

ODOT Sign Inventory Database Users Guide

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Introduction

In October 2008 ODOT Traffic-Roadway Section completed basic inventory of the sign assets on most of Oregon's State Highways. This was the completion of an extensive effort to collect some form of basic statewide sign asset data. There were some districts that had maintained their sign inventory prior to 2008 using software known as "R2 Sign". Districts utilized a software manual that was developed by IS in 2001 to maintain consistency when doing data entry.

In order to start the basic inventory data collection process, a Data Collection User's Guide was completed in November 2007. This manual was used to help personnel identify and record the signs in a standard format for the basic inventory

In 2010 the IS software manual was combined with the 2007 Data Collection User's Guide. This was done in an attempt to incorporate recent changes that were made to the database software and have a single document for sign crews and database users to refer to. The combined Manual was named the *Sign Data Collection & Inventory Database Users Guide for State Highways (December 2010 Edition)*.

Since then, additional changes have been made to the database software and the data collection process. Instead of updating the *Sign Data Collection & Inventory Database Users Guide for State Highways*, a decision was made to separate the User's Guide and create two documents. These documents are the *Sign Inventory Field Handbook* and the *Sign Inventory Database Users Guide*.

This decision was based on a couple of reasons. The *Sign Data Collection & Inventory Database Users Guide for State Highways* was too large for sign crews to carry in their vehicles and was cumbersome to use. Also, there was an upcoming field inventory pilot project using handheld GPS units. It was decided a smaller, more user friendly field handbook would be more practical.

Currently, each district utilizes and maintains a sign inventory database. These databases allow sign crews to maintain records for individual signs and supports. The database also allows users to view and print reports that have been become a valuable to for budgeting and project design purposes.

Application Menu Structure

The Sign Database consists of three main menus and can be accessed from opening the main menu. The “Table Maintenance” menu will not be visible to most database users.

Data Entry – where all of the sign data will be entered, changed, or deleted.

Reports – where the majority of the reports can be generated.

Table Maintenance – should only be used by a system administrator.

Application Consistency

The application has been updated with application consistency in mind. Since most of the basic functions of adding/editing/deleting records from the database are the same, some of the step by step examples will refer to each other rather than repeating the same information.

Installation Definitions

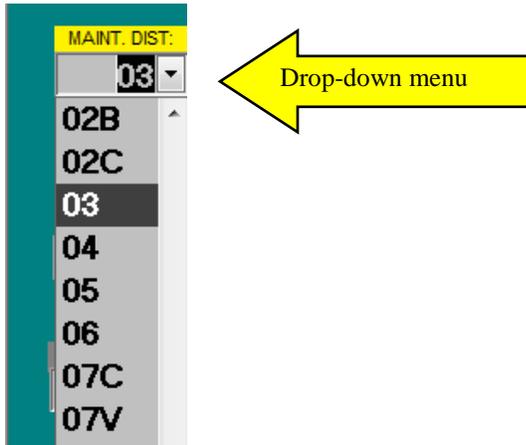
The Sign Database is based on the idea of an “installation”. An installation describes a location where standard or custom signs have been installed and/or maintained. Each installation is defined by the following data fields:

- Maintenance District
- State highway number
- Milepost
- MP prefix,
- Roadway ID
- Route number
- Location District
- Side of road the sign is located
- Highway Direction
- Distance from edge of pavement (DOP)
- GPS coordinates
- Location
- City/County check boxes. This field would be used if the sign is located off system but is maintained by ODOT

There are additional data fields that can be filled out after an installation has been created, these data fields include the sign number, sign legend, sign support type, number of posts, direction the sign faces, etc.

Drop-down Menus

The drop-down menus that are found in the Sign Database Application have a box with a little arrow to the right of them. When the box with the arrow is clicked the application will provide a list of valid records to choose from (figure 1).



Drop-down Menu (Figure 1)

In most cases you can either use the drop-down feature or type in the data. When you type in the data the application will try to fill in the rest of the data for the user. The drop-down can also be used in conjunction with typing in data. When clicked, the drop-down will display more information about the selection that is being made. Once the drop-down is clicked, the user can begin typing in the value, and the information list will scroll in reference to the value typed.

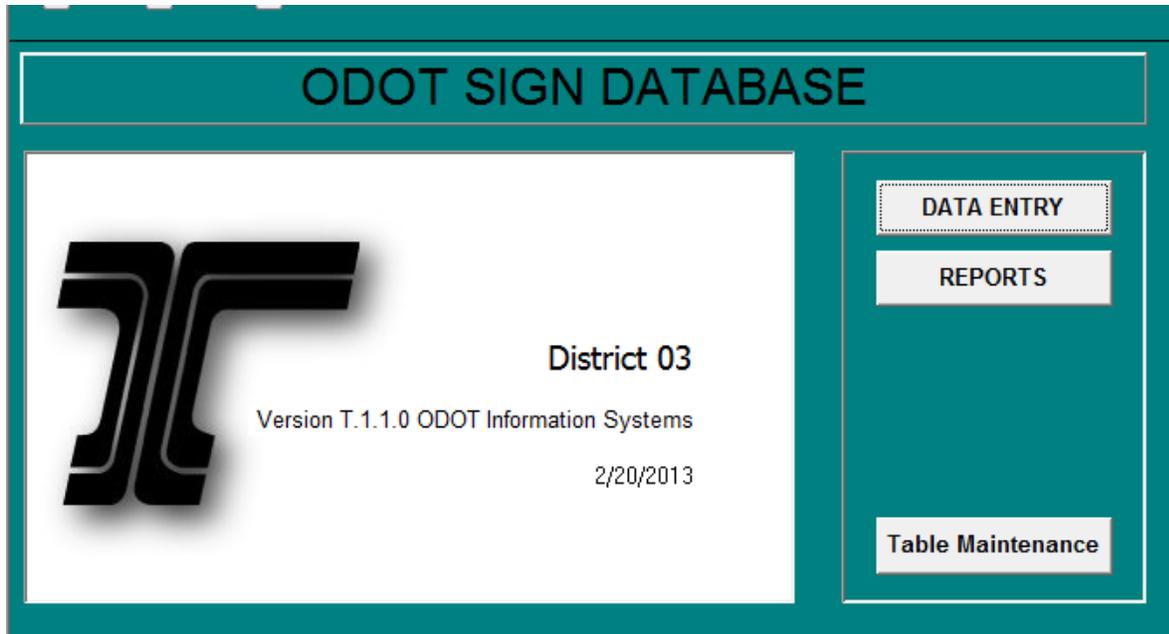
Some of the installation data fields have drop-down menus, but you cannot enter data in to them from the data entry screen. These data fields can only be edited by using the Edit Installation button described in the Section on How to Find, Edit and Delete Information.

Screen Guide

Main Screen

The main screen allows the user to access the three main sub-menus within the ODOT Sign Database. The sub-menus include data entry, reports, and table maintenance (figure 2).

Please note: The table maintenance feature has been disabled for most users. For further information regarding table maintenance, contact the Sign Inventory Database Administrator.



Main Screen (Figure 2)

Data Entry Screen

The data entry screen allows the user to enter, edit, delete, as well as report data based on specific installations. The data entry form is made up of multiple sub-forms and two “sub-screens”, each of these two sub-screens are accessed by clicking either on the “Standard Signs” tab or the “Custom Signs” tab located near the top part of the details section of the form. Each tab has the Standard Sign or Custom Sign detailed information for each installation location respectively. The following graphic shows the “Standard Signs” tab selected (figure 3).

The screenshot shows the 'Data Entry Screen' for 'Standard Signs'. The interface includes the following sections:

- Header Information:** MAINT. DIST: 03, STATE HWY: 001, MILE POST: 244.680, MP PREF: 00, LOCATION: (empty), HWY DIRECTION: N, SIDE: R, DIST EOP: 6, Roadway ID: 2.
- Location Details:** Interstate Route: I-5, US Route: (empty), State Route: (empty), Latitude: 0.00000000, Longitude: 0.00000000.
- Installation Information:** Installation Creation Date: (empty), LOCATION DISTRICT: (empty), City: (unchecked), County: (unchecked).
- Buttons:** Utility Locate, Standard Sign SOI, Custom Sign SOI, Find Nearest Sign, Search, Edit Installation, Installation Report.
- Standard Signs Table:**

Sign By Description:	Sign Install Date	Est. Replace:	FAIL:	FACING:	DESCRIPTION:	Ref. Insp. Date:	MMS #	Rec Cnt	SOI
OD417-24	1/1/1995	1/1/2010	<input type="checkbox"/>	S	ADOPT A HIGHWAY		5061	0	<input checked="" type="checkbox"/>
*			<input type="checkbox"/>						<input type="checkbox"/>
- Post Information Table:**

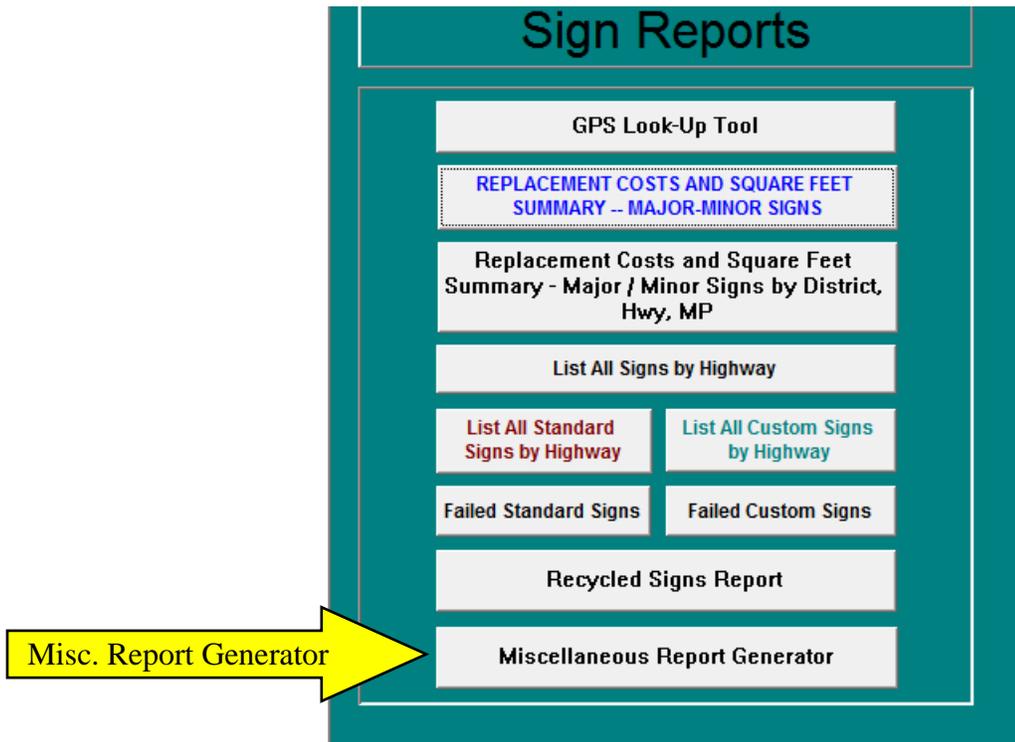
Number of Posts:	POST TYPE/SIZE:	INSTALL DATE:
1	WOOD 4"x6"x14'	
*		
- History of Work Performed Table:**

DATE:	ACTION:	CAUSE:	RESP PERS:	CRW HRS:	Equip Hrs:	Sign Number:	Sign Description:	Sign Size:	Post:	Material:
1/11/2001	Remove	OTHER!	SB-RM	0.5	0.5	AAH				
9/21/1998	Replace Sign	OTHER!	SB-RM	0.5	0.5	A.A.H.				
9/27/2001	Replace Sign	OTHER!	RM-SB	1	1	AAH				
- Installation Toolbox:** FIRST, PREV, NEXT, LAST, NEW, DUPE.
- Buttons:** Delete Installation, Exit Form.

