

Township Sign Inventory and Replacement Project

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**Minnesota Department of Transportation
Office of State Aid and
Office of Traffic, Safety and Technology**

June, 2008

JACOBS™

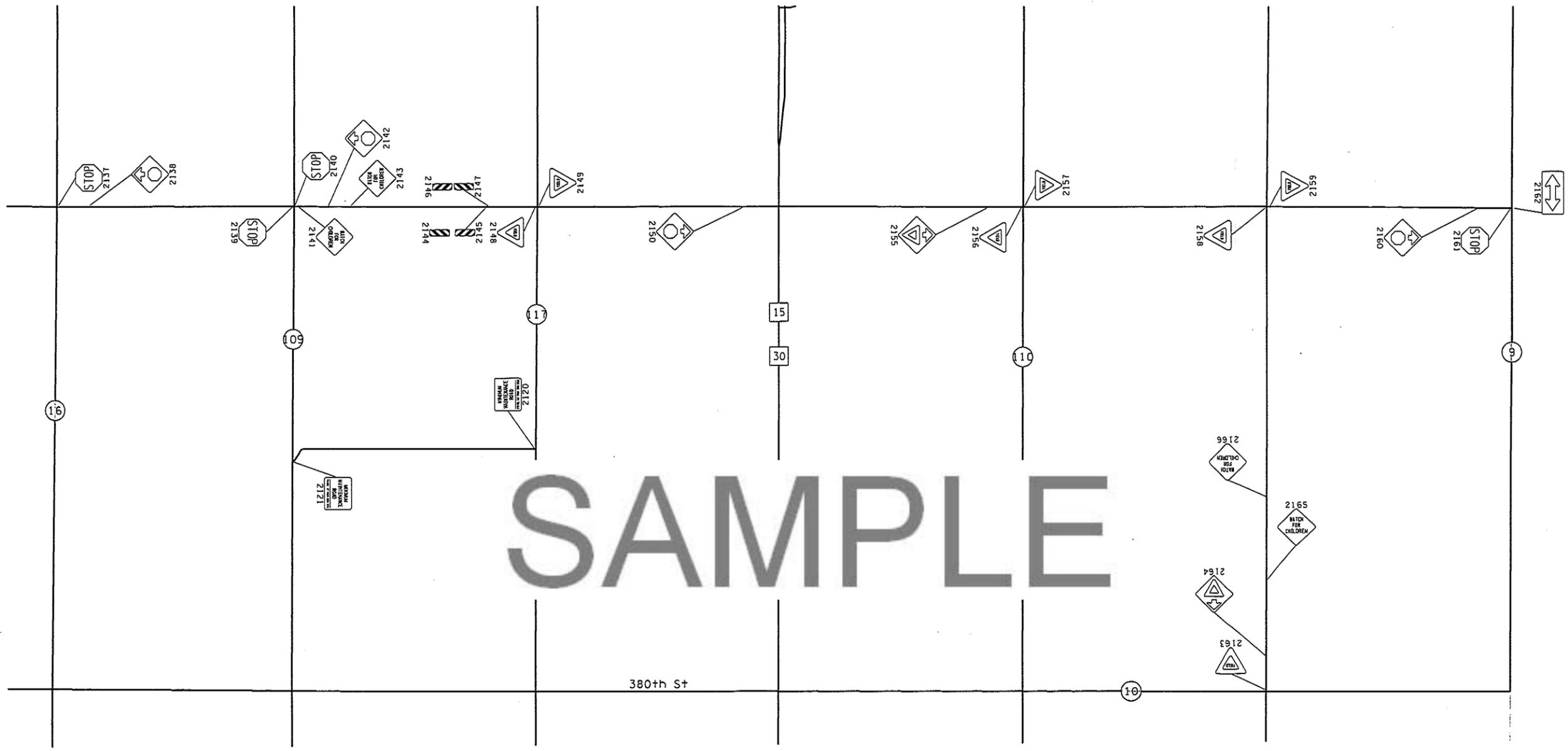
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Inventory Maps

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380th St

FOR
REFERENCE
ONLY

2500
SCALE IN FEET

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
 CERTIFIED BY *Jeffrey A. Hilden* 6/5/08
 LICENSED PROFESSIONAL ENGINEER DATE
 NAME: JEFFREY A. HILDEN LIC. NO. 20781

