STATEWIDE SIGNS JOB REQUEST

REGION	GION COUNTY		MUNICIPALITY			REQUESTING			TING AGE	NG AGENCY			☐ ACC ☐ MAINT ☐ FAB		
REQUESTED BY		CONTACT #			SIGN MA		NTENANCE PRIORITY			Y	MUTCD SIGN CODE				
JOB#			RECEIVED DATE			DATE JOB STARTED			D		DATE JOB FINISHED				
LOCATION										L.					
DESCRIPTION OF SERVICES															
DESCRIPTION (Include Sign Dimensions and Legend)							LABOR COSTS								
						EMPLOYEES					HOURS	RAT	E	AMOUNT	
							LABOR TOTAL								
							EQUIPME					NT COSTS			
						EQUIPMENT NO HO				HOURS	RAT	E	AMOUNT		
						EQUIPMENT TOTAL									
						MATERIAL COSTS									
						MATERIAL				C	QUANTITY CO		ST	AMOUNT	
	MATERIAL TOTAL														
	9						GRAND TOTAL								
COMPLETED	ВҮ														
E-MAIL TO: A	llinghamK@M	ichigan.gov (Fo	or Priority 1 S	m at 517-749-5311)											
DEPT.	ACCT. TEMP.	ACTIVY	DEPT. OBJ.	LOCATION	PRC	OGRAM	P	РΗ	SUB RE		OTHER		AMOUNT		
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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.