Data Entry Screen (Figure 3)

Reports Menu Screen

This screen allows the user to produce numerous reports from the database. The sign reports menu can be accessed by clicking on the Reports button which is located on the Main Screen (figure 2)



Reports Menu (Figure 4)

Data Entry

This portion of the guide will give you step-by-step instructions in how to perform various tasks within the ODOT Sign Database application. For more details pertaining to the fields and what type of information belongs in each field, please refer to the “ODOT Sign Inventory Field Handbook”.

Create an Installation

Please note: The current version of the application allows more than one installation record with the same district, state highway, and milepoint fields. Be careful that you do not create duplicate installations.

Open the Sign Inventory Database application and select “Data Entry” from the opening menu (figure 2). This action will bring you to the Data Entry screen (figure 3). To create a new installation click on the “NEW” button on the Installation Tool Box located on the right side of the window. This will create a blank record where you can input the details of the new installation (figure 5).

The screenshot shows the 'Add New Installation' form with the following fields and callouts:

- MAINT. DIST:** 03 (Yellow callout: MAINT. DIST.)
- STATE HWY:** (Yellow callout: STATE HWY.)
- MILE POST:** (Yellow callout: MILE POST.)
- MP PREFIX:** 00 (Yellow callout: MP PREFIX.)
- ROADWAY ID:** 1 (Yellow callout: ROADWAY ID.)
- Interstate Route:** (Yellow callout: Interstate Route)
- US Route:** (Yellow callout: US Route)
- State Route:** (Yellow callout: State Route)
- LOCATION DIST:** (Yellow callout: LOCATION DIST.)
- SIDE:** (Yellow callout: SIDE)
- HWY DIRECTION:** (Yellow callout: HWY DIRECTION)
- DIST EOP:** (Yellow callout: DIST EOP)
- MP Search Radius:** 0.0002 (Yellow callout: MP Search Radius)
- Capture Location:** (Yellow callout: Capture Location)
- LATITUDE:** 0
- LONGITUDE:** 0
- LOCATION:** (Yellow callout: LOCATION)

Additional Location Information:

- City
- County
- Additional Notes
- Reset

Buttons:

- ADD NEW INSTALLATION (Yellow callout: ADD NEW INSTALLATION)
- Add New Installation
- Exit Form

Create an Installation (Figure 5)

There is a “**Capture Location**” button (figure 5). This feature will allow the user to auto-populate the State Hwy #, Milepost, MP Prefix, Roadway ID and GPS Coordinates.

There is also a **MP Search Radius** button (figure 5). This feature allows the user to increase the search radius to find the nearest highway and milepost data. If you press the **Capture Location** button and it does not populate the Highway and Milepost, press the (+) button on the search radius to increase the range and then retry the **Capture Location** button. You might have to press the (+) several times to obtain the highway and milepost. Please remember that the highway and milepost data can be entered manually.

Below are examples of the information that is required in each field:

- **Maint. District** – This field will be pre-set for the appropriate District.
- **State Hwy #** – This field will auto-populate with the **Capture Location** button. If it does not, use a 3 or 5 digit entry, such as 007 or 241AC. For more information regarding highway numbers see the ODOT Sign Inventory Field Handbook.
- **Mile Post** – This field will auto-populate with the **Capture Location** button. If it does not, enter the milepoint number for the location where the sign is located. Negative mileage identifies a length of roadway that has been extended from the beginning milepost of a highway, away from the direction the normal miles increase. Negative mileage is identified with “ – “. Negative mileage will have a designation such as -12.31.
- **Mile Post Prefix** – This field will auto-populate with the **Capture Location** button. If it does not, enter the extra information that more specifically describes the location of the sign. When a roadway has been lengthened due to realignment, a section of z-mileage is added to the highway. Z-mileage will have a designation such as (Z189.95). Regular mileage does not have a prefix in ITIS but is indicated as “00” (default) in the Sign Inventory Database. For more information regarding mileage types see the ODOT Sign Inventory Field Handbook.
- **Roadway ID** – This field will auto-populate with the **Capture Location** button. If it does not, enter the one digit number indicating the roadbed information. For example, Northbound I-5 is roadbed (2) while southbound I-5 is roadbed (1). For more information regarding Roadbed numbers see the ODOT Sign Inventory Field Handbook.
- **Route Number**– Enter the Interstate, US or State Route Number. For more information regarding route numbers see the ODOT Sign Inventory Field Handbook.
- **Location District** – This field is used when a District maintains signs physically located in another District. For example, if District 12 maintains a sign that is physically located in District 13, District 12 would select District #13 in the drop-down menu.
- **Side** - Use Left, Right, Overhead or Center in conjunction with the Highway Direction field in order to specifically describe the location of a sign. For example: If the highway direction is “East” most signs would be located on the “right” facing west. However, you could

encounter a sign that is located on a sign bridge “overhead”, or a sign that is located in the center median “left”.

- **Highway Direction** - North, South, East, or West are to describe the direction of the highway. For example: If you are traveling eastbound on US 26 from Seaside to Portland, the highway direction would be East. Or, if you are traveling westbound from Portland to Seaside the highway direction would be West.
- **Distance from Edge of Pavement** – Enter the distance the sign is from the edge of pavement to the edge of the sign in feet.
- **GPS Coordinates**- This field will auto-populate with the **Capture Location** button.
- **Location** - (Optional) This field allows you to include more specific details regarding the location of a sign, for example: Coyote Pass, Squirrel Hill, 100 feet east of Rock Creek, etc.
- **Additional Location Information** – (Optional) This field can be used in a couple of ways. You can use this field when a district maintains signs for a City or County through an agreement. You can also use this field when it is a state owned sign that is located on a county road or city street. For example, a STOP AHEAD sign that is physically located on a county road.

There are check boxes that can be used to indicate whether the sign is located on a city street or county road. You can also add additional notes in this field to give more specific location information. There is also a “reset” button so you can edit the location information.

After you have filled out the necessary fields in the form, click the “Add New Installation” button (figure 5) and you will be asked if you want to add this installation record to the database. If you click “Yes”, you will be notified that the record was added successfully and you will be redirected to the Data Entry Screen. If you click “No”, you will have the option to correct the information or “Exit” the form.

Sign, Support and Work History

Before you can enter sign, support or work history data, you will have to have an installation record. For more details regarding an installation, refer to the “Create an Installation” section of this document.

The data entry screen will allow you to enter sign, post and work history details into the fields for the installation that was created (figure 6). When entering sign data you will have to select either the Standard Sign or Custom Sign Tab. For more information regarding standard and custom signs the ODOT Sign Inventory Field Handbook.

MAINT. DIST: 03 STATE HWY: 001 MILE POST: 244.830 MP PREFIX: 00 LOCATION: EXIT 244-OFF RAMP-JEFFERSON HWY DIRECTION: S SIDE: L DIST EOP: 5 Roadway ID: 1

Interstate Route: -5 US Route: State Route: Latitude: 0.00000000 Longitude: 0.00000000

Installation Creation Date: LOCATION DISTRICT: Location Information: City County

ADDITIONAL INSTALLATION INFORMATION:

Utility Locate Standard Sign SOI Custom Sign SOI

Find Nearest Sign Search By: Hwy MP Search Edit Installation Installation Report

Standard Signs Custom Signs

STANDARD SIGN DETAILS (Yellow indicates required field)

Sign By Description	Sign Install Date	Est. Replace	FAIL	FACING	DESCRIPTION	Ref. Insp. Date	MMS #	Std. SOI
24	1/1/1995	1/1/2010	<input type="checkbox"/>	E	Right Turn Prohibition (Syn			
1-1-36			<input type="checkbox"/>		STOP		5399	

Pop-Up Calendar

Post Detail

POST TYPE/SIZE: 2 WOOD 6"x6"x16' INSTALL DATE:

STOP

Update Ref. Insp. Date Std. Signs

Update Ref. Insp. Date Cust. Signs

HISTORY OF WORK PERFORMED (Yellow indicates required field)

ACTION	CAUSE	RESP PERS	CRW HRS	Equip Hrs	Sign Number	Sign Description	Sign Size	Post	Material
Replace Sign	Wornout	RM-KR	0.5	0.5	NO NOT ENT				

Delete Installation Exit Form

Standard Sign Installations Num

Adding Standard Sign Data (Figure 6)

Standard Sign Details

The Standard Sign Tab allows the user to enter any number of standard signs that are located in one specific location. You can use the “Sign” drop-down menu to select the desired sign or you can use the auto-fill feature by typing in the standard sign number in the “Sign” field.

You can also search for a Standard sign by the “Sign Description” or by the “ Storeroom Number”. This can be done by clicking on the “highlighted” sign field and then using the drop-down arrow (figure 7).

The screenshot shows a software interface for 'Standard Signs'. At the top, there are two tabs: 'Standard Signs' (selected) and 'Custom Signs'. Below the tabs is a header 'STANDARD SIGN DETAILS (Yellow indicates required field)'. The main area is a table with the following columns: 'Sign By Sign #', 'Sign Install Date', 'Est. Replace:', 'FAIL:', 'FACING:', 'DESCRIPTION:', 'Ref. Insp. Date:', 'MMS #', 'Rec Cnt', and 'SDI'. The first row contains the following data: 'W-1R-8', '1/1/1995', '1/1/2010', a checkbox, 'S', 'Merge Right (Symbol)', an empty field, '5606', '0', and a checkbox. Three yellow callout boxes are positioned below the table, each with an arrow pointing to a specific field in the first row: 'Sign By Sign #', 'Sign By Description', and 'Sign By Storeroom #'. The 'Sign By Sign #' callout points to the 'Sign By Sign #' column. The 'Sign By Description' callout points to the 'DESCRIPTION:' column. The 'Sign By Storeroom #' callout points to the 'MMS #' column.

Sign By Sign #	Sign Install Date	Est. Replace:	FAIL:	FACING:	DESCRIPTION:	Ref. Insp. Date:	MMS #	Rec Cnt	SDI
W-1R-8	1/1/1995	1/1/2010	<input type="checkbox"/>	S	Merge Right (Symbol)		5606	0	<input type="checkbox"/>
*			<input type="checkbox"/>						<input type="checkbox"/>

Standard Sign Dropdown Menus (Figure 7)

Enter the sign data for the installation in the appropriate field. Below are examples of the information that is required in each field:

- **Sign** - Use the sign drop-down menu to select the desired sign based on the standard sign numbers from the MUTCD or State Sign Policy and Guidelines. Check the drop-down menu carefully to make sure that the appropriate sign number, size and color are indicated. If the sizes or colors are not correct in the drop down menu, or there is not an option for that particular sign, it may have to be entered as a custom sign. (See *Frequently Asked Questions #2*).
- **Sign Install Date** – If you click in the “Sign Install Date” box a small calendar icon will appear to the right. Click on the icon and the calendar will pop-up. Then select the date and the sign install date will auto-fill (figure 6).
- **Est. Replace** – This field will automatically populate to be 15 years after the sign installed date. The Est. Replace field is a required field. If you do not enter a date for the Sign Install Date, you will have to enter one for the Est. Replace field. You can also modify this field to

be something other than 15 years from the Sign Install Date by entering a different date in this field.