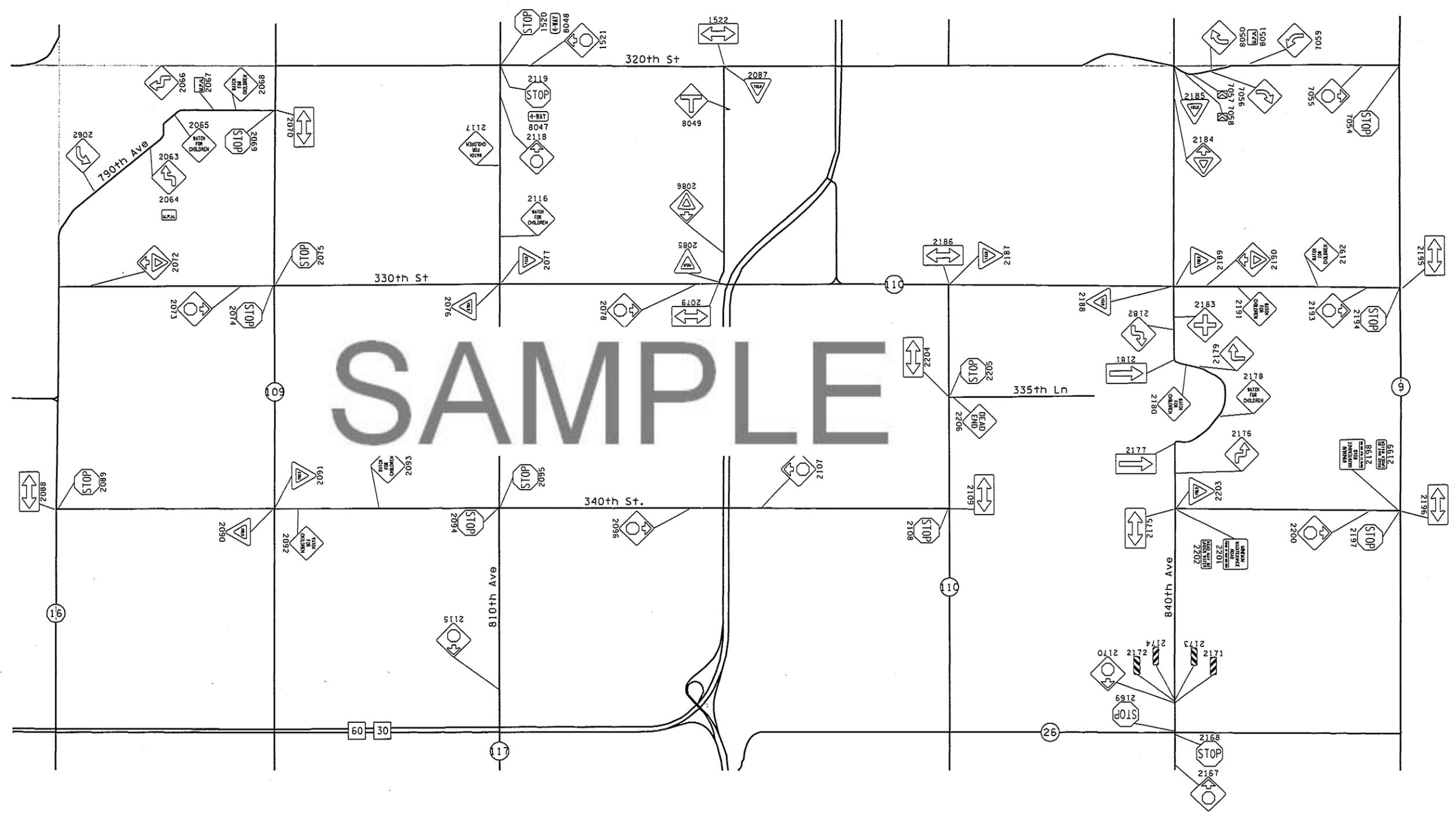
DRAWN: DRS
 DESIGNED: JAH
 CHECKED: JRY



SIGNING PLANS
 SOUTH HALF FIELDON TOWNSHIP
 STATE PROJ. NO. 83-070-02

MINNESOTA DEPARTMENT OF TRANSPORTATION
 WATONWAN COUNTY
 SHEET NO. 47 OF 79 SHEETS

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SIGNING PLANS
 NORTH HALF FIELDON TOWNSHIP
 STATE PROJ. NO. 83-070-02

MINNESOTA DEPARTMENT OF TRANSPORTATION
 WATONWAN COUNTY
 SHEET NO. 46 OF 79 SHEETS

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**Sign Maintenance
and Inspection**

Township Annual Sign Maintenance and Inspection Program Instructions to Townships

Purpose: The purpose of this program is to certify to the county on an annual basis, that the township has inspected and maintained their signs.

