

# SIGN INVENTORY GUIDANCE

Two Inventory Data Options are below:

## I - Inventory

Date of inventory log

Location

Route

Location along route by [latitude and longitude, mile post].

Direction of travel (EB, WB, etc.)

Left or right of roadway centerline

Sign Information

Type – Regulatory, Warning, Guide, etc.

MUTCD sign number with message (stop sign, curve warning etc.)

Size

Installation Date (if known – need for current and future installations)

Installation

Post Type

Breakaway (yes or no)

*Post installation date if different from sign face*

Lateral offset

Height

Condition (of sign plaque and installation) (Good/Fair/Poor – If poor when does it require re-review?)

Replacement need (yes or no)

Comments

If using an Assessment Method for maintenance report

- Required minimum MUTCD retroreflectivity level
  - Reflectivity rating (good, fair, or poor) for visually inspected signs, OR
  - Actual reflectivity level for measured signs

## **II - Sign Inventory Data**

Street name it is on

Distance from the lower block numbered street intersection to the sign

Distance from the beginning of the street to the sign

Side of roadway (right, left, overhead or median)

Direction facing

Distance from edge of pavement/face of curb

Number of sign from top to bottom

MUTCD #

Height to bottom of sign

Legend

Sign shape

Sign color

Horizontal size

Vertical size

Face material

Blank material

Sign condition

Background reflectivity

Text reflectivity (Stop, Yield and Do Not Enter)

Date inspected

Date installed

Remarks

Ordinance # for placement

Post type

Post condition

Picture of sign