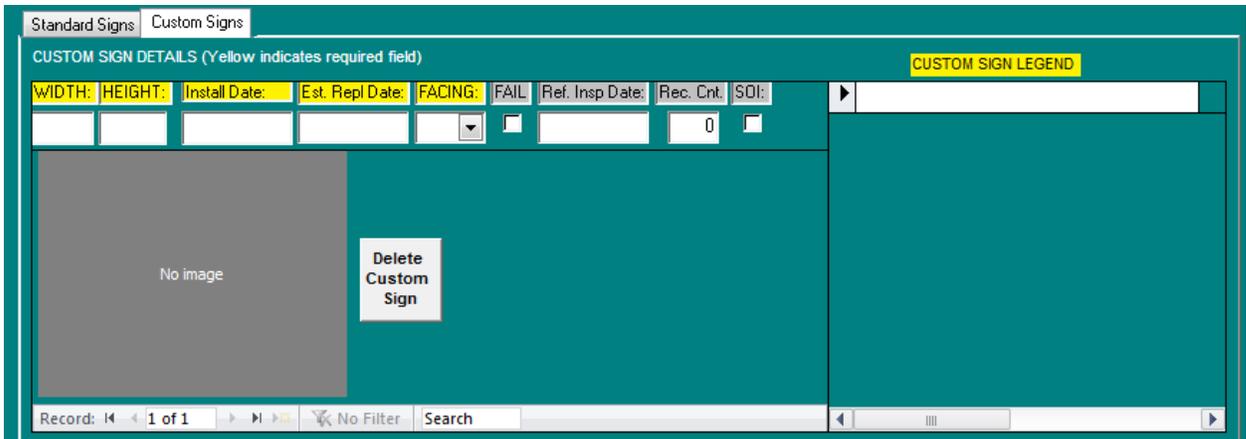
- **Fail** – This allows you to check “Fail” if the sign failed night-time inspections.
- **Facing** – Select from the drop-down menu what direction the sign is facing (N, S, E or W). See “ODOT Sign Inventory Field Handbook” and also “Frequently Asked Question #1” for more guidance on how this should be entered.
- **Description** – This field will automatically populate depending on the Standard Sign that was selected. You cannot enter data into this field.
- **Ref. Insp. Date** – Enter the date the sign was checked for night-time retro-reflectivity. This data field needs to be updated every year to reflect the most recent night-time retro-reflectivity inspection. You also have the option to mass populate your retro-reflectivity inspection date by using the “Update Reflectivity Inspection Date” button located on the Data Entry Screen (Figure 6). For more information regarding retro-reflectivity inspection date please see (Page 20) “Update Reflectivity Inspection Date Standard and Custom Signs”.
- **MMS#** - This field will auto fill once the standard sign has been selected.
- **Sign Recycle Count** - If the sign blank has been recycled the recycle count should be stamped on the back of the sign. Enter the number of times the sign has been recycled.
- **SOI**- By checking this box you can order a replacement sign by producing an SOI. After you check the (SOI) box press the Standard Sign SOI button on the data entry screen (Figure 6). You will then be prompted to enter an invoice number. Use the next available number from your Storeroom Order Invoice Pad. You can only add one sign per SOI. (*See Appendix A*).

Custom Sign Details

The Custom Sign Tab allows the user to enter any number of custom signs that are located in one specific location. The user can also take a photo of the sign that will be available when you look at that installation at a later date. Taking photos is discussed later in this section.

Enter the sign data for the installation in the appropriate fields. If you have already entered data for one custom sign, you will need to click on the “add button” (this is the button that has an arrow pointing right and an asterisk (*)) in order to add information for any additional custom signs at that installation location (figure 8). Below are examples of the information that is required in each field:

- **Width** – Enter the width of the sign in inches, such as 30”, 36” or 48”, etc.
- **Height** – Enter the height of the sign in inches, such as 30”, 36” or 48”, etc.
- **Install Date** – If you click in the “Sign Install Date” box a small calendar icon will appear to the right. Click on the icon and the calendar will pop-up. Select the date and the sign install date will auto-fill (figure 6).
- **Est. Repl Date** – This field will automatically populate to be 15 years after the sign installed date. The Est. Replace field is a required field. If you do not enter a date for the Sign Install Date, you will have to enter one for the Est. Replace field. You can also modify this field to be something other than 15 years from the Sign Install Date by entering a different date in this field.
- **Facing** – Select from the drop-down menu what direction the sign is facing (N, S, E, or W). See “ODOT Sign Inventory Field Handbook” and also “Frequently Asked Question #1” for more guidance on how this should be entered.
- **Fail** – This allows you to check “Fail” if the sign failed night-time inspections.
- **Ref. Insp. Date** – Enter the date the sign was checked for night-time retro-reflectivity. This data field needs to be updated every year to reflect the most recent night-time retro-reflectivity inspection. You also have the option to mass populate your retro-reflectivity inspection date by using the “Update Reflectivity Inspection Date” button located on the Data Entry Screen (Figure 6). For more information regarding retro-reflectivity inspection date please see (Page 20) “Update Reflectivity Inspection Date Standard and Custom Signs”.
- **Sign Recycle Count** - If the sign blank has been recycled the recycle count should be stamped on the back of the sign. Enter the number of times the sign has been recycled.
- **SOI** -By checking this box you can order a replacement sign by producing and SOI. After you check the (SOI) box press the Custom Sign SOI button on the data entry screen (figure 6). You will then be prompted to enter an invoice number. Use the next available number from your Storeroom Order Invoice Pad. You can only add one sign per SOI. The photo of the custom sign will also appear in the SOI. (See Appendix B)
- **Custom Sign Legend** – This field allows the user to add the description of the text that appears on the actual custom sign. Type in as many legends as there are on the sign. The order will be kept. You may also enter information regarding the direction of the arrow i.e. Right Arrow.



Custom Signs Tab (Figure 8)

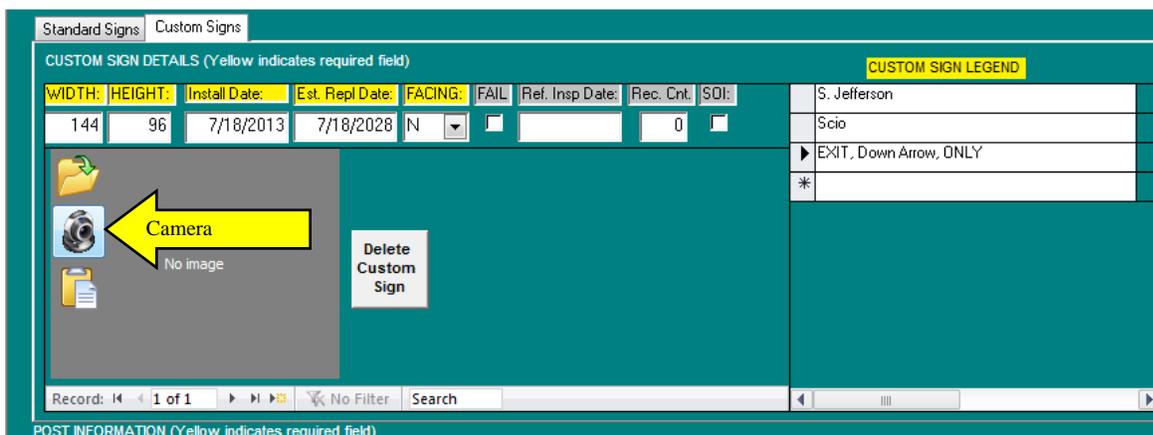
Custom Sign Photos

Please Note: Fill in all of the custom sign data and the legend before taking the photo.

If you are using a computer in the field with a camera installed take a custom sign photo by tapping your finger or stylus in the gray box that says “No Image” (figure 9). A camera should appear in the left side of the box. Tap on the camera and the following screen should appear (figure 10). Press “Shoot” to take the photo. The photo will now be saved in the image box of the Custom signs data entry screen (figure 11). If you would like to delete the image, press the “Red X” in the image box and the picture will be deleted.

Please Note: Fill in all of the custom sign data and the legend before inserting a photo.

If you are using a computer without a camera you can add a previously captured photo to a record by clicking on the folder shown just above the camera icon. This will open a window that will allow you to browse to a folder location where the photo is stored. You can also drag and drop a photo into the window.



Custom Sign Image Box (Figure 9)



Camera tool (Figure 10)



Delete Custom Sign Image (Figure 11)

Support/Post Information

These fields, located on the Standard Signs/Custom Signs tabs, allow you to enter the number and type of posts installed at each location (figure 12).

Support/Post Information (Figure 12)

Enter the data for the sign post in the appropriate fields. Use the POST TYPE/SIZE drop-down menu to select the desired post type. Check the drop-down menu carefully to make sure that the appropriate support is selected. Below are examples of the information that is required in each field:

- **Number of Posts** – Enter the total number of posts for this installation, such as 1, 2, 3 or 4. This field will be automatically filled with the number one (1) as a default value. The data in this field can be changed to reflect the actual number of posts for the installation.
- **POST TYPE/SIZE** – This drop-down menu allows the user to select what type of post is at the location. You can also use the auto-fill feature instead of the drop-down menu by typing in the post type in this field.
- **INSTALL DATE** – If you click in the “Sign Install Date” box a small calendar icon will appear to the right. Click on the icon and the calendar will pop-up. Select the date and the sign install date will auto-fill (figure 12).

History of Work Performed

Please note: Once you have started entering data in the “History of Work Performed” fields you must enter the pertinent data in all of the required fields (highlighted yellow) before you can exit the database. This field allows the user to indicate any maintenance history performed at an installation (figure 13).

HISTORY OF WORK PERFORMED (Yellow indicates required field)										
DATE:	ACTION:	CAUSE:	RESP PERS:	CRW HRS:	Equip Hrs:	Sign Number:	Sign Description:	Sign Size:	Post:	Material:
3/30/2001	Replace Sign	Wornout	SB-RM	1	1	RT TRN NO				
5/22/1996	Replace Sign	OTHER!	RM-SS	1	1	RD SIGN				
5/22/1996	New	OTHER!	RM-SS	1.5	1.5	CUSTOM				

History of Work Performed (Figure 13)

Enter the data for the service history in the appropriate fields. Below are examples of the information that is required in each field:

- **DATE** (*required field once you have started data entry*) – If you click in the “Date” box a small calendar icon will appear to the right. Click on the icon and the calendar will pop-up. Select the date and the sign install date will auto-fill.
- **ACTION** (*required field once you have started data entry*) – This drop-down menu allows the user to select the maintenance work from the list of descriptions (e.g. replace post, relocate, etc...). You can also use the auto-fill feature instead of the drop-down menu by typing the maintenance work in this field.
- **CAUSE** (*required field once you have started data entry*) – This drop-down menu allows the user to select the cause of the work from the list of descriptions (e.g. accident, storm, graffiti, etc...). You can also use the auto-fill feature instead of the drop-down menu by typing the cause of the work in this field.
- **RESP PERS** (*required field once you have started data entry*) – Enter the name of the person performing the maintenance. (First, Last – John Smith)
- **CRW HRS** (*required field once you have started data entry*) – Enter the total number of hours the crew spent performing this maintenance.
- **EQUIP HRS** – Enter the total number equipment/vehicle hours used while performing sign maintenance.
- **SIGN NUMBER** – Enter the MUTCD or Sign Policy and Guidelines sign number
- **SIGN DESCRIPTION**- Enter the description of the wording on the sign.
- **SIGN SIZE** – Enter the dimensions of the sign.
- **POST** – Enter a description of the post.
- **MATERIALS** – List any additional materials need for the sign installation.
- **ACCOMPLISHMENT** – Enter the number of accomplishments.
- **COMMENTS** – Text description of the work that was done.

