



Number: E-08-002

Date: October 15, 2008

## ***ENGINEERING DIRECTIVE***

Frank A. Tramontozzi (Signature on Original)

CHIEF ENGINEER

### **Field Quality Control Procedures for Signs and Messages**

The purpose of this Directive is to remind MassHighway field personnel of the importance of timely and accurate inspection of all signs and associated messages installed or activated on all MassHighway facilities and on all MassHighway construction projects. This Directive also includes formal field quality control procedures for ensuring the accuracy of messages on signs.

This Directive applies to all types of signs installed by MassHighway, including but not limited to guide and route marker signs, street name signs, regulatory signs, warning signs, construction work zone signs, temporary safety signs, and changeable message signs.

For static signs, appropriate MassHighway field personnel must confirm proper spelling, content, dimensions, colors, materials and location prior to installation. Before fabricating any guide or street name signs, the sign fabricator shall submit formal sign face shop drawings to the District Office for review and approval by either District or Boston Traffic staff. District field personnel shall not accept any guide or street name signs for installation unless the contractor can demonstrate receipt of approved shop drawings from MassHighway for the signs.

For changeable message signs, appropriate MassHighway TOC or field personnel must confirm proper spelling, content and location prior to message activation.

Additional detailed quality control procedures for MassHighway construction and maintenance projects are listed below. MassHighway Resident Engineers and other field staff shall:

- Review guide and street name signs against the approved shop drawings received from the District or Boston Traffic to verify spelling and content,
- Review all signs against the project plans to ensure accuracy and to identify errors and/or omissions,
- Check sign locations for proper offset, elevation and sight distance,
- Verify appropriate and accurate sign dimensions, wording, spelling, colors and symbols prior to installation,

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Post: \_\_\_\_\_

Do Not Post: \_\_\_\_\_

- Pay special attention to wording and spelling for unique items, such as street names, route numbers, destination locations, recreational or cultural facilities, city or town names, etc.
- Verify accurate distances to identified locations if distances are indicated on signs,
- Verify accurate direction indicators (arrows, north, south, east and west legends),
- Verify proper sign size, thickness, material, support, color, reflectivity, and cleanliness,
- Verify proper fonts, letter heights, spacing, offsets and colors,
- Ensure that all procedures are performed in accordance with the relevant provisions of the Standard Specifications for Highways and Bridges and all other Contract documents.

Questions regarding the content, appearance or location of any existing or proposed sign, and questions regarding the procedures contained in this Directive shall be directed to the District Traffic Engineer who shall be responsible for reviewing and resolving each issue.