES	292	US 30
MT. HOOD	026	US 26

Name	State Number	Route Number
MT. HOOD	026	OR 35
NECANICUM	046	OR 53
NEHALEM	102	US 26
NEHALEM	102	US 101B
NEHALEM	102	OR 47
NEHALEM	102	OR 202
NETARTS	131	OR 131
NORTH SANTIAM	162	OR 22
NORTH UMPQUA	073	OR 99
NORTH UMPQUA	138	OR 138
NORTHEAST PORTLAND	123	US 30BY
OCHOCO	041	US 26
OCHOCO	041	OR 126
ODELL	282	OR 282
OLD OREGON TRAIL	006	I-84
OLD OREGON TRAIL	006	US 30
OLD OREGON TRAIL	006	US 395
OLD OREGON TRAIL	006	OR 203
OLDS FERRY-ONTARIO	455	US 30
OLDS FERRY-ONTARIO	455	US 30B
OLDS FERRY-ONTARIO	455	US 95S
OLDS FERRY-ONTARIO	455	OR 52
OLDS FERRY-ONTARIO	455	OR 201
O'NEIL	370	OR 370
ONTARIO SPUR	493	US 30/30B
OREGON COAST	038	OR 46
OREGON CAVES	009	US 101
OREGON-WASHINGTON	008	US 30
OREGON-WASHINGTON	008	OR 11
OSWEGO	003	OR 43
OTTER ROCK	182	OR 182
PACIFIC HIGHWAY EAST	081	OR 99E
PACIFIC HIGHWAY EAST	081	OR 214
PACIFIC HIGHWAY WEST	081	US 20
PACIFIC HIGHWAY WEST	081	OR 10
PACIFIC HIGHWAY WEST	081	OR 34
PACIFIC HIGHWAY WEST	081	OR 99
PACIFIC HIGHWAY WEST	081	OR 99W
PACIFIC HIGHWAY WEST	081	OR 126
PACIFIC HIGHWAY WEST	081	OR 126B
PACIFIC HIGHWAY WEST	081	OR 219
PACIFIC	001	I-5
PACIFIC	001	US 30
PACIFIC	001	OR 99
PACIFIC	001	OR 99E
PACIFIC	001	OR 138
PARMA SPUR	489	452
PAULINA	380	OR 380
PAYETTE SPUR	492	OR 52
PENDLETON	067	US 30
PENDLETON	067	OR 11
PENDLETON	067	OR 37
PENDLETON-COLD SPRINGS	036	OR 37
PENDLETON-JOHN DAY	028	US 395
PENDLETON-JOHN DAY	028	OR 37

Name	State Number	Route Number
PINE CREEK	.414	OR 414
PORT ORFORD	.251	OR 251
POWERS	.242	OR 542
REDMOND SPUR	.480	US 97B
REDWOOD SPUR	.482	
REDWOOD	.025	US 199
REDWOOD	.025	OR 99
ROGUE RIVER LOOP	.260	OR 260
ROGUE RIVER	.060	OR 99
ROGUE VALLEY	.063	OR 99
SALEM	.072	OR 22
SALEM	.072	OR 99EB
SALEM-DAYTON	.150	OR 221
SALMON RIVER	.039	OR 18
SALMON RIVER	.039	OR 22
SALMON RIVER	.039	OR 233
SAMS VALLEY	.271	OR 99
SAMS VALLEY	.271	OR 234
SANTIAM	.016	US 20
SANTIAM	.016	OR 126
SCHOLLS	.143	OR 210
SERVICE CREEK-MITCHELL	.390	OR 207
SHANIKO-FOSSIL	.291	OR 218
SHERARS BRIDGE	.290	OR 216
SHERMAN	.042	US 97
SILETZ	.181	OR 229
SILVER CREEK FALLS	.163	OR 214
SISKIYOU	.273	OR 273
SOUTH KLAMATH FALLS	.424	OR 140
SPRINGFIELD	.228	OR 528
SPRINGFIELD-CRESWELL	.222	OR 222
STADIUM FREEWAY	.061	I-405
STADIUM FREEWAY	.061	US 26
STADIUM FREEWAY	.061	US 30
STEENS	.442	OR 78
SUCCOR CREEK	.450	OR 201
SUCCOR CREEK	.450	OR 452
SUMPTER	.410	OR 410
SUNNYSIDE-UMAPINE	.332	OR 332
SUNSET	.047	US 26
SUNSET	.047	OR 47
SWIFT	.120	OR 120
TERRITORIAL	.200	OR 200
THE DALLES-CALIFORNIA	.004	US 26
THE DALLES-CALIFORNIA	.004	US 30
THE DALLES-CALIFORNIA	.004	US 97
THE DALLES-CALIFORNIA	.004	US 197
THE DALLES-CALIFORNIA	.004	OR 216
THREE RIVERS	.032	OR 22
TILLER-TRAIL	.230	OR 227
TIMBERLINE	.173	OR 173
TUALATIN VALLEY	.029	OR 8
TUALATIN VALLEY	.029	OR 47
UKIAH-HILGARD	.341	OR 244
UMATILLA MISSION	.331	OR 331

