

OTTAWA COUNTY ROAD COMMISSION OPERATIONAL POLICY <small>TRAFFIC & SAFETY</small>	NUMBER: 8 EFFECTIVE DATE: 08/19/14 REVISION NUMBER:
SUBJECT: REPORTING AND REPAIRING DAMAGED SIGNS	

Type of Sign

Recommended Procedure

Priority I

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| <ul style="list-style-type: none"> *STOP signs *YIELD signs *Signs and/or Supports repairs presenting a hazard to motorists or others. | <ul style="list-style-type: none"> A. If Sign Shop Supervisor is on duty, inform him as soon as noticed or notified. B. If Sign Shop Supervisor is off duty, effect temporary if possible, then inform Sign Shop Supervisor first working day. C. If Sign Shop Supervisor is off duty and temporary repairs are not feasible, call Sign Shop Supervisor at home. D. Make permanent repairs first working day or as soon as possible after temporary repairs have been made. |
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Priority II

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| <ul style="list-style-type: none"> *TARGET ARROWS *CURVE signs *ADVISORY SPEED signs under curve signs *DO NOT ENTER signs *STOP AHEAD signs *ONE WAY ARROW signs | <ul style="list-style-type: none"> A. Inform Sign Shop Supervisor first working day. B. Request Miss Dig as needed first working day. C. Make permanent repairs as soon as possible or upon Miss Dig clearance. |
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Priority III

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| <ul style="list-style-type: none"> *Other regulatory and warning signs except for parking prohibition signs. | <ul style="list-style-type: none"> A. Inform Sign Shop Supervisor first working day. B. Request Miss Dig as needed within two working days. C. Make permanent repairs upon clearance of Miss Dig. |
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Priority IV

- *Guide signs and parking prohibition signs
 - A. Inform Sign Shop Supervisor first working day.
 - B. Request Miss Dig as needed and repair as schedule permits.

Note: The above are general guidelines recommended for when a sign is knocked down or severely damaged. Special situations should be reported as needed to the sign shop supervisor.

Adopted by the Board of County Road Commissioners: August 19, 2014

This policy supersedes and rescinds the previous Reporting & Repairing Damaged Signs Policy of February 25, 2010.