Update Reflectivity Inspection Date Standard and Custom Signs

This function allows the user to update the retro-reflectivity inspection date. You will be required to update both Standard and Custom signs separately although the process is the same for both.

You will only be allowed to enter one inspection date. Please enter the date that you completed your nighttime inspections. To update the retro-reflectivity inspection date click on the “Update Reflectivity Inspection Date” button (see figure 6)

After you have clicked the “update” button you will be asked if you want to run an update query. Click “Yes”

After you click “Yes” you will be asked to enter the reflectivity inspection date. Be sure to enter the date that you completed your District nighttime inspections.

After you have inserted the inspection date click “OK”.

A dialog box will appear that indicates that you are about to update XX row(s). If you are ready to update the inspection date click “Yes”.

The database has been updated. You may have to exit and re-enter the “Data Entry” screen for the inspection date to appear.

Update Reflectivity Inspection Date Standard and Custom Signs for a Single Installation

You may also update the reflectivity date for a single sign installation. To accomplish this, enter the date of the sign inspection into the “Ref. Insp. Date.” field (figure 6).

Finding, Editing & Deleting Existing Data

This section will describe the process for finding, editing and deleting an existing sign installation.

Installation Toolbox

The installation toolbox is a group of buttons on the right side of the data entry screen. The installation tool box allows the user to navigate through the records in the database. The toolbox also allows the user to create new and duplicate installations (figure 14).

The screenshot displays the ODOT Sign Inventory Database software interface. At the top, there are several data entry fields for location and sign details, including MAINT. DIST., STATE HWY., MILE POST., MP PREFIX., LOCATION, HWY DIRECTION, SIDE, DIST EOP, and Roadway ID. Below these are dropdown menus for Interstate Route, US Route, and State Route, along with Latitude and Longitude fields. A 'Find Nearest Sign' section includes search criteria for Hwy and MP. The main area features a 'CUSTOM SIGN DETAILS' table with columns for WIDTH, HEIGHT, Install Date, Est. Repl Date, FACING, FAIL, Ref. Insp. Date, Rec. Cnt, and SOI. A 'CUSTOM SIGN LEGEND' field is also present. A 'Delete Custom Sign' button is visible. The 'POST INFORMATION' section includes a table for Number of Posts, POST TYPE/SIZE, and INSTALL DATE. A 'HISTORY OF WORK PERFORMED' table is at the bottom. On the right side, the 'Installation Toolbox' is visible, containing navigation buttons: FIRST, PREV, NEXT, LAST, NEW, and DUPE. A yellow arrow points to the 'Installation Toolbox' label on the right side of the screen.

Installation Toolbox (Figure 14)

Below are examples of the functions that can be performed with the Installation toolbox:

- **FIRST** – Brings the user to the first record in the database.
- **PREV** – Allows the user to move to the previous record in the database relative to which record is currently showing.

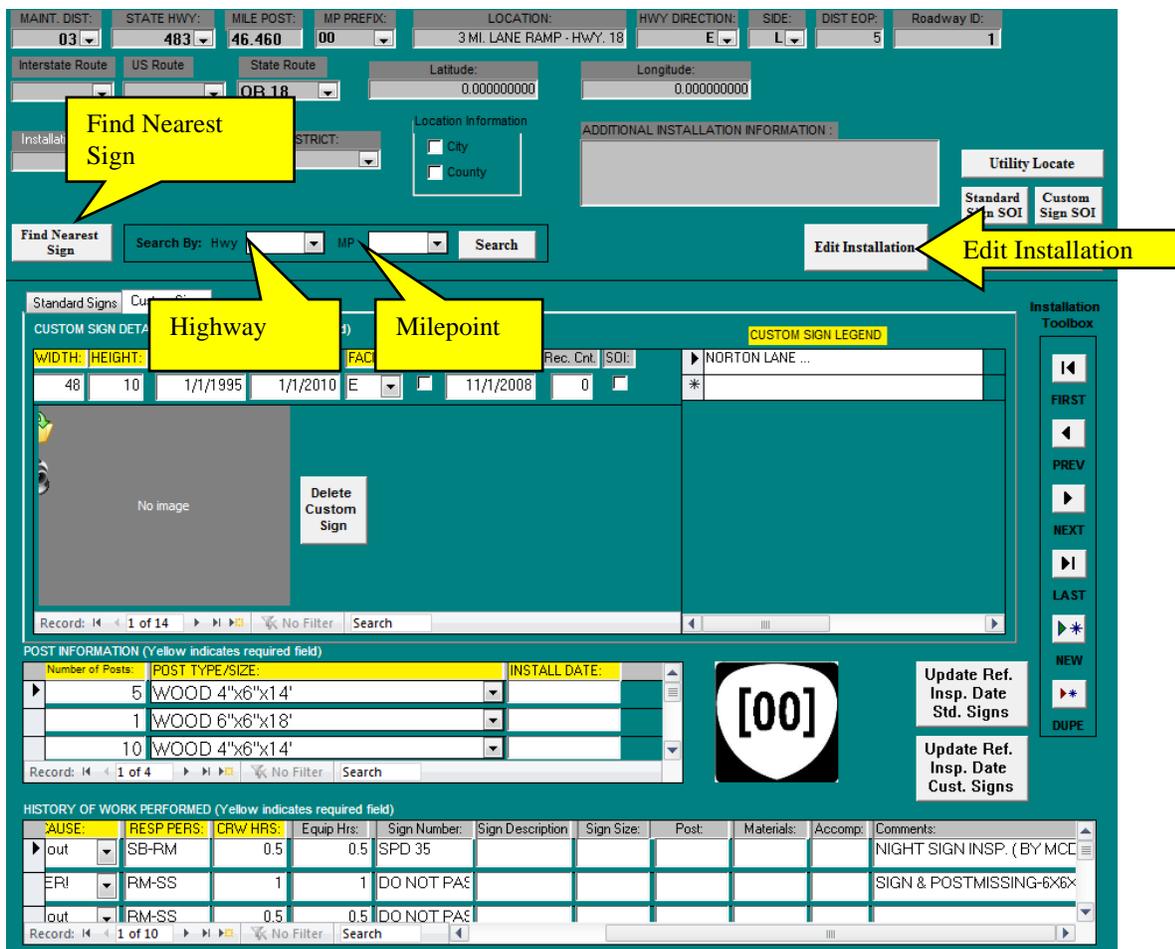
- **NEXT** – Allows the user to move to the next record in the database relative to which record is currently showing.
- **LAST** – Brings the user to the last record in the database.
- **NEW** – Brings up a blank record for the user to enter a new installation entry.
- **DUPE** – Duplicates the information of the installation shown on the screen for a new installation. This feature will lead you back to the “Add New Installation” data entry screen (See “Create an Installation”). This feature does not duplicate Sign, Post or History data already on the screen. You can also use it to create a new installation with slight modifications to the installation that you have on the screen.

Finding Installation Data

Open the ODOT Sign Database application and select “Data Entry” from the opening menu (figure 2). In the “Search By” field select the Highway that you want to search for by using the drop-down menu. After you select the highway, use the drop-down menu to select the mile point of the installation that you want to go to (figure 15).

When you are out in the field using a computer with a built in GPS receiver you can use the “Find Nearest Sign” button to locate the closest sign to your present location (figure 15).

If the sign you are looking for doesn’t come up, use the “Previous” and “Next” buttons in the installation tool box until you find the sign (figure 14).



Finding Installation Data (Figure 15)

Editing Installation and Sign Data

- Open the ODOT Sign Database application and select “Data Entry” from the opening menu (figure 2).
- Navigate to the installation record that you would like to edit. See “Finding Installation Data” (Page 22).
- Once the specific installation is displayed on the screen, the standard sign data, custom sign data, post information, and work history details of the installation can be changed. Please see the Sign, Support and Work History section (Page 11) for information on the specific data fields. Any information that you change on this screen will be recorded into the database. All of the data that you overwrite will be erased.
- If you are editing the specific installation details, click on the “Edit Installation” button (figure 15). This will take you to the Edit Installation screen (figure 16). After you have made changes to the installation data you can save them by clicking on the “Make Changes

to Installation” button (figure 16). If you do not wish to save your changes click on the “Exit Form” button (figure 16).

The screenshot shows the 'Edit Installation record' form. At the bottom, there are two buttons: 'Make Changes to Installation' and 'Exit Form'. A yellow arrow points from the text 'Make Changes to Installation' to the 'Make Changes to Installation' button. Another yellow arrow points from the text 'Exit Form' to the 'Exit Form' button.

Edit Installation (Figure 16)

To edit custom sign records use the “arrow buttons” on the “Custom Sign Dimensions” portion of the screen and move forward and back through the custom sign records for that installation. Once the record that you want is displayed change the properties of that record (figure 17).

The screenshot shows the 'Custom Signs' interface. At the bottom, there are two callouts: 'ARROW BUTTON' pointing to a left arrow button and 'ADD BUTTTON' pointing to a plus sign button in the record navigation area.

Custom Signs Arrow Buttons (Figure 17)

Deleting Installation Data

Open the ODOT Sign Database application and select “Data Entry” from the opening menu (figure 2).

Navigate to the installation record that you would like to permanently remove from the database (See Finding Installation Data).

Click on the “Delete Installation” button on the lower left hand side of the data entry screen (figure 18).

A warning message is displayed. Click “Yes” to confirm the delete.

All records for that installation have been deleted, along with any sign, support, and history records that were associated with that installation record.

The screenshot shows a table titled "HISTORY OF WORK PERFORMED (Yellow indicates required field)". The table has columns: USE, RESP PERS, CRW HRS, Equip Hrs, Sign Number, Sign Description, Sign Size, Post, Materials, Accom, and Comments. The first row shows "out" for USE, "SB-RM" for RESP PERS, "0.5" for CRW HRS, "0.5" for Equip Hrs, "SPD 35" for Sign Number, and "NIGHT SIGN INSP. (BY MCL" for Comments. The second row shows "ERI" for USE, "RM-SS" for RESP PERS, "1" for CRW HRS, "1" for Equip Hrs, "DO NOT PAS" for Sign Description, and "SIGN & POSTMISSING-6X6X" for Comments. The third row shows "out" for USE, "RM-SS" for RESP PERS, "0.5" for CRW HRS, "0.5" for Equip Hrs, "DO NOT PAS" for Sign Description, and an empty Comments field. Below the table is a navigation bar with "Record: 1 of 10", "No Filter", and a search field. At the bottom of the screen, there are three buttons: "Delete Installation", "Delete an Installation" (highlighted with a yellow arrow), and "Exit Form".

Delete an Installation (Figure 18)

Deleting Standard Sign Data

Make sure the “Standard Signs” tab has been selected (figure 19).

Right-click the gray box to the left of the standard sign that you would like to delete, and select “Cut” from the drop-down menu.

