

1.0 PURPOSE:

To describe the procedures to be followed by the Building & Sign Division of the Public Works Department in the erection and placement of traffic control signs.

2.0 ORGANIZATIONS AFFECTED:

This policy applies to all City departments, City boards, commissions, and the general public.

3.0 POLICY:

This statement of policy describes the Building & Sign Division’s policy regarding the erection and placement of traffic control signs.

4.0 REFERENCES:

Traffic – Federal Manual on Uniform Traffic Control Devices
Section 2502, Policies and Procedures Manual

5.0 PROCEDURES:

5.1 RESPONSIBILITY:

The Building and Sign Division is responsible for the erection, placement and maintenance of traffic and parking control signs in the City of West Allis.

5.2 GENERAL PROCEDURES:

5.2.1 The Engineering Department shall determine the placement of traffic and parking control signs in the City of West Allis. Public requests to the Building and Sign Division for the placement and erection of new signs shall be referred to the Engineering Department.

5.2.2 After working hours, communications from the public regarding damaged or down signs due to accidents, storm damage, vandalism, etc., shall be routed to the Police Department.

Upon receiving such information, the Police Department shall notify the Building and Sign Division’s “person on watch”, to make arrangements to repair or replace damaged or down signs.

- 5.2.3 City department/division heads/supervisors shall be responsible for notifying the Building/Sign Division of all work areas in roadways requiring work zone traffic control for proper placement of signage and other traffic control devices in accordance with the Manual on Uniform Traffic Control Devices.
- 5.2.4 The Building and Sign Division shall be responsible for maintaining and providing regulatory, guide or warning signs for work zone traffic control for all City departments/divisions.
- 5.2.5 Requests for proper signage and placement of signs or other traffic control devices shall be forwarded to the Building and Sign Division when performing maintenance, construction or utility operations on highways, roads, streets or their easements in accordance with the Manual on Uniform Traffic Control Devices.
- 5.2.6 Placement of all traffic control devices will comply with the Federal Manual on Uniform Traffic Control Devices.
- 5.2.7 When closing a residential street the following procedure shall be followed:
 - a. Contact the Building and Sign Division for proper work zone traffic control.
 - b. Building and Sign Division and/or division requesting residential street closing shall contact emergency dispatch at 414-302-8000 for proper notification to Police Department and Fire Department personnel.
- 5.2.8 When closing a County and/or State owned street/highway and/or performing lane closure(s) the following procedure shall be followed:
 - a. Contact the Building and Sign Division for proper work zone traffic control.
 - b. Building and Sign Division shall contact County and/or State representatives for approval of street/highway closure approval.
 - c. Building and Sign Division and/or division to notify the Engineering Department.

6.0 DEPARTMENTAL GENERAL PROCEDURES (Department of Public Works):

- 6.0.1 When posted speeds are 35 m.p.h. or greater the use of blocker vehicles, vehicles with attenuators and/or vehicles with arrow panels shall be used in conjunction with the required work zone traffic control devices/signage in accordance with the Manual on Uniform Traffic Control Devices.
- 6.0.2 Work zones established on streets throughout the City shall comply with the Manual on Uniform Traffic Control Devices procedures for work zone traffic control devices. Additional protective equipment (blocker vehicles, attenuators, arrow panels) shall be used at the discretion of the division supervisor.
- 6.0.3 All divisional superintendents, supervisors, and/or lead persons scheduling work activities necessitating work zone traffic control shall notify the Building and Sign Division of such activities and arrange for the appropriate traffic control for that work zone. If it is determined that a blocking vehicle with an attenuator and/or a directional arrow panel is needed, contact the Equipment Repair Division.