

# VILLAGE OF EMPRESS

Title: Sign Maintenance Policy	Policy Number:32-04
Effective Date: June 21, 2001	Revised Date: September 17, 2015

## Sign Maintenance Policy

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### Purpose

The purpose of this policy is to formalize and document inspection and operational procedures to maximize the effectiveness of city roadway signs and balance maximum sign effectiveness, public safety, and aesthetic performance while maintaining fiscal responsibility.

### Goal

The goal of this policy is to confirm and formalize public works inspection, inventory, and maintenance procedures with respect to village roadway signs and to balance maximum sign effectiveness, public safety, and aesthetic performance with fiscal responsibility.

### Introduction

1. There are five different types of roadway signs. These include:
  - a. Regulatory signs
  - b. Warning signs
  - c. Guide signs
  - d. Miscellaneous signs
  - e. Construction signs (generally temporary signs related to construction)
- 2) There are currently 60 permanent signs in Empress.
- 3) Sign priority based on Function and Classification
  - a. Priority One: Regulatory**
    - Stop signs - 6 signs
    - Yield signs 9 signs
    - Crosswalk Pedestrian
    - Speed Limit -4 signs
    - U Turns signs, No parking, Hourly Parking, Etc.
  - b. Priority Two: Warning**
    - Warning signs - 2 signs
    - (includes: stop ahead signs, deer crossing, curve ahead signs, etc.)
  - c. Priority Three: Guide**
    - Information signs - 39 signs (includes: street name signs
    - Miscellaneous signs - seat belt signs, Hospital, home own award signs,
    - Snow routes, etc.)

## INSPECTION AND INVENTORY

An inventory of all signs will be maintained by the village. This inventory will include a history of inspection and condition of the signs. All signs will be inspected on a yearly basis.

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). Inspections will also be done during night time hours to check reflectivity.

## **OTHER INSPECTIONS**

### **Public Concerns:**

In addition to formal inspections, citizen concerns related to village roadway signs will be documented in the village's service request form and directed to the Public Works Foreman or a designee thereof. Safety related concerns will be investigated promptly. All concerns will be investigated in a timely manner as manpower and workload permit.

### **Village Staff:**

In addition to formal inspections, city staff shall inform the Public Works Foreman of any concerns related to village 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:**

A monthly 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.

Based on these inspections, when the Public Works Foreman determines that the signs require cleaning because of accumulations of dirt or snow, a cleaning program will be initiated 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 Director or designee, the sign will be replaced as soon as is reasonable based on the availability of work force.

A sign replacement inventory shall be kept on hand to replace damaged or severely faded signs.

## **VISIBILITY OF SIGNS**

When the visibility of a sign is found to be impaired by other signs, trees, shrubs, etc. so that the effectiveness of the sign is significantly reduced, the Public Works Superintendent will dispatch crews to bring the sign back to a functional level, as manpower and workload permit.

## **INSTALLATION OF SIGNS**

Signs shall be installed using standards set by the Alberta Traffic Act rules and regulations.

## **INTERPRETATION**

The Village of Empress acknowledges that all signs cannot be maintained in perfect condition due to fiscal and practical constraints. The timing of maintenance and inspection will be planned at the discretion of the CAO or Public Works Director within the scope of the current operating budget, to balance safety and appearance.

Schedule "A"

INSPECTION REPORT OF STREET SIGNS IN THE VILLAGE OF EMPRESS FOR THE YEAR \_\_\_\_\_.

REPORT SUBMITTED \_\_\_\_\_  
DATE NAME

The following street signs need maintenance:

STREET SIGNS FOR MAINTENANCE

Address: Priority Level

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

STREET SIGNS FOR REPLACEMENT

Address: Priority Level

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ACTION TAKEN AND DATE:

STREET SIGNS THAT WERE MAINTAINED;

1. \_\_\_\_\_  
Address Date
2. \_\_\_\_\_  
Address Date
3. \_\_\_\_\_  
Address Date
4. \_\_\_\_\_  
Address Date

STREET SIGNS THAT WERE REPLACED;

1. \_\_\_\_\_  
Address Date
2. \_\_\_\_\_  
Address Date
3. \_\_\_\_\_  
Address Date
4. \_\_\_\_\_  
Address Date
5. \_\_\_\_\_  
Address Date
6. \_\_\_\_\_  
Address Date