

Foreword

This is the 2004 version of the *Maintenance Guide* for the Oregon Department of Transportation. It replaces earlier versions of the *Maintenance Guide* and incorporates other publications, directives, etc. Nothing in this Guide changes any provision or requirement of any applicable law, rule, ordinance, or regulation.

This Guide gives direction for performing many maintenance activities to assure that highway maintenance work is consistent and uniform statewide. The District Manager or Region Manager should adhere to these processes and practices unless any of the following occurs:

- The District or Region has secured the concurrence of the State Maintenance Engineer to do differently, or
- The immediate situation dictates that the District or Region must react differently than described in this Guide in order to respond to the immediate situation. In that case, the District or Region should later notify the State Maintenance Engineer of the need to take different action and the reasons why.

This Guide also references other manuals or publications that supplement this Guide and include information, directions, or guidelines not included in this Guide. The *Maintenance Field Operations Manual* complements this Guide by providing guidance in the operation and administration of the Maintenance Management System. It is recommended that the *Desired Conditions of Maintenance Features on State Highways*, *ODOT Routine Road Maintenance Water Quality and Habitat Guide Best Management Practices*, and *ODOT Emergency/Urgency Maintenance Best Management Practices User's Guide* documents be kept in conjunction with this Guide.

For simplicity, this Guide generally uses the terms, Region or Region Manager, District or District Manager, and maintenance area or Transportation Maintenance Manager. Although not specifically mentioned, the discussion also applies to other managers or supervisors, who have similar responsibilities, including the manager or supervisor of electrical, landscape, sign, striping, or other maintenance crews or work. The discussion also applies to persons to whom the appropriate manager has assigned responsibility or authority to perform work or fulfill a responsibility. Refer to further discussion in the Organization section of this Guide.

This Guide does not include detailed discussion on the various areas of personnel management. Refer to other publications including ODOT's *Manager's Handbook*, *Policies and Procedures Manual*, and *Financial Administration and Standards Manual* as well as the *Collective Bargaining Agreements*. Interested parties may also contact the Human Resources Branch or the Financial Services Branch.

ODOT's Office of Maintenance, in consultation with the Maintenance Leadership Team, published this Guide. Any comments and suggestions for revisions, corrections, and additions may be given to the State Maintenance Engineer or any other member of the Maintenance Leadership Team.