Name	State Number	Route Number
UMATILLA-STANFIELD	.054	US 395
UMPQUA	.045	OR 38
UMPQUA	.045	OR 99
VALE-WEST	.451	OR 451
WALLOWA LAKE	.010	OR 82
WAPINITIA	.044	OR 216
WARM SPRINGS	.053	US 26
WARNER	.431	OR 140
WARRENTON-ASTORIA	.105	US 101B
WASCO-HEPPNER	.300	OR 19
WASCO-HEPPNER	.300	OR 206
WASCO-HEPPNER	.300	OR 207
WEISER SPUR	.491	US 95 SPUR
WEST DIAMOND LAKE	.233	OR 230
WESTON-ELGIN	.330	OR 204
WHITNEY	.071	OR 7
WILLAMETTE	.018	OR 58
WILLAMETTE	.018	OR 99
WILLAMINA-SALEM	.030	OR 22
WILLAMINA-SHERIDAN	.157	OR 18B
WILSON RIVER	.037	OR 6
WILSONVILLE-HUBBARD	.051	OR 551
WOODBURN-ESTACADA	.161	OR 211
YAMHILL-NEWBERG	.151	OR 240

APPENDIX B

ODOT SIGN INVENTORY DATA COLLECTION SHEET

ODOT Sign Inventory Data Collection Sheet

Installation Information							<input type="checkbox"/> New <input type="checkbox"/> Edit <== Mark One Box		* Required Field ** Only if Updating Retro-reflectivity	
* District:	* State Hwy:	* Mile Post:	* MP Prefix:	Location:						
* Direction:	* Side:	* Dist EOP:	* (DVL) Roadway ID	Interstate:		Route: US:		State:		
* Standard Sign Number:		* Description:		* Size	* W:	* H:				
Standard Sign Number:		Description:		Size	W:	H:				
Standard Sign Number:		Description:		Size	W:	H:				
GPS Lat:		GPS Long:		Recreational	Resource	Survey				
* Custom Sign Legend:				* Size	* W:	* H:				
Custom Sign Legend:				Size	W:	H:				
Custom Sign Legend:				Size	W:	H:				
Custom Sign Legend:				Size	W:	H:				
* Install Date:		Est Replaced:		* Facing, Sign 1:		Sign 2:	Sign 3:	Sign 4:		
Number of Signs Per Installation:										
Sign Retro-Reflectivity										
** Retro-Reflectivity: <input type="checkbox"/> Fail					** Retro-Reflectivity Inspection Date:					
Post Information										
* Number Posts:		* Type:		* Size:		* Install Date				
Installation History										
** Date:	** Action:	** Cause:		** Sign/Post:	** Crew Hours:	** Equip Hours:				
Responsible Person Taking Inventory / Making Repair:										
Comments:										

APPENDIX C

NIGHT SIGN INSPECTION

ODOT - DISTRICT 3

	HY	M.P.	Side of RD sign is on	Sign description	Sign size
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					