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## **306      FREEWAY SIGNING WORK ORDERS**

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The State Traffic Engineer is authorized via Delegation of Authority 93-08 from the State Engineer to the State Traffic Engineer to implement freeway signing changes.

Pursuant to this authority, the State Traffic Operations Engineer, the Traffic Design Section Manager, or the relevant Traffic Design Team manager are empowered to determine what signing changes, if any, are most appropriate for the freeway system based on an engineering investigation, public safety concerns, information conveyance and clarity, and applicable signing guides and manuals such as the MUTCD.

The following is a normal procedure for investigating and implementing freeway signing work order requests:

1. A request is received by the Traffic Design Section or the Traffic Operations Section. The request is logged into the Sign Log spreadsheet.
2. The request is evaluated for conformance to the MUTCD, AASHTO and ADOT technical guidelines, and other applicable references.
3. Contact the requestor regarding the signing request if additional information is needed.
4. Conduct field review and gather field data pertinent to request (e.g., existing signing).
5. Review record drawings and field notes to determine optimum sign locations. Note that utility conflicts and proximity to other signs may affect location.
6. Develop design of proposed signing changes.
7. Design sign formats for each sign panel.
8. Identify panel and post types, structure sizes, etc., as applicable.
9. Submit request to the State Traffic Engineer or their designee for approval.
10. If changes are not approved, send a letter to the requestor with an explanation for the denial of the request.
11. If changes are approved, send a resolution letter to the requestor.
12. Coordinate with other groups as needed, such as Bridge Group for bridge mount assemblies and sign structures.
13. Prepare work order package, including all correspondence and sketches, and forward it to the State Traffic Operations Engineer.
14. Record signing changes on record plans or strip maps.
15. File the complete work order package.