

Town of Atlantic Beach
Public Works
Sign Maintenance Policy and Procedures
For Maintaining Minimum Sign Retroreflectivity Compliance
As Required by the FHWA Manual on Uniform Traffic Control Devices, 2009 Edition

Beginning October 2014, the Town of Atlantic Beach will implement the following plan to comply with Federal Highway Administration (“FHWA”) regulations concerning the retroreflectivity of road and street name signs on town right-of-ways within the corporate limits of Atlantic Beach. The FHWA standards for traffic signs are defined in the Manual on Uniform Traffic Control Devices (“MUTCD”). All agencies that maintain roadways open to public travel must comply with these new requirements.

New federal traffic sign standards now require Towns to implement a traffic sign maintenance program and to begin meeting new minimum sign retroreflectivity requirements for all traffic signs. The requirements are:

- 1) Establish a sign maintenance program by January 2012 (extended to June 2014);
- 2) Meet new minimum retroreflectivity requirements for regulatory (black and white, stop signs), warning (yellow and black) and ground-mounted signs (guide signs, except street name) by January 2015; and
- 3) Meet new minimum retroreflective requirements for street name signs by January 2018.

The Town will be utilizing the Consistent Parameters Procedure of the Visual Nighttime Inspection Method (“VNI”). This approved procedure is the most practical for small agencies because it does not require special equipment to be purchased.

Requirements by Public Works:

1. Conduct **annual** inspections of all road and street name signs within the corporate limits of Atlantic Beach.
2. Maintain a sign inventory of all road and street name signs within the corporate limits of Atlantic Beach (jointly with the Police Dept.)
3. Prioritize (rate the status of) all signs by three levels: Adequate, Marginal or Fail.
4. Create a spreadsheet for inspection and maintaining inventory.
5. Replace failing signs as soon as possible.

Criteria for inspection:

1. Utilize a pick-up truck or SUV, year model 2000 or newer.
2. Certify that the headlamps are properly adjusted. Vehicle should be taken to local repair center for adjustment and certification.
3. Perform inspections at night under normal conditions with no rain or fog.
4. Conduct inspections at normal speed from the travel lane(s) with headlights on low beam.

5. Keep interior light of vehicle off and use a pen light for recording data.
6. Utilize an inspector that is 60 years old or older. (Inspector may use a designated driver for safety purposes).

Sign Ratings:

This inspection procedure assesses the visibility and retroreflectivity of traffic signs as they are approached at night time under normal driving conditions and rated as follows:

- Adequate: Easily detected and read.
- Marginal: Moderately detected and read.
- Fail: Cannot be detected and read easily.

The new MUTCD minimum retroreflectivity requirements refer to sheeting types as defined in ASTM 04956. Sheeting types that can be used, according to the new requirements, are as follows:

- All prismatic sheeting materials may be used for all signs.
- High Intensity Beaded (Type III) and Super Engineer Grade (Type II) may be used for all signs, except for the white legend on overhead guide signs.
- Engineer Grade (Type I) may be used for all signs except for:
 - The white legend on guide signs.
 - The white legend on street name signs.
 - All yellow and orange warning signs.

VNI Sign Replacement Plan

After completion of a Visual Nighttime Inspection segment, a replacement plan shall be prepared and implemented for all signs not meeting the minimum retroreflectivity requirements. Written documentation of the location, sign type, size, etc. and reason for sign replacement will be recorded for each sign that is not in an acceptable condition and needs replacement.

- Adequate: Replacement not needed.
- Marginal: Should be scheduled for replacement in the near future.
- Fail: Should be replaced as soon as possible.

As the Department replaces traffic signs, they will document the purchasing, vendor, year installed, and sheeting material used for each sign for warranty reasons.

Emergency Sign Repair

Staff will repair/replace signs when notified as follows:

- Stop sign: As soon as practical, no later than one business day and may include a temporary stop sign.
- Other regulatory signs: No later than three business days.