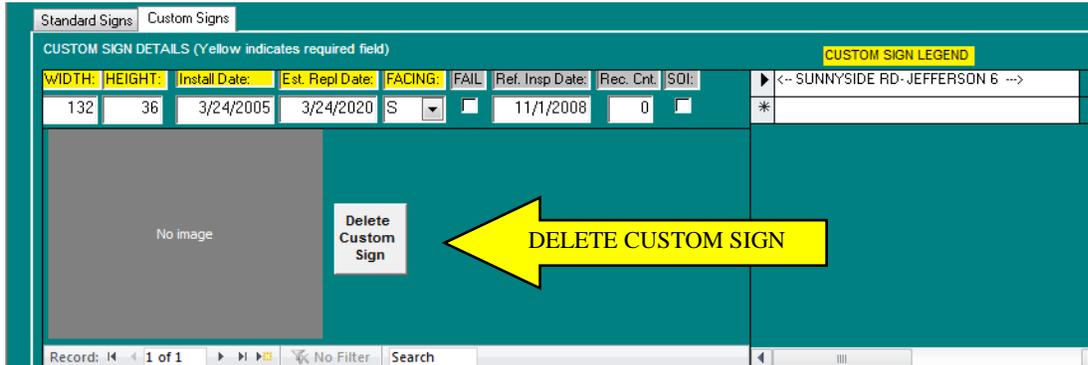
The screenshot shows a window with two tabs: "Standard Signs" and "Custom Signs". The "Standard Signs" tab is active. Below the tabs is a table titled "STANDARD SIGN DETAILS (Yellow indicates required field)". The table has columns: Sign By Description, Sign Install Date, Est. Replace, FAIL, FACING, DESCRIPTION, Ref. Insp. Date, MMS #, Rec Cnt, and SOI. The first row shows "OD417-24" for Sign By Description, "1/1/1995" for Sign Install Date, "1/1/2010" for Est. Replace, a checkbox for FAIL, "S" for FACING, "ADOPT A HIGHWAY" for DESCRIPTION, an empty Ref. Insp. Date, "5061" for MMS #, "0" for Rec Cnt, and a checked checkbox for SOI. A yellow callout box with the text "RIGHT CLICK" points to a gray box to the left of the first row.

Delete Standard Sign Data (Figure 19)

If a warning dialog box is displayed, click “Yes” to confirm the deletion.

Deleting Custom Sign Data

To delete a custom sign record use the “Arrow Buttons” on the “Custom Signs Dimensions” portion of the screen to move forward and back through the custom sign records for that installation (figure 17). Once the record that you want to delete is displayed, click on the “Delete Custom Sign” button (figure 20).

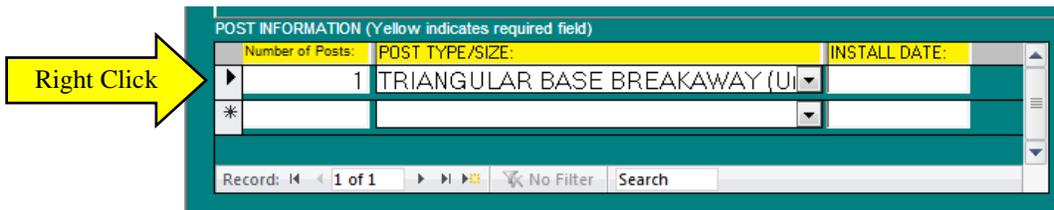


Delete Custom Sign Data (Figure 20)

Deleting Support/Post Data

The process to delete a post record from the Sign database is the same as deleting a Standard Sign. The following steps will enable you to delete a post record (figure 21).

Right-click the gray box to the left of the post that you would like to delete, and select “Cut” from the drop-down menu. If a warning dialog box is displayed, click “Yes” to confirm the deletion.



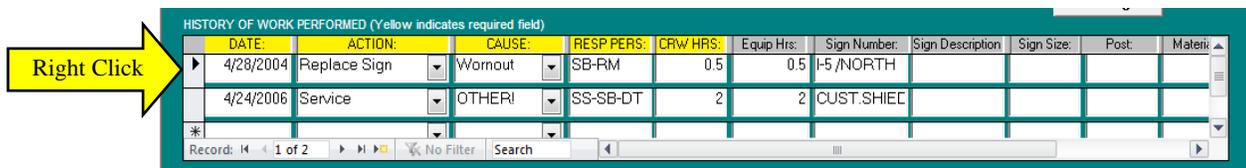
Delete Support/Post Record (Figure 21)

Delete History of Work Performed

The process to delete a history record from the Sign database is the same as deleting a Standard Sign. The following steps will enable you to delete a work history record (figure 22):

Right-click the gray box to the left of the standard sign that you would like to delete, and select “Cut” from the drop-down menu.

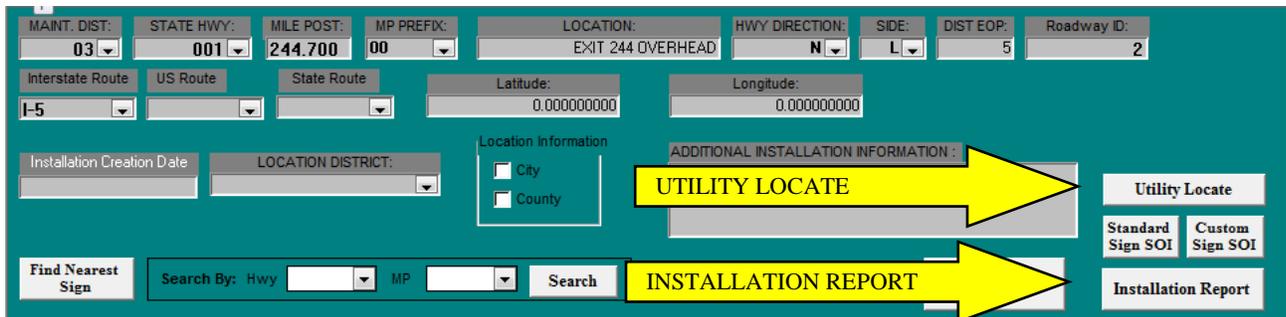
If a warning dialog box is displayed, click “Yes” to confirm the deletion.



Delete History Work Performed (Figure 22)

Installation Report

The installation report (figure 23) will give you specific details regarding that installation. The report will include Sign Number, Sign Legend, Estimated Replacement Date, Night-time Inspection Pass/Fail and the Facing Direction. Each custom sign is listed with the Sign Legend, Sign Size, Estimated Replacement Date, Night-time Inspection Pass/Fail and the Facing Direction (See Appendix C).



Installation Report Button (Figure 23)

Utility Locate Form

This allows the operator to produce a Utility Locate Ticket that can be printed out and sent to the Utility Locate Center (figure 23) (See Appendix D).

Reports

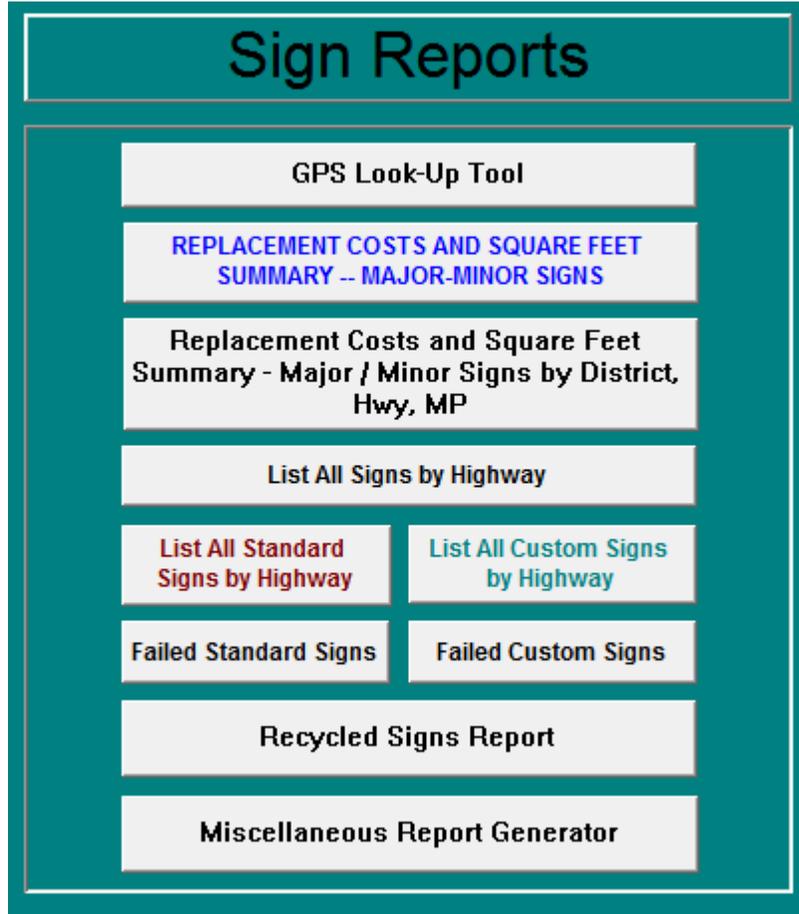
Sign Reports Menu

The Sign Reports menu can be accessed by clicking the “Reports” button which is located on the Main Screen (figure 2).

The reporting menu has two types of reports (figure 24):

- Reports that take input from the operator of the application, or
- Reports automatically generated from the reporting menu.

Most of the reports that require input from the operator can be accessed by clicking on the “Miscellaneous Report Generator” button on the Sign Reports menu. You can also generate a single report for each installation by using the Installation Report button on the Data Entry screen.



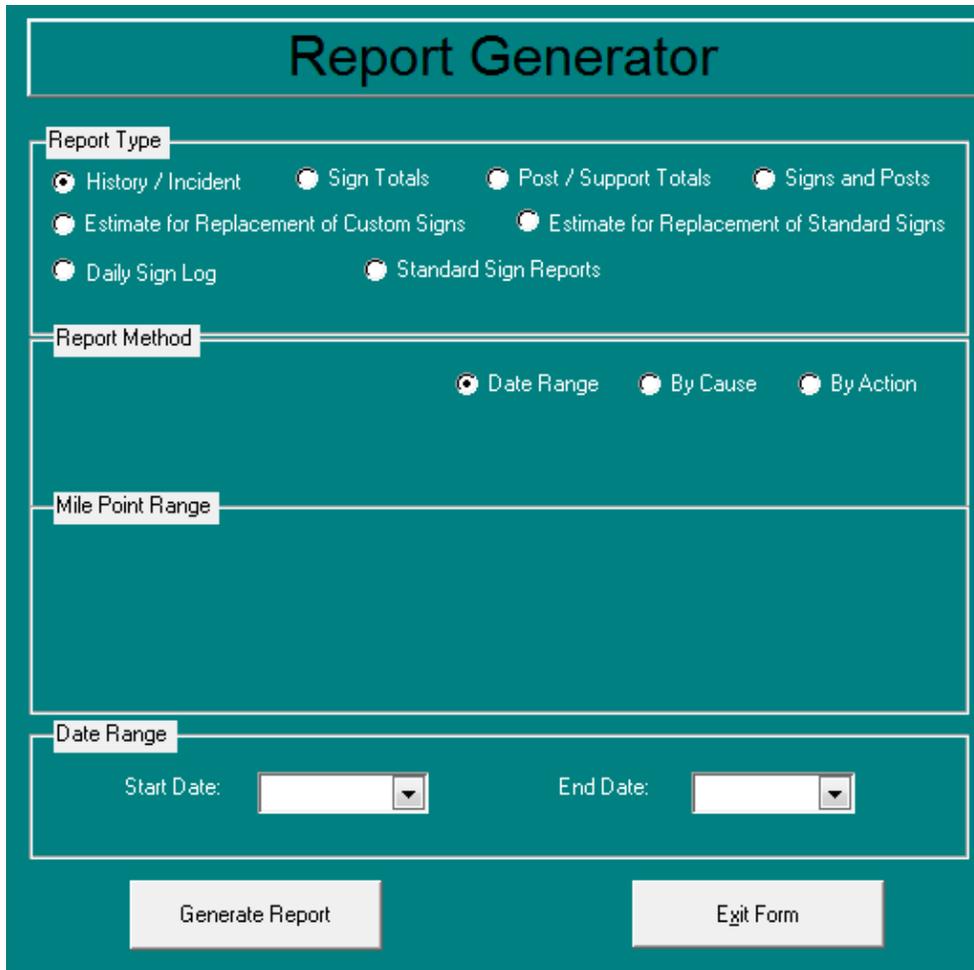
Sign Reports Menu (Figure 24)

The following are descriptions of the reports that are available on the report menu.

