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## City of Sedro-Woolley Street Sign Inspection and Maintenance Policy

Adopted (January 2014)

### **AUTHORITY**

This Street Sign Inspection and Maintenance Policy is established pursuant to City of Sedro-Woolley Ordinances, Resolutions and the Sedro-Woolley Municipal Code (SWMC),( including SWMC 15.40.080 and 15.40.090) and the Sedro-Woolley Public Works Department Standards which authorize the Public Works Director to promulgate and adopt administrative standards and specifications to implement and enforce code requirements applicable to right of way improvements within the City of Sedro-Woolley.

### **PURPOSE OF POLICY**

The purpose of this policy is to document inspection and operational standard operating procedures to maximize the effectiveness of city street signs and balance maximum sign effectiveness, public safety, and aesthetic performance while maintaining fiscal responsibility. This policy will conform to the current edition of the Manual on Uniform Traffic Control Devices (MUTCD)..

### **GOAL OF POLICY**

The goal of this policy is to formalize public works inspection, inventory, and maintenance procedures with respect to city street signs retro reflectivity requirements as stated in MUTCD section 2A.08 and to maximize sign effectiveness for, motorists, pedestrians and bicyclists safety in a fiscally responsible way.

### **TYPES OF SIGNS**

1. There are five different types of street signs. These include:
  - a. Regulatory signs
  - b. Warning signs
  - c. Guide signs
  - d. Miscellaneous signs
  - e. Construction signs (Temporary Traffic Control devices generally temporary signs related to construction)

### **SIGN PRIORITY**

Staff will replace signs according to the following priority

- a. *Priority One: Regulatory signs*
- b. *Priority Two: Warning signs*
- c. *Priority Three: Guide signs*

## **INSPECTION AND INVENTORY**

An inventory of all signs will be maintained by the city. This inventory will include a history of inspection and condition of the signs. All signs will be inspected on a rotational basis as follows:

- Priority One (Regulatory Signs) - Once every 24 months
- Priority Two – (Warning Signs) - Once every 36 months
- Priority Three – (Guide Signs) - Once every 48 months

When a new sign is erected, the installation date will be documented using a sticker indicating the date of installation (see example below). This practice began in 2003.

MO	1	2	3	4	5	6	7	8	9	10	11	12	17
9	IT IS A CRIMINAL OFFENSE PUNISHABLE BY FINE AND JAIL SENTENCE TO INJURE, DEFACE, KNOCK DOWN OR REMOVE ANY OFFICIAL ROAD SIGN OR TRAFFIC CONTROL DEVICE.												16
8													15
5													14
4	RCW 46.61.080												13
3	IN CASE OF DAMAGE CALL:												12
2	CITY OF SEDRO-WOOLLEY												11
1	CITY OF SEDRO-WOOLLEY												10
0	(360) 855-1661												9
EMP													YR

Sign inspections will confirm that the sign is in place and will document the appearance, condition, and reflectivity of the sign as well as visibility of the sign with regard to obstructions (i.e.: trees that have grown in front of signs).

The person or persons conducting the sign inspection shall be trained to carry out the required duties in conformance with the city inspection procedures and shall be competent to carry out sign inspections by the Public Works Operations Supervisor or designee.

## **OTHER INSPECTIONS**

### **Sign concerns from the public**

In addition to formal inspections, individual citizen concerns related to city roadway signs will be documented and directed to the Public Works Operations Supervisor. Safety related concerns will be investigated promptly. All concerns will be investigated in a timely manner as manpower and workload permit.

### **City Staff concerns**

In addition to formal inspections, city staff including police and fire department staff shall inform the Public Works Operations Supervisor of any concerns related to city roadway signs. Safety related concerns will be investigated as promptly as is expedient and manpower is available. All concerns will be investigated in a timely manner as manpower and workload permit.

### **Sign Cleaning**

Inspection of roadway signs on major arterial streets will be performed by Public Works staff to monitor the accumulation of dirt, snow, or other visual impairment. When necessary, signs will be cleaned as resources allow. Priority will be given to major arterials.

### **SIGN CONDITIONS**

Signs are rated on appearance and reflectivity, and placed into one of the following four levels:

Level One - New

Level Two - Starting to fade and noticeable color change

Level Three - Minor damage or very noticeable fading and color change

Level Four - Damaged severely or badly faded and color almost gone

### **ACTION**

When signs reach Level Three, they are replaced as workload and budget restraints warrant. If there is a safety issue then, at the discretion of the Public Works Operations Supervisor, the sign will be replaced as soon as is reasonable based on the manpower availability.

The Public Works Operations Supervisor shall keep a sign replacement inventory on hand to replace damaged or severely faded signs.

### **VISIBILITY OF SIGNS**

When the visibility of a sign is found to be blocked or impaired by vegetation, the Public Works Operations Supervisor will assign staff to bring the sign back to a functional level, as manpower and workload permit.

### **INTERPRETATION**

The City of Sedro-Woolley acknowledges that all signs cannot be maintained in perfect condition due to fiscal and practical constraints.