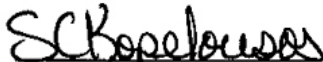


Approved:

Effective: September 5, 2007
Office: Maintenance
Topic No.: 850-055-025-g


Stephanie C. Kopelousos
Secretary

SINGLE AND MULTI-POST SIGN INSPECTION

PURPOSE:

To establish a Departmental procedure for the inspection of single and multi-post ground mount sign installations on the State Highway System and to prescribe inspection practices, reporting and documentation for sign inspection.

AUTHORITY:

Sections 334.044(10)(a), 334.044(10)(b) and 334.046(1)(b) and (2), Florida Statutes; FDOT Design Standards 11200, 11860, 13417, 17302; FHWA Manual of Uniform Traffic Control Devices (MUTCD) 2A-30.

SCOPE:

The principal users of this procedure will be district maintenance sign inspectors.

1. INSPECTION FREQUENCY

All single and multi-post ground mounted signs shall be inspected to determine that critical components are capable of functioning as intended and installed according to the Department's Design Standards. This inspection shall be completed every two years. Other inspections may be conducted as deemed appropriate by local conditions.

A nighttime inspection of all signs to check for retroreflection shall be made at least once a year and conducted in accordance to the methods referenced in ***Procedure No. 850-065-002, Maintenance Rating Program (MRP)*** prescribed in the ***MRP Handbook***.

This inspection does not include overhead signs and their structures, which are covered under the Department's ***Bridge and Other Structures Inspection and Reporting Manual, Topic No. 850-010-030***.

2. GENERAL PRACTICE

- 2.1** The District Maintenance Engineer is responsible to ensure that every sign within their jurisdiction is properly inspected.
- 2.2** The ***Single and Multi-Post Sign Inspection Report, Form No. 850-050-03***, shall be used to document all inspections. This form will document that a section of road was inspected. Deficiencies noted shall be documented on this form.
- 2.3** Any sign installation found to be unsafe by the inspection team will be brought to the immediate attention of the local maintenance engineer for appropriate action to be taken.
- 2.4** A record of each roadway section inspected shall be maintained at the inspecting unit, dated, and signed by the inspector. Any deficiencies noted on the inspection report shall be repaired within 30 days of identification. Any single post regulatory or warning sign identified as being missing or downed, shall be replaced within one (1) business day. All other single or multi-post signs discovered to be missing or downed shall be replaced within 90 days. All Signs requiring repair should be entered into the Work Determination, Organizing, and Scheduling System (WDOSS) for in-house corrective action or included in a work order for contractor corrective action. After the repair or replacement has been made, it should be documented and dated on the inspection report form on file.

3. INSPECTION ITEMS

3.1 Signs should be inspected to ensure they are intact, functional and free of damage or deterioration. The following are items to be considered:

- (A) Slip and Break Away Base
- (B) Welds
- (C) Bolts
- (D) Fuse Plate
- (E) I-Beam Saw Cut
- (F) Correct Mounting Height
- (G) Z Bars, Number of Wind Beams
- (H) Panel Splices
- (I) Sheeting
- (J) Obstructions

3.1 Inspections should be conducted in accordance with the criteria stipulated in the computer based training "Sign Installation and Inspection".

4. TRAINING

Online computer based training is available from the State Maintenance office Infonet site.

5. FORMS ACCESS

Form No. 850-050-03, Inspection Report, is available from the Department's Forms Library.