



City of South San Francisco Sign Maintenance Policy

For Maintaining Minimum Sign Retroreflectivity Compliance as Required by the FHWA Manual on Uniform Traffic Control Devices

This policy describes the evaluation and assessment method employed by the City of South San Francisco for the general maintenance of traffic signage and adequate sign retroreflectivity. The method described herein consists of routine daytime inspections for post or sign misalignment, damage, theft, or deterioration and a 24-month nighttime visual assessment of all signs in a specified area to assure adequate retroreflectivity.

Maintenance crews travel South San Francisco streets to and from specific work assignments each work day in all areas of the City. These crews have been instructed to report any apparent problems (i.e. vision obstruction, vandalism, collision damage, or substandard appearance) to the Public Works Department, where a maintenance work order will be initiated for necessary repairs. SSF Police Officers have also been instructed to report any traffic control deficiencies observed throughout the community.

Visual Assessment

To ensure continued compliance with minimum retroreflectivity requirements, the City of South San Francisco has adopted a “visual assessment – calibration signs” method of nighttime inspections with each sign being inspected once in every 24-month time period. We employ an SUV style vehicle, model 2000 or newer, to maintain adequate headlight to driver separation. We operate the vehicle at normal road speeds, under average weather conditions, using only low-beam headlights. As part of the process we keep a set of calibration signs in storage, out of the sunlight, to be used solely by the inspectors. These test signs have been documented to be at or near minimum acceptable retroreflectivity levels. These test signs are temporarily mounted where the inspector may view them under normal nighttime road conditions prior to going out for evening inspections. The inspector will give each road sign a pass / fail mark during the inspection. A work order to replace any sign identified as sub-standard will be generated and the sub-standard sign will be replaced in a timely manner.

An ongoing record of these recurring inspections will be maintained for review and inventory purposes.

Brian McMinn, Director of Public Works