Proper maintenance and replacement of town road signs is a critical element in a town's risk management program. The retroreflectivity requirements set forth by the Federal Highway Administration (FHWA) and sign requirements set forth by the current Minnesota Manual on Uniform Traffic Control Devices (MMUTCD) list criteria the town should use in its annual review of the town's signs. Understanding and using these criteria can reduce the risk of accidents and the financial consequences related to them.

All township signs must be inspected, at a minimum, on an annual basis. Sign inspection and maintenance activities in your township must be annually reported to your county using the Maintenance and Inspection Form provided. The form is provided to each township in paper and electronic format. As such, it can be mailed, faxed or emailed to your county.

A basic premise of the program is that the townships are provided paper and electronic versions of information and can choose to maintain sign inventory and maintenance records on paper files or on computer files as they desire.

Inspection

Signs and supports should be maintained on an ongoing basis throughout the year. This Sign Maintenance and Inspection Program requires that a complete, comprehensive township-wide inspection occur, at a minimum, on an annual basis for township sign damage, theft, vandalism, retroreflectivity and vegetative overgrowth.

Make a copy of your original township signing map and use the copy to mark off individual signs as you proceed with your annual inspection. This will ensure that all township signs are inspected. Note that the provided township signing map also shows select county signs that were included in the township signing program. The map also shows signs that are to be removed by the contractor and not replaced, or replaced with a different sign. These county signs and removed signs are not the responsibility of the townships and should be disregarded and crossed off on the original mapping. A list of township owned signs, removed signs, and county owned signs is provided. The list is provided in paper and electronic formats. (the electronic version is included as an inventory Excel file – which does not include county or removed signs).

Inspection should be done during the time of the year when signs and posts are free of snow cover, potential vegetative overgrowth is evident, and the ground is not frozen.

Retroreflectivity

In December 2007 the Department of Transportation, FHWA passed a ruling requiring all agencies or officials having jurisdiction over a road adopt a method to keep their traffic signs above or at the established minimum levels of retroreflectivity. Retroreflectivity is the sign sheeting's ability to reflect light when it is hit with a light source. Methods of measurement are broken down into two categories, assessment and management. Each method is described in the "Know Your Retro" handout provided and more general information can be found in the provided ATSSA pamphlet. Further information regarding retroreflectivity can be found by visiting www.fhwa.dot.gov/retro.

Condition

Sign and support structure condition should be assessed to determine if repair or replacement is needed. Any deficiencies and resulting maintenance activities should be noted on the Maintenance and Inspection Form and on either the paper or electronic sign inventory files.

Location

GPS coordinates should be acquired and recorded for any new sign locations where previous signs did not already exist. The majority of this effort will occur during the first sign inspection following the program sign installation contract. Those coordinates should be logged in your paper or electronic sign inventory listing under the appropriate sign ID number – and on the Maintenance and Inspection Form such that county staff may update sign location information if they choose to do so. These GPS coordinates will aid re-installation efforts for any township signs that become lost in the future for whatever reason.

Maintenance

To enhance the safety of the traveling public, signs known to be in disrepair or missing should be maintained on an ongoing basis throughout the year. All sign maintenance activities should be recorded on the Annual Maintenance and Inspection Form, and on the paper or electronic sign inventory files.

Form

A Sign Maintenance and Inspection Form is provided in both paper and electronic formats. This form certifies to the county that the township has maintained and inspected their signs on an annual basis. The county will use this information to report to the State and to update any records that the county may choose to keep.

Use the form to record **ALL** sign maintenance throughout the year. Fill out as many items on the form as applicable to a particular sign. Use the Comments section to add any other relevant information. A General Comments section has been provided at the

bottom of the form for comments that do not apply to a particular sign. See the attached sample for reference.

Once per year, at approximately the same time of year, verify that the form is complete and sign the certification. Then mail, fax or email (email a scanned signed image) of the form to the County to complete the annual process.

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**Field Inventory
Reports**

