



1.0 Introduction

The reliance by the public on traffic control devices imposes considerable maintenance responsibility. Consistent, dependable operation and performance of traffic signing and pavement marking in accordance with design specifications by all transportation agencies and contractors assures the public optimum safety.

Maintenance policies and specifications shall meet or exceed the requirements set forth in the Federal Manual on Uniform Traffic Control Devices (MUTCD) to keep highways in their best operating condition. State Statute 84.02(4) requires the adoption of the MUTCD to maintain uniform standards of signing and pavement markings.

2.0 Traffic Signing

The following guidance covers the maintenance of Type II signs on the state highway system, specifically for knockdowns, routine replacements and the ordering of signs.

2.1 Knockdown and Repair Response

1. STOP and YIELD Sign

STOP signs and YIELD signs are the most important signs. If a STOP or YIELD sign is reported down, it is to be considered life threatening and urgent. Extreme measures shall be taken to get it back up, even if it means using temporary supports. This includes overtime, nighttime, weekends and holidays. A temporary repair shall be made immediately, and a permanent repair shall be made within 10 working days, or as agreed upon with Regional Traffic Section.

2. Regulatory, Warning and School Signs

Second priority goes to Regulatory, Warning and School Signs. These signs, when reported damaged or knocked down, require prompt scheduling of repairs. Careful judgment is needed to evaluate the importance of each situation. Signs that are recognized as being critical to motorist safety are those that require the motorist to be alert to a specific change in the road or a potential hazard. Temporary repairs shall be made immediately, during normal business hours with permanent repairs being made within ten (10) working days of receiving the signs, or as agreed upon with Regional Traffic Section.

3. Guide, Recreational & Tourist Signs

Guide signs are directional and informational type signs. They are less critical with respect to scheduling damage repairs. These signs should not be temporarily propped up due to the new MASH requirements. Permanent repairs should be made within (10) working days of receiving the signs, or as agreed upon with the Regional Traffic Section.

Repair crews should charge sign knockdown repair costs to the appropriate DOT project ID. However, in some instances, such as a large damage claim, it may be necessary to create and charge to a unique project ID to isolate the costs.

If the sign repair is in response to damage documented by a Crash Report Form – DT4000, a (yellow tag) Government Damage Tag should be completed by law enforcement and attached to the damaged sign to track or link the crash to the sign damage. All repair costs attributed to the repair should be identified and detailed on the WisDOT Property Repair Charges form DT1785 and submitted to the WisDOT Regional Damage Claim Coordinator to process as a damage claim. WisDOT Risk Management Unit then pursues the party or their insurance company responsible for payment of the damage claim costs.

Hit and run damage repairs and/or repairs performed without an associated DT4000 are funded through the maintenance appropriation. These repair costs are typically unrecoverable and can result in the reduction of funds available for Routine Maintenance Agreement (RMA) work at a statewide level.

2.2 Replacement of Signs

The RMA (Routine Maintenance Agreement) is typically used for speed zone changes, new school zones, etc. The RMA is also to be used for replacement/repair of knocked down or damaged signs, where a damage claim is not applicable.

The TMA (Traffic Maintenance Agreement) are corridor route segments of the signs and/or posts needing replacement for both directions of travel.

2.3 County Charging of Signing Work

The counties should use the following three activity codes when charging and invoicing WisDOT for signing work:

- Activity Code 081 - Permanent Sign Repair
- Activity Code 085 - Temporary/Emergency Sign Repair
- Activity Code 086 - Permanent Sign Replacement

2.4 Ordering and Warehousing of Signs

Regional staff will order the signs for the counties. Any signs the service providers need for damage replacement should be ordered through regional staff as well. The Bureau of Traffic Operations Sign Shop is the primary WisDOT location that warehouses signs. Service providers are required to keep the following critical regulatory signs in stock, but the quantity may vary from county to county depending upon the miles and types of highways in the county. Any other signs the county keeps in stock should be agreed upon by Region, County and BTO.

- Stop Signs (6 each of 30"x30" and 36" x 36")
- Yield Signs (6 each of 30" x 31")

The Bureau of Traffic Operations can quickly mobilize to rush ship any emergency or detour signs to the county sign shop as needed.

Additional standards and guidance for county signing on the state system, including proper charging of work, is located in the department's Traffic Engineering, Operations & Safety Manual:

<https://wisconsindot.gov/dtsdManuals/traffic-ops/manuals-and-standards/teops/02-25.pdf>

3.0 Pavement Marking

Annual Traffic Maintenance Agreements (TMA's) are developed for a group of counties selected to perform retracing of waterborne longline markings on state highways. The retracing of special markings and materials other than waterborne paint are typically awarded by let contract. Additional guidance and standards for the retracing of markings is located in the department's Traffic Engineering, Operations & Safety Manual:

<https://wisconsindot.gov/dtsdManuals/traffic-ops/manuals-and-standards/teops/03-25.pdf>

4.0 Construction Signs and Barricades (Not Contractor Maintained)

When a service provider is performing work on the highway, the service provider shall be responsible for the proper placement and maintenance of all necessary signs, barricades and traffic control.

Maintenance work performed shall be in compliance with the Work Zone Safety flipbook entitled "Guidelines for Construction, Maintenance & Utility Operations" and section 643 of the Standard Specifications for Highway and

Structure Construction. All arrow boards, barricades, drums, lights, signs, cones and other traffic control equipment shall conform to the MUTCD and when applicable the Standard Detail Drawings.

4.1 Emergency Work

Place temporary clean barricades and signs as required by the "Guidelines for Construction, Maintenance & Utility Operations." Lane change delineation shall be replaced and arrow boards repaired if not functioning as intended.

4.2 Reactive Work

Other non-emergency signs and barricades shall be replaced as soon as possible if damaged, missing or dirty.

4.3 Preventative Work

Periodically check the condition of the various signs and barricades for reflectivity and the power of the batteries of the lights to ensure these devices are in proper working order.

5.0 Delineators (post mounted, barrier wall and guardrail)

When a service provider is performing work on the highway, the service provider shall be responsible for the proper placement and maintenance of all necessary delineators and supports.

5.1 Reactive Work

Delineators and their supports need to be properly maintained and in good working condition. Damaged reflectors and/or posts need to be repaired or replaced as soon as crew schedules permit. All post mounted delineator are furnished by the department. Service providers can order replacement materials from the regional offices.

5.2 Preventative Work

At a minimum of twice per year (spring and fall), delineators need to be checked for general condition and replaced as needed. This activity can be performed as part of surveillance.