- **GPS Look-Up Tool** – Generates a report that gives the Latitude and Longitude based on the Highway and Milepost that is entered in the form. *(See appendix E)*
- **Replacement Costs and Square Feet Summary-Major and Minor Signs** – Generates a report for the total replacement cost of the major and minor signs on each highway in the district. It also lists the total square footage of signs on each highway. The replacement costs are based on estimates that are entered in the Table Maintenance Menu. The report also generates a total replacement cost for all of the signs in the district. The total replacement cost generated is strictly for the signs. It does not include the replacement cost of the sign supports. *(See Appendix F)*
- **Replacement Costs and Square Feet Summary Major/Minor Signs by District, Hwy & MP** – Generates a report for the total replacement cost of major and minor signs by Highway and Milepost range. It also lists the total square footage of signs on each highway segment selected. The total replacement cost is generated strictly for the signs. It does not include the replacement cost of the sign supports. *(See Appendix G)*
- **List All Signs by Highway** – Generates a report of all the signs within the database. Because this report lists all of the signs, custom and standard, it will take some time to generate. This report lists the information for each installation record by District, Highway, Mile Point, MP Prefix, Location, Direction, Side, Facing, and Distance from the edge of pavement. *(See Appendix H)*
- **List All Standard Signs by Highway** – Generates a report of all the standard signs in the database. This report lists standard signs by District, Highway, Mile Point, Direction, Side, Facing, Sign Legend, and Estimated Replacement Date. *(See Appendix I)*
- **List All Custom Signs by Highway** – Generates a report of all the custom signs in the database. This report lists custom signs by District, Highway, and Mile Point, Direction, Side, Facing, Sign Legend, and Estimated Replacement Date. *(See Appendix J)*
- **Failed Standard Signs** – Generates a list of all of the standard signs that have been marked failed. The information in the report is similar to the List All Standard Signs by Highway, except that it does not include the estimated replacement date. *(See Appendix K)*
- **Failed Custom Signs** – Generates a list of all the custom signs that have been marked failed. . The information in the report is similar to the List All Custom Signs by Highway, except that it does not include the estimated replacement date. *(See Appendix L)*
- **Recycled Signs Report** – Generates a list of signs that have been recycled. The list identifies the highway, milepost, sign number, description and the number of times the sign has been recycled. *(See Appendix M)*

Miscellaneous Report Generator

The Miscellaneous Report Generator was created to make user input driven reports more user friendly. Once a report is selected, the user can choose the data that they want to present, depending on the report. They can input report requirements using the drop-down menus available on the menu. The drop-downs have been built to only show data that has relevance to the report. For example, if a Highway is selected, the mile points displayed in the mile point drop-down menu will only contain those relevant to the installations on that specific highway. The Report Generator also will change based on what information the operator gives it.



The screenshot shows a web form titled "Report Generator" with a teal background. The form is organized into several sections:

- Report Type:** A section containing seven radio button options: "History / Incident" (selected), "Sign Totals", "Post / Support Totals", "Signs and Posts", "Estimate for Replacement of Custom Signs", "Estimate for Replacement of Standard Signs", and "Daily Sign Log".
- Standard Sign Reports:** A radio button option located below the "Estimate for Replacement of Standard Signs" option.
- Report Method:** A section containing three radio button options: "Date Range" (selected), "By Cause", and "By Action".
- Mile Point Range:** A large empty rectangular box for input.
- Date Range:** A section containing two date input fields: "Start Date:" and "End Date:", each with a dropdown arrow.
- Buttons:** Two buttons at the bottom: "Generate Report" and "Exit Form".

Miscellaneous Report Generator (Figure 25)

Creating reports using the generator is done by using a simple process (figure 24).

1. Select a report from the “Report Type” section of the screen.
2. Select the “Report Method”. Based on the “Report Type”, the user will be presented with different ways to produce the report. The user may enter a date range, milepoint range, sign number, etc.
3. Click the “Generate Report” button. The following list will describe the reports that can be generated using the Report Generator:
 - **History/Incident Report** – The Incident report allows you to get a list of Work History data based on a specific date range, cause, or action taken. If you choose the specific date range you will not be able to filter the report by highway and mile point range. If you choose cause or action taken, you will be able to filter the report based on highway and mile point range as well as a specific date range. The report generated shows the information on the installation location, but does not show any of the specific information on the sign data unless the sign information was entered into the sign/post field in the database. The report shows all of the work history information, if it has been entered in the work history data fields (*See Appendix N*).
 - **Sign Totals** – The Sign Totals report generates a report counting how many of each type of sign based on all of the highways in the database. You can also generate the report based on a highway and mile point range. The report also generates the number of custom signs in the district or within a highway and mile point range selected. (*See Appendix O*).
 - **Post/Support Totals** – The Post Listing report generates a report counting how many of each type of post based on all of the highways in the database. You can also generate the report based on a highway and mile point range. (*See Appendix P*)
 - **Sign and Posts** – The Signs and Posts report generates a list of all of installations with information on the signs at each installation as well as the posts at each installation. This report is very similar to the List All Signs by Highway, but it includes the information for the sign posts at each installation. It also allows the user to specify all highways, mile point range, highways by direction of travel and highways by the roadway ID. (*See Appendix Q*)
 - **Estimate for Replacement of Custom Signs** – The Estimate for Replacement of Custom Signs report generates a list of all of the custom signs that have an estimated date that is between the Start Date and End Date selected. This report has a page break after each highway section. (*See Appendix R*)
 - **Estimate for Replacement of Standard Signs** – The Estimate for Replacement of Standard Signs report generates a list of all of the standard signs that have an estimated

date that is between the Start Date and End Date selected. This report has a page break after each highway section. *(See Appendix S)*

- **Daily Sign Log** – The Daily Sign log report generates a report based on the date range entered. The report shows the Date, Hwy, MP, Hwy Direction, side of road, Distance from edge of pavement, Hwy E/A, etc. *(See Appendix T)*
- **Standard Sign Report** – The Standard Sign Report generates a list of standard signs that have been selected by the operator, by sign number. The report shows the Highway, Milepost, MP Prefix, Location, Direction, Side and Distance from Edge of Pavement (EOP). You can also generate a report based on highway and mile point range. *(See Appendix U)*

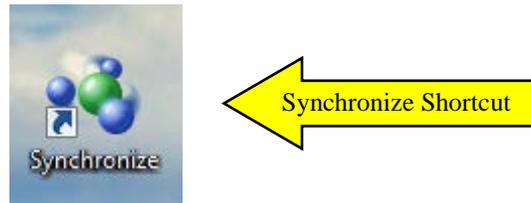
Printing Reports

Please note: Some reports can exceed 1300 pages. You may want to use the “print preview” option and select a range of pages to print rather than print out all of the entries in the database.

Remote Synchronization

Please note: The synchronization process time could vary depending on network speeds and software updates.

If you are using a laptop to update the database in the field (or remotely) you will need to synchronize the laptop with the server when you are done updating the database and connected to the ODOT network. The remote synchronization process has been separated from the ODOT Sign Inventory Database. The following instructions will guide you through the process for using the Remote Synchronization feature on your computer. On your laptop computer screen you will find a shortcut 'Synchronize' (figure 26).

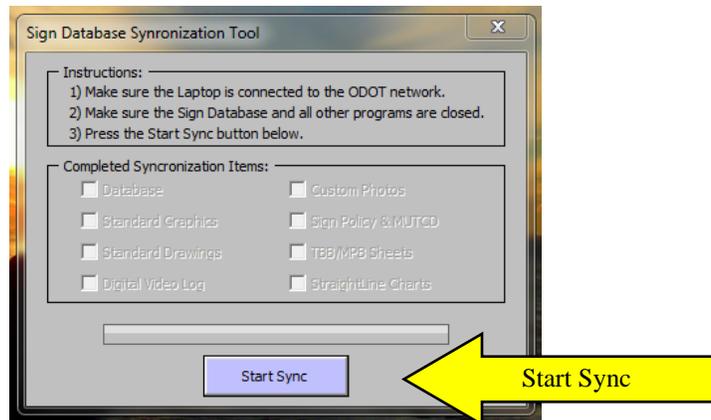


Synchronize Shortcut (Figure 26)

You should synchronize your computer daily if you have been performing data entry. To synchronize your computer you must take the following steps.

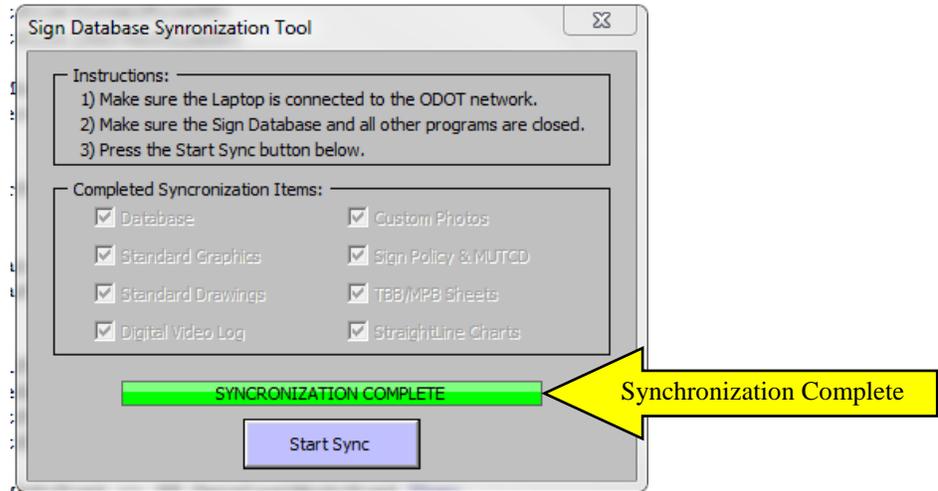
- Close the ODOT Sign Inventory Database.
- Make sure that your computer is connected to the ODOT network.
- Double click on the Synchronize Shortcut (figure 26).

After the Synchronization program opens, click on the Start Sync button (figure 27).



Start Synchronization (Figure 27)

Once the synchronization program has finished, you will get a message that says synchronization complete (figure 28).



Synchronization Complete (Figure 28)

FREQUENTLY ASKED QUESTIONS

1. How do you determine what direction a sign is facing?

The direction that the sign is facing is based on the Highway Direction for that particular highway. The Highway Direction is always consistent for a particular route. If the Direction is north for the route, the Direction is always north for that route (even if the route actually turns to the NE, E or even S) because the route is a north route.

