



**Highway Maintenance Manual**  
**Chapter 05 Traffic Services and Safety**  
**Section 02 Traffic Safety**  
**Subject 20 Maintenance Work Zones**

**Bureau of Highway Maintenance**  
**June 2020**

### **1.0 General Policy**

Perform highway maintenance and other related operations on or adjacent to roadways open to traffic in accordance with the provisions of this policy.

### **2.0 Maintenance Traffic Control Policy**

Perform maintenance work in compliance with the [Wisconsin Work Zone Field Manual](#) for work lasting three days or less. For work that lasts longer than three days in a single location consult with Region Maintenance and Traffic for any additional requirements.

Deviations from the above policy for traffic control shall be done in accordance with the latest revision of Part VI, the Wisconsin Manual on Uniform Traffic Control Devices for streets and Highways (WisMUTCD). Record such deviations in a journal or other written documents available upon request.

### **3.0 Traffic Control Devices**

All arrow boards, barricades, drums, lights, signs, cones and other traffic control equipment shall conform to the WisMUTCD, Standard Detail Drawing 15c11, [Section 643](#) of the Standard Specifications for Highway and Structure Construction. Keep the equipment clean and in good working condition according to [Section 643](#) of the Standard Specifications.

Devices may be rented from traffic control contractors or purchased through a statewide contract on [VendorNet](#).

### **4.0 Maintaining Traffic**

Maintain temporary approaches, crossings and intersections with roads and driveways in safe and usable condition. If a lane closure is required for work operations, consult the WisDOT Regional Work Zone Engineer to coordinate allowable closure times.

### **5.0 Flagging Operations**

Ensure that when performing flagging work, flaggers are certified by a training program that meets the requirements outlined in the [Wisconsin Flagging Handbook](#).

The department will restrict maintenance activities for portions of the project with deficient flagging operations.

### **6.0 High Visibility Safety Apparel**

For work other than flagging, workers shall wear high-visibility safety apparel meeting Performance Class 2 or 3 requirements of ANSI/ISEA 107-2015 type R publication entitled "American National Standard for High-Visibility Apparel and Headwear."

Flaggers shall follow the Wisconsin Flagging Handbook for High-Visibility Apparel.

### **7.0 Hours of Work**

Except in emergency situations, perform all maintenance work or other operations so that traffic control devices

are set up and removed during the hours allowed by the WisDOT Regional Work Zone Engineer. Enter the appropriate lane closure information into the Wisconsin Lane Closure System.

**Wisconsin Lane Closure System Advance Notification**

Provide the following advance notification for incorporation into the Wisconsin Lane Closure System (LCS) for work that lasts longer than 30 minutes.

**TABLE 1 CLOSURE TYPE AND REQUIRED MINIMUM ADVANCE NOTIFICATION**

| <b>Closure type with height, weight, or width restrictions<br/>(available width, all lanes in one direction &lt; 16')</b> | <b>MINIMUM NOTIFICATION</b> |
|---|-----------------------------|
| Lane and shoulder closures  | 7 calendar days             |
| Full roadway closures   | 7 calendar days             |
| Ramp closures   | 7 calendar days             |
| Detours   | 7 calendar days             |
| <b>Closure type without height, weight, or width restrictions<br/>(available width, all lanes in one direction ≥16')</b>  | <b>MINIMUM NOTIFICATION</b> |
| Lane and shoulder closures  | 3 business days             |
| Ramp closures   | 3 business days             |
| Modifying all closure types   | 3 business days             |

Discuss LCS completion dates and provide changes in the schedule to the Regional Maintenance Coordinator in order to manage closures nearing their completion date.

**8.0 Suspension of Operations**

When operations are not being performed in accordance with this policy, the Region Maintenance and Traffic personnel have the authority to suspend all work and remove all traffic control devices. An example of an operation that will be shut down is pot hole patching without the proper traffic control.