

1. Location – Location description shall include Route, distance from nearest cross street, mile marker if available and side of road. For sign knockdowns place a wooden stake in the ground to mark the location of the sign. Example – *M-99, 750 feet North of Wilbur Hwy on West side of road.*
2. Sign Maintenance Priority
 - a. Priority 1 Signs – Immediate Service – Respond within 24 Hours. Call Statewide Sign Supervisor, Kevin Allingham at 517-749-5311 for immediate response.
 - i. Stop and Yield Signs
 - ii. Signs and Supports that are damaged and interfere with traffic
 - iii. Overhead signs and Structures requiring immediate removal because of damage
 - b. Priority 2 Signs – Complete on first business day. E-mail this form completed to AllinghamK@Michigan.gov on the same business day.
 - i. Target Arrow Signs
 - ii. Curve and Turn Signs
 - iii. Do Not Enter and Wrong Way Signs
 - iv. One Way Signs
 - v. Keep Right Signs
 - c. Priority 3 Signs – Complete within 5 business day. E-mail this form completed to AllinghamK@Michigan.gov on the same business day.
 - i. All other Warning and Regulatory Signs (Except Parking Prohibition)
 - ii. Priority 2 signs that do not interfere with traffic, and are still readable.
 - ci. Priority 4 Signs – Complete as Schedule Permits. E-mail this form completed to AllinghamK@Michigan.gov within 5 business days.
 - i. Guide Signs
 - ii. Parking Prohibition Signs
 - iii. All other Signs
 - e. Fabrication Request – Complete as Schedule Permits. E-mail this form completed to AllinghamK@Michigan.gov.
 - i. New Sign Fabrication
 - ii. Sheeting Orders
 - iii. Sign Blank Orders
 - iv. Certification Plates
 - f. Other – Complete as Schedule Permits. E-mail this form completed to AllinghamK@Michigan.gov.
3. Look up sign code in MMUTCD.
4. Sketch Damage – Sketch and Dimension Sign (Assume nonstandard size). Sketch damage and provide photographs. Write legend on sign sketch.