

City of Sedro-Woolley
Public Works Operations Division
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City of Sedro-Woolley Street Sign Inspection and Maintenance Policy

Adopted (March 2019)

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

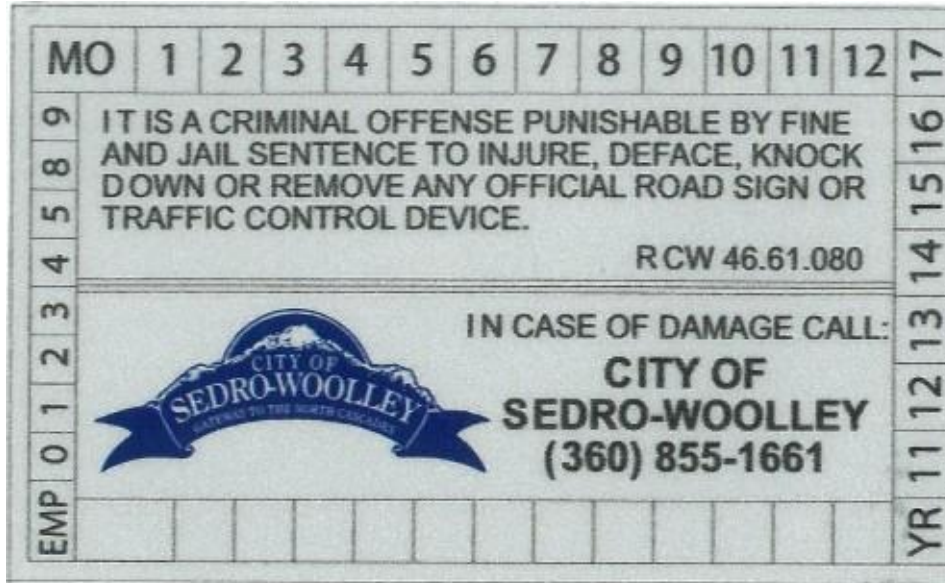
- a. *Priority One: Regulatory signs*
- b. *Priority Two: Warning signs*
- c. *Priority Three: Guide signs*

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.



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 Division 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 Division 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 Division 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:

Excellent	New
Fair	Minor fading, slightly noticeable color change
Good	Minor damage, fading, more noticeable color change
Poor/Replace	Damaged severely or badly faded and color almost gone

ACTION

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

The Public Works Operations Division 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 Division 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.