

TRAFFIC AND SAFETY NOTE 223A

SUBJECT: Postcards for Completion Dates

PURPOSE: Verify Completion Dates

COORDINATING UNIT: Traffic Signals Unit

INFORMATION: A postpaid postcard, shown below, is attached by the Traffic Signals Unit to all work authorizations issued to the MDOT-Lansing signal shop, Region/TSC electrician, or contract agencies. It is imperative, following the completion of an installation, that they then fill in the completion date on the postcard and returns it to the Traffic Signals Unit by dropping it in any mailbox.

It is not until the Traffic Signals Unit receives these cards that power companies can be notified of wattage changes and the final billing process can take place.

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| Michigan Department of Transportation 1531 (11/02) | ELECTRICAL DEVICES INSTALLATION COMPLETION DATE <i>Information required by MDOT to complete billing process.</i> | |
| COMPLETE AND RETURN | | |
| REGION: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> <input type="button" value="Clear Form"/> | | |
| FILE REF. | W.O. NO. | |
| LOCATION | | |
| WORK TO BE PERFORMED BY | | |
| COMPLETION DATE | CIRCUIT NO. | |
| CABLE NO. | PAIR NO. | |
| WATTAGE CHANGE <input type="checkbox"/> Yes <input type="checkbox"/> No | UTILITY <input type="checkbox"/> Detroit Edison <input type="checkbox"/> Consumer Energy <input type="checkbox"/> Other: | |
| SIGNATURE | TITLE | DATE |

This form is available on MDOT's internal intranet service. Choose "MDOT Forms Services" under Quick Picks. Enter the form number 1531.

The electrician will return post card when work is completed and Traffic Signals Unit will log item into SAFESTAT.