

Procedures for the request, procurement and installation of traffic signs

Request for the REPLACEMENT of a missing or damaged sign:

1. Service area commissioners complete the RSA Request for Signs Form (see attached) and submit it to Rural Services,
2. Rural Services Staff will review the request for accuracy and make note of the issue on the Master Sign Inventory,
3. If request is approved by Rural Services, the Commission Chair issues a Work Order to the Service Area contractor to provide and install the required signage and post (if necessary)
 - a. Traffic signage and hardware are available from the following local supplier:
 - i. Arctic Signs & Graphics – 702 30th Ave, Fairbanks (907) 374-4488 or signshop@alaska.net
4. If request is NOT approved by Rural Services, the Commission Chair will be notified of the reason for denying the request,
5. Upon completion of the installation, Commission Chair shall inform Rural Services who will inspect the installation, adhere the appropriate Date sticker and update the Master Sign Inventory with installation date of replacement sign.

Procedures for the request, procurement and installation of traffic signs

Request for a NEW traffic sign:

1. Service area commissioners complete the RSA Request for Signs Form (see attached) and submit it to Rural Services,
2. Rural Services Staff will review the request for accuracy and make note of the issue on the Master Sign Inventory,
3. Rural Services Civil Engineer will perform required engineering study and warrant analysis for ALL new regulatory signs (STOP, YIELD, Speed Limit, etc.),
4. If sign request is recommended, Rural Services Civil Engineer will route a Memorandum authorizing the roadside sign through the Rural Services Manager for the Public Works Director's final review and approval (FNSB Code 12.08.020).
5. If request is approved by the Public Works Director, signed Memorandum and all supporting documentation is filed in the Traffic Regulation Log Book and a copy forwarded to the Commission Chair,
6. Upon receipt of the signed Memorandum the Commission Chair issues a Work Order to the Service Area contractor to provide and install the required signage and post (Rural Services will mark the location with a lath and flagging),
 - a. Traffic signage and hardware are available from the following local supplier:
 - i. Arctic Signs & Graphics – 702 30th Ave, Fairbanks (907) 374-4488 or signshop@alaska.net
7. If request is NOT recommended by Rural Services, the Commission Chair will be notified of the reason for denying the request,
8. Upon completion of the installation, Commission Chair shall inform Rural Services who will inspect the installation, adhere the appropriate Date sticker and update Master Sign Inventory spreadsheet with installation date of the new sign.

Procedures for the request, procurement and installation of traffic signs

Installation of a post and/or sign:

1. New sign installations require the review and approval from the Rural Services Civil Engineer,
2. Service area contractors will be issued a Work Order by the service area Commission Chair identifying the type of sign (along with MUTCD designation) and the location of the sign installation (i.e. intersection of X Street and Y Street, House #123 on Z Road). Rural Services will mark the location of the new sign post with a lath and flagging,
3. Sign installation shall be in accordance with SECTION 615 – SIGN INSTALLATION
 - a. Sign Panel material shall be 5052-H38 Aluminum or equal 0.125” thick, etc.,
 - b. Retroreflective sheeting shall be TYPE IV High Intensity Prismatic Sheeting or equal,
 - c. Sign Posts shall be 2” perforated square tube, 12 gauge minimum thickness, zinc coated, with 7/16” diameter holes on one inch centers, etc.,
 - d. Sign Bases (sleeves) shall be 2-1/4” perforated square tube, 12 gauge minimum thickness, zinc coated, with 7/16” diameter holes on one inch centers, etc.,
 - e. Sign and Post Hardware shall be 3/8” dia. X 5/8” aluminum drive rivet with nylon washers for signs, and 3/8” dia. bolts, nuts and flat washers of galvanized steel, or as recommended by the post manufacturer for post to sleeve connection,
 - f. Street Name Sign Bracket shall be cast aluminum square post bracket cap with either 5-inch or 12-inch slot or cast aluminum cross bracket with either 5-inch or 12-inch slots.
4. Sign Panels, Posts, Bases and Brackets – Mount signs following the Road Service Area Sign Maintenance Details SHEETS 1 and 2 (see attached) for sign height, sign offset, and orientation of the sign facing the direction of travel.
5. The CONTRACTOR is responsible for having underground utilities located prior to sleeve installation.
6. For the installation of a new or replacement Street Name sign that requires a new sign post, a double panel street name sign shall be used.

Design and Compliance Standards

The design and compliance standard for traffic signage within Road Service Areas is the 2016 Alaska Traffic Manual (ATM) which consists of the Manual on Uniform Traffic Control Devices (MUTCD), 2009 Edition, including Revision 1 and Revision 2 dated May 2012 as well as the 2016 Alaska Traffic Manual Supplement and the Alaska Sign Design Specifications (ASSD).

The ATM, MUTCD and ASSD have information regarding the classification of signs, retro-reflectivity requirements, engineering studies and warrant analysis requirements and sign placement and installation guidelines and requirements.

Classification of Signs (MUTCD Section 2A.05)

Signs shall be defined by their function as follows:

- Regulatory signs give notice of traffic laws or regulations
- Warning signs give notice to a situation that might not be readily apparent
- Guide signs show route designations, destinations, directions, distances, services, points of interest and other geographical, recreational, or cultural information

Retro-reflectivity and Illumination (MUTCD Section 2A.07)

- Regulatory, warning, and guide signs and object markers shall be retroreflective or illuminated to show the same shape and similar color by both day and night.
- The requirements for sign illumination shall not be considered to be satisfied by street or highway lighting

Examples of Regulatory Signs (the use of regulatory signs shall be based on an engineering study or on engineering judgement):

- STOP (R1-1)
- YIELD (R1-2)
- Speed Limit (R2-1)
- Parking, Standing, and Stopping Signs (R7 and R8 series)
- For complete list see 2009 MUTCD Table 2B-1

Examples of Warning Signs (the use of warning signs shall be based on an engineering study or on engineering judgement):

- Horizontal Alignment Signs (W1-1 through W1-5, W1-11, W1-15)
- Advisory Speed Plaque (W13-1P)
- DEAD END/NO OUTLET Signs (W14-1, W14-1a, W14-2, and W14-2a)
- For complete list see 2009 MUTCD Table 2C-2

The use of warning signs should be kept to a minimum as the unnecessary use of warning signs tends to breed disrespect for all signs. In situations where the condition or activity is seasonal or temporary, the warning sign should be removed or covered when the condition or activity does not exist.

Standard Operating Procedures
Sign Request and Installation

Examples of Guide Signs:

- Street Name Signs (D3-1)

On streets with speed limits of 25 mph or less, the lettering on post-mounted Street Name signs should be composed of initial upper-case letters at least 4 inches in height and lower-case letters at least 3 inches in height on an 8 inch tall sign.

On streets with speed limits greater than 25 mph up to 40 mph, the lettering of post-mounted Street Name signs should be composed of initial upper-case letters at least 6 inches in height and lower-case letters at least 4-1/2 inches in height on a 12 inch tall sign.

On streets with speed limits greater than 40 mph, the lettering of post-mounted Street Name signs should be composed of initial upper-case letters at least 8 inches in height and lower-case letters at least 6 inches in height on a 12 inch tall sign.

See “Example of Street Name Sign Sizing Requirements” attached.

For the installation of a new or replacement Street Name sign that requires a new sign post, a double panel street name sign shall be used.

Example of Street Name Sign Sizing Requirements

