

Municipality: _____

Sign Maintenance Program

PURPOSE: Over a period of time, traffic control signs & devices become weathered, vandalized or damaged. Because of the importance of maintaining these traffic control signs and devices in good visual and operational condition, an ongoing maintenance program is necessary.

In order to assure that the program is effective, it is necessary to determine if the signs and devices are:

1. Properly hung and secured
2. Visible and unobstructed
3. Legible or identifiable condition
4. In operational condition

ACTION: It is suggested that the following procedures be considered for adoption.

1. All signs should be inspected a minimum of once a year. Sign include but are not limited to:
 - a. Stop Signs
 - b. Yield Signs
 - c. Street Name signs
 - d. School Crossing and crosswalk signs
 - e. Speed Limit signs
 - f. Railroad Signs (if applicable) - although signs may not be our jurisdiction, trees maintained by the municipality may be obstructing sign.
2. A record of each sign location should be maintained and the condition of the sign recorded as noted.
3. All signs should be properly hung according to height and location requirements as specified by the New Jersey Department of Transportation regulations.
4. Any sign that is bent, defaced, damaged or missing should be replaced immediately.
5. Any sign that is obstructed by any physical obstruction, i.e. tree branches, that obstruction should be immediately removed.
6. All support members should be in a good sound condition.

Municipality: _____

Sign Inspection Report

Location (Sector, Route or Zone) Inspected: _____

Surveyed by: _____

Date Completed _____

List any signs or signals needing repairs; replacement or that have visibility issues

LOCATION	ROUTE OR ZONE	RECOMMENDATIONS	COMPLETED DURING INSPECTION?

ANY SIGNALS OR TRAFFIC SIGN ISSUES NOT ABATED DURING THE INSPECTION, FILL OUT THE ATTACHED SIGN HAZARD REPORT FORM AND RETURN TO YOUR SUPERVISOR.

Signature: _____