The direction the sign is facing is based on this Highway Direction. If the Highway Direction is north, any signs facing traffic on the right side shall be entered in the database as facing south. Even if the route actually turns to the NE, E or even S, the direction the sign is facing will be south.

For signs on cross streets the direction that the sign is facing will also be based on the Highway Direction of the main route. For example, a STOP sign on a cross street on the right side of a route with a Highway Direction that is north, will be entered as sign facing east, even if the main route actually turns NE, E or even S.

2. What should I do if there is not a drop-down menu item for a standard sign that I want to enter?

If you notice a standard sign number that is not shown in the database pull-down menu, contact the Asset Management Traffic Standards Unit and let them know that there is a standard sign that you would like added to the database drop-down menu.

3. How do I enter information on custom guide signs that have arrows on them?

You may enter information regarding the direction of the arrow. You could enter Left Arrow, Right Arrow, Down Arrow, etc.

4. How do I enter multiple installations at the same location?

Occasionally you will have multiple installations at the same location. If you list all of the signs supports at the same mile point, you won't be able to distinguish which sign is associated with the correct support. In this case, multiple installations should be entered in the sign database with a one-one thousandths difference between mile point installations.

For example: If you have one installation at mile point 23.33, the next installation should be shown at MP 23.331. Once you are in the "History of Worked Performed" screen of the database, you can add a remark to the "comments" field specifying more details about the sign location.

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MUTCD Sign Codes and Images
[2009 MUTCD with Revisions 1 and 2, May 2012 - Knowledge - FHWA MUTCD](#)

Highway Inventory Summary Report
http://highway.odot.state.or.us/cf/highwayreports/aml_summary_parms_by_route_no.cfm

Sign Inventory Field Handbook
http://cms.oregon.gov/ODOT/HWY/TRAFFIC-ROADWAY/docs/pdf/sign_inventory_field_handbook_2012.pdf

ODOT Sign Policy & Guidelines
http://cms.oregon.gov/ODOT/HWY/TRAFFIC-ROADWAY/Pages/sign_policy.aspx

ODOT Sign Shop Catalog
<http://transnet.odot.state.or.us/hwy/Fleet/Shared%20Documents/Sign%20Shop.aspx>

ODOT Sign Inventory Database Users Guide - August 2013

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Appendix A



STOREROOM ORDER AND INVOICE

Please read instructions before completing this form

1234

SHIP TO: NAME * Jeff Biggerstaff		Instructions 1. Please print. 2. Required fields are indicated by an asterisk (*). Fill all required fields for each item. 4. Fill the EA section completely for each item: Expenditure account number, subjob, activity, and object detail. 5. Submit order by shuttle, mail fax (see below for addresses and phone numbers). 6. If you have questions, contact the ODOT storeroom, (503) 986-2793.			JOB NUMBER	
STREET ADDRESS * 1327 SE 3rd St.					DATE SUBMITTED	
CITY, STATE, ZIP * Pendleton, OR 97801-4101					7/31/2013	
SHIPPING METHOD <input type="checkbox"/> Will call <input type="checkbox"/> Other:						
CREW NUMBER * 5240	PHONE 541-276-6738	FAX 541-276-5767				

LINE	QUANTITY		STOCK NUMBER	FORM NUMBER	DESCRIPTION	EXPENDITURE ACCOUNT	SUB JOB	ACT.	OBL. DET.	
	ORDERED	UNIT								
1	1		W1-15-36	36x36	Curve Warning 270° Loop (Symbol)	M6254422	040	143	424	1
2										2
3										3
4										4
5										5
6										6
7										7
8										8
9										9
10										10
11										11
12										12

ORDERED BY * Jeff Biggerstaff	CUSTOMER COMMENT					
APPROVED BY *	<table style="width: 100%; font-size: small;"> <tr> <td>Highway Units Order Desk Phone: (503) 986-2793 Fax: (503) 986-2801</td> <td>DMV Units Order Desk Phone: (503)986-2777 Fax: (503) 986-2801</td> <td>ODOT Storeroom 455 Airport Rd SE Building K Salem, OR 97301</td> <td>Sign Shop Order Desk Phone: (503) 986-2805 Fax: (503) 986-2809</td> <td>ODOT Sign Shop 885 Airport Rd SE Building Q Salem, OR 97301</td> </tr> </table>	Highway Units Order Desk Phone: (503) 986-2793 Fax: (503) 986-2801	DMV Units Order Desk Phone: (503)986-2777 Fax: (503) 986-2801	ODOT Storeroom 455 Airport Rd SE Building K Salem, OR 97301	Sign Shop Order Desk Phone: (503) 986-2805 Fax: (503) 986-2809	ODOT Sign Shop 885 Airport Rd SE Building Q Salem, OR 97301
Highway Units Order Desk Phone: (503) 986-2793 Fax: (503) 986-2801	DMV Units Order Desk Phone: (503)986-2777 Fax: (503) 986-2801	ODOT Storeroom 455 Airport Rd SE Building K Salem, OR 97301	Sign Shop Order Desk Phone: (503) 986-2805 Fax: (503) 986-2809	ODOT Sign Shop 885 Airport Rd SE Building Q Salem, OR 97301		

754-1327 (2/12)
Stock no. 202137

Appendix B



STOREROOM ORDER AND INVOICE

Please read instructions before completing this form

C 1234

SHIP TO: NAME * Jason Motley		Instructions 1. Please print. 2. Required fields are indicated by an asterisk (*). Fill all required fields for each item. 4. Fill the EA section completely for each item: Expenditure account number, subjob, activity, and object detail. 5. Submit order by shuttle, mail fax (see below for addresses and phone numbers). 6. If you have questions, contact the ODOT storeroom, (503) 986-2793.		JOB NUMBER	
STREET ADDRESS * 4040 Fairview Industrial Dr SE				DATE SUBMITTED	
CITY, STATE, ZIP * Salem, OR 97302				7/31/2013	
SHIPPING METHOD: <input type="checkbox"/> Will call <input type="checkbox"/> Other: _____					

CREW NUMBER * 7611	PHONE 503-986-3601	FAX 503-986-3749
--------------------	--------------------	------------------

QUANTITY ORDERED *	UNIT *	STOCK NUMBER *	FORM NUMBER	DESCRIPTION *	EXPENDITURE ACCOUNT *	SUB JOB *	ACT. *	OBJ. DET. *
1	1		45x18	PARKDALE	M1144463	040	143	428 1
2								2
3								3
4								4
5								5
6								6
7								7
8								8
9								9
10								10
11								11
12								12



ORDERED BY * Jason Motley	CUSTOMER COMMENT
---------------------------	------------------

APPROVED BY * Highway Units Order Desk Phone: (503) 986-2793 Fax: (503) 986-2801	DMV Units Order Desk Phone: (503) 986-2777 Fax: (503) 986-2801	ODOT Storeroom 455 Airport Rd SE Building K Salem, OR 97301	Sign Shop Order Desk Phone: (503) 986-2805 Fax: (503) 986-2809	ODOT Sign Shop 885 Airport Rd SE Building Q Salem, OR 97301
---	--	--	--	--

734-1327 (2/12)
Stock no. 202137

Appendix C

Installation Report

Thursday, May 17, 2012

Installation Creation Date: 11/18/2005 7:37:31 AM

<i>District</i>	<i>StateHwy</i>	<i>Mile Post</i>	<i>MP Prefix</i>	<i>Location</i>	<i>Direction</i>	<i>Side</i>	<i>DistanceEOP</i>
08	272	0.19		Jacksonville Highway	W	R	132

Standard Signs at this Installation

<i>Standard Sign Number</i>	<i>Sign Description</i>	<i>Sign Installation Date</i>	<i>Estimated Replacement Date</i>	<i>Fail</i>	<i>Facing</i>
R1-1-30	STOP		1/1/2012	No	North

Sign Supports at this Installation

<i>Number Of Posts</i>	<i>Support Type/Size</i>	<i>Post Type</i>	<i>Post Size</i>
1	401004	WOOD POST	4x4x14

Custom Signs at this Installation

<i>Custom Width</i>	<i>Custom Height</i>	<i>Custom Legend</i>	<i>Sign Installation Date</i>	<i>Estimated Replacement Date</i>	<i>Fail</i>	<i>Facing</i>
54	12	Fruitdale Rd		1/1/2012	No	East
54	12	Fruitdale Rd		1/1/2012	No	West

Action History at this Installation

Appendix D

LOCATE FORM
1-800-332-2344 ID#846

HWY #
MP

SIGN DESCRIPTION

POST SIZE CROSS SECTION

COUNTY CLOSEST CITY

LOCATION DESCRIPTION

Latitude: (N) Traffic Control

Longitude: (W)

Township	Range	Section
<input type="text"/>	<input type="text"/>	<input type="text"/>

LOCATE #

LOCATE DATE & TIME

WORK COMPLETION DATE

UTILITIES NOTIFIED:

ATT	<input type="text"/>	N.W. PIPELINE	<input type="text"/>
CASCADE GAS	<input type="text"/>	ODOT	<input type="text"/>
CENTURY TEL	<input type="text"/>	OR PARKS/REC	<input type="text"/>
CHARTER COMMUNICATIONS	<input type="text"/>	OREGON TELEPHONE	<input type="text"/>
CHEVRON PIPELINE	<input type="text"/>	OREGON TRAIL ELECT	<input type="text"/>
CITY	<input type="text"/>	PORT OF MORROW	<input type="text"/>
COLUMBIA BASIN ELECTRIC	<input type="text"/>	PPL	<input type="text"/>
COLUMBIA POWER CO-OP	<input type="text"/>	QWEST	<input type="text"/>
COUNTY	<input type="text"/>	UMATILLA ELECTRIC	<input type="text"/>
CTUIR	<input type="text"/>	VERIZON	<input type="text"/>
E.O. TELECOM	<input type="text"/>	WEST EXT IRR DIST	<input type="text"/>
HELIX TELEPHONE	<input type="text"/>	WESTLAND IRR DIST	<input type="text"/>
MCI WORLD COM	<input type="text"/>	WORLD COM	<input type="text"/>
MF ELECTRIC	<input type="text"/>	WINDWAVE COM	<input type="text"/>

ADDITIONAL NOTES

Appendix E

GPS LOOK-UP TOOL

Highway:

Mile Post:

Latitude:

Longitude:

Appendix F

REPLACEMENT COSTS AND SIGN SQUARE FEET SUMMARY FOR MAJOR AND MINOR SIGNS

17-May-12

DISTRICT	STATE HWY	MINOR COUNT	MINOR SQ_FT	MINOR VALUE	MAJOR COUNT	MAJOR SQ_FT	MAJOR VALUE	TOTAL COUNT	TOTAL SQ_FT	TOTAL VALUE
09	002	477	4049.63	\$48,595.50	314	20965.50	\$293,517.00	791	25015.13	\$342,112.50
09	002DU	22	120.94	\$1,451.25	2	151.00	\$2,114.00	24	271.94	\$3,565.25
09	002DV	20	141.25	\$1,695.00	1	20.00	\$280.00	21	161.25	\$1,975.00
09	002DZ	6	61.25	\$735.00	2	69.50	\$973.00	8	130.75	\$1,708.00
09	002EA	4	49.50	\$594.00	3	60.00	\$840.00	7	109.50	\$1,434.00
09	002EB	24	146.81	\$1,761.75	2	44.00	\$616.00	26	190.81	\$2,377.75
09	002EC	20	111.81	\$1,341.75	2	48.00	\$672.00	22	159.81	\$2,013.75
09	002ED	13	131.00	\$1,572.00	5	315.13	\$4,411.75	18	446.13	\$5,983.75
09	002EF	21	174.44	\$2,093.25	3	199.00	\$2,786.00	24	373.44	\$4,879.25
09	002EJ	12	113.50	\$1,362.00	2	94.75	\$1,326.50	14	208.25	\$2,688.50
09	002EM	8	70.75	\$849.00	1	20.00	\$280.00	9	90.75	\$1,129.00
09	002EN	12	134.25	\$1,611.00	1	20.00	\$280.00	13	154.25	\$1,891.00
09	002EO	9	98.88	\$1,186.50	1	20.00	\$280.00	10	118.88	\$1,466.50
09	002ER	10	71.50	\$858.00	0	0.00	\$0.00	10	71.50	\$858.00
09	002ES	30	252.75	\$3,033.00	2	77.50	\$1,085.00	32	330.25	\$4,118.00
09	002ET	13	45.88	\$550.50	4	183.00	\$2,562.00	17	228.88	\$3,112.50
09	002EU	3	19.00	\$228.00	1	20.00	\$280.00	4	39.00	\$508.00
09	002EV	14	65.50	\$786.00	1	57.50	\$805.00	15	123.00	\$1,591.00
09	002EW	14	125.75	\$1,509.00	2	44.00	\$616.00	16	169.75	\$2,125.00
09	002EX	14	130.50	\$1,566.00	2	44.00	\$616.00	16	174.50	\$2,182.00
09	002EY	12	95.25	\$1,143.00	2	40.00	\$560.00	14	135.25	\$1,703.00
09	002EZ	0	0.00	\$0.00	2	63.00	\$882.00	2	63.00	\$882.00
09	002FA	14	99.00	\$1,188.00	2	82.50	\$1,155.00	16	181.50	\$2,343.00
09	002FD	20	151.50	\$1,818.00	1	20.00	\$280.00	21	171.50	\$2,098.00
09	002FE	3	33.50	\$402.00	1	20.00	\$280.00	4	53.50	\$682.00
09	002FG	14	111.50	\$1,338.00	1	20.00	\$280.00	15	131.50	\$1,618.00
09	002FH	9	95.75	\$1,149.00	1	20.00	\$280.00	10	115.75	\$1,429.00
09	002FJ	13	98.00	\$1,176.00	1	20.00	\$280.00	14	118.00	\$1,456.00
09	002FK	20	82.00	\$984.00	5	253.75	\$3,552.50	25	335.75	\$4,536.50
09	002FM	12	108.00	\$1,296.00	1	20.00	\$280.00	13	128.00	\$1,576.00

Page 1 of 3

Appendix G

REPLACEMENT COSTS AND SIGN SQUARE FEET SUMMARY FOR MAJOR AND MINOR SIGNS

31-Jul-13

Mileposts : 245 - 250

DISTRICT	STATE HWY	MINOR COUNT	MINOR SQ_FT	MINOR VALUE	MAJOR COUNT	MAJOR SQ_FT	MAJOR VALUE	TOTAL COUNT	TOTAL SQ_FT	TOTAL VALUE
03	001	94	820.73	\$9,848.75	63	3367.68	\$44,621.77	157	4188.41	\$54,470.52
Grand Total:		94	820.73	\$9,848.75	63	3367.68	\$44,621.77	157	4188.41	\$54,470.52

Appendix H

All Signs Listed by Highway

Thursday, May 17, 2012

<i>District</i>	<i>Add Dist.</i>	<i>State Hwy</i>	<i>Mile Post</i>	<i>MP Prefix</i>	<i>Location</i>	<i>Direction</i>	<i>Side</i>	<i>EOP</i>
09	00	002	64.537	00		N	R	
<i>Sign Number</i>	<i>Sign Description/Legend</i>				<i>Est. Replace Dat</i>	<i>Fail</i>	<i>Facing</i>	
E5-1a-60	Exit Gore Sign (with x number)				11/24/2015	No	Imported--ma	
09		002	64.58	00		S	R	
<i>Sign Number</i>	<i>Sign Description/Legend</i>				<i>Est. Replace Dat</i>	<i>Fail</i>	<i>Facing</i>	
<i>Custom</i>	EXIT 64				102 X 30	11/24/2015	No	Imported--ma
09		002	64.58	00		W	R	
<i>Sign Number</i>	<i>Sign Description/Legend</i>				<i>Est. Replace Dat</i>	<i>Fail</i>	<i>Facing</i>	
<i>Custom</i>	MT. HOOD HWY. WHITE SALMON GOVT. CAMP				258 X 114	11/24/2015	No	Imported--ma
09		002	64.586	00		E	R	
<i>Sign Number</i>	<i>Sign Description/Legend</i>				<i>Est. Replace Dat</i>	<i>Fail</i>	<i>Facing</i>	
W4-1R-48	SYM, MERGE RT					11/24/2015	No	Imported--ma
09		002	64.741	00		W	R	
<i>Sign Number</i>	<i>Sign Description/Legend</i>				<i>Est. Replace Dat</i>	<i>Fail</i>	<i>Facing</i>	
<i>Custom</i>	ENTERING HOOD RIVER				90 X 36	11/24/2015	No	Imported--ma
09		002	64.834	00		W	R	
<i>Sign Number</i>	<i>Sign Description/Legend</i>				<i>Est. Replace Dat</i>	<i>Fail</i>	<i>Facing</i>	
<i>Custom</i>	SNOW ZONE HINGED				60 X 60	11/24/2015	No	Imported--ma
09	00	002	64.973	00		W	R	
<i>Sign Number</i>	<i>Sign Description/Legend</i>				<i>Est. Replace Dat</i>	<i>Fail</i>	<i>Facing</i>	
<i>Custom</i>	US ROUTE SHIELD				36 X 36	11/24/2015	No	Imported--ma

Appendix I

Standard Signs Listed by Highway

17-May-12

DIST	Addt. DIST	STATE HWY	MP	DIR	SIDE	FACING	DESCRIPTION	EST REPLACE DAT
09	00	002	64.537	N	R	NW	Exit Gore Sign (with x number)	11-24-2015
09		002	64.586	E	R	E	SYM, MERGE RT	11-24-2015
09		002	64.973	E	R	E	EAST (Interstate)	11-24-2015
09		002	65.165	N	R	N	SPEED 65	11-24-2015
09		002	65.165	N	R	N	TRUCKS 55	11-24-2015
09		002	65.650	W	R	W	EMERGENCY PARKING ONLY	11-24-2015
09		002	65.927	W	R	W	PATROLLED BY AIRCRAFT	11-24-2015
09		002	67.065	S	R	S	Curve Arrow Right (Symbol)	11-24-2015
09		002	67.645	W	R	W	Curve Arrow Left (Symbol)	11-24-2015
09		002	68.598	N	R	N	SLOWER TRAFFIC KEEP RIGHT	11-24-2015
09		002	68.827	W	R	W	EMERGENCY PARKING ONLY	11-24-2015
09		002	69.011	E	R	E	Curve Arrow Right (Symbol)	11-24-2015
09		002	69.379	W	R	W	SPEED 65	11-24-2015
09		002	69.379	W	R	W	TRUCKS 55	11-24-2015
09		002	69.516	E	R	E	Curve Arrow Left (Symbol)	11-24-2015
09		002	69.654	W	R	W	Exit Gore Sign (with x number)	11-24-2015
09		002	69.841	W	R	W	SYM, MERGE RT	11-24-2015
09		002	69.849	W	R	W	SYM, MERGE RT	11-24-2015
09		002	69.870	W	R	W	SYM, MERGE RT	11-24-2015
09		002	69.920	W	R	W	Exit Gore Sign (with x number)	11-24-2015
09		002	70.163	W	R	W	EAST (Interstate)	11-24-2015
09		002	70.357	E	R	E	SPEED 65	11-24-2015
09		002	70.357	W	R	W	TRUCKS 55	11-24-2015
09		002	70.755	W	R	W	SLOWER TRAFFIC KEEP RIGHT	11-24-2015
09		002	71.572	E	R	E	Deer (Symbol)	11-24-2015
09		002	72.276	E	R	E	EMERGENCY PARKING ONLY	11-24-2015
09		002	72.318	W	R	W	EMERGENCY PARKING ONLY	11-24-2015
09		002	72.491	E	R	E	SPEED 65	11-24-2015
09		002	72.491	E	R	E	TRUCKS 55	11-24-2015
09		002	73.038	W	R	W	SYM, MERGE RT	11-24-2015
09		002	73.038	W	R	W	DO NOT ENTER	11-24-2015
09		002	73.085	W	R	W	SYM, MERGE RT	11-24-2015
09		002	73.256	S	R	SW	Telephone (Symbol)	11-24-2015
09		002	73.613	W	R	W	EAST (Interstate)	11-24-2015
09		002	73.775	W	R	W	SPEED 65	11-24-2015
09		002	73.775	W	R	W	TRUCKS 55	11-24-2015
09		002	75.533	E	R	E	SLOWER TRAFFIC KEEP RIGHT	11-24-2015
09		002	75.733	S	R	S	EMERGENCY PARKING ONLY	11-24-2015
09		002	75.960	W	R	W	Curve Arrow Left (Symbol)	11-24-2015
09		002	76.110	W	R	W	TRUCKS 55	11-24-2015
09		002	76.110	E	R	E	SPEED 65	11-24-2015
09		002	76.560	N	R	N	Curve Arrow Right (Symbol)	11-24-2015
09		002	76.584	E	R	E	Exit Gore Sign (with x number)	11-24-2015
09		002	76.590	E	R	E	SYM, MERGE RT	11-24-2015

Appendix J

Custom Signs Listed by Highway

17-May-12

DIST	ADDT	DIST	STATE HWY	MP	DIR	SIDE	FACING	LEGEND	EST REPLACE DATE
09		002		64.580	S	R	SE	EXIT 64	11/24/2015
09		002			W	R	W	MT. HOOD HWY. WHITE SALMON GOV	11/24/2015
09		002		64.741	W	R	W	ENTERING HOOD RIVER	11/24/2015
09		002		64.834	W	R	W	SNOW ZONE HINGED	11/24/2015
09		002		64.973	S	R	SE	I-84 RTE SHIELD	11/24/2015
09	00	002			W	R	W	US ROUTE SHIELD	11/24/2015
09		002		65.247	N	R	NW	DMV	11/24/2015
09		002			S	R	S	Hood River Museum; Hood River Hotel; N	11/24/2015
09		002			S	R	S	ORIC SITE; EXIT 64	11/24/2015
09	00	002			S	R	S	Oregon Trail Logo (Acorn Shape)	11/24/2015
09		002			S	R	S	River Route	11/24/2015
09		002		65.315	S	R	S	Freeway Size	11/24/2015
09		002		65.452	S	R	S	MOSIER 5, THE DALLES 19, BAKER CI	11/24/2015
09		002		65.471	S	R	SW	EXIT 64	11/24/2015
09		002			W	R	W	WHITESALMON GOVT. CAMP 1 MILE;	11/24/2015
09		002			S	R	SW	WINDSURFING SYMBOL	11/24/2015
09		002		65.597	W	R	W	HOOD RIVER NEXT 3 EXITS	11/24/2015
09		002		65.769	S	R	SE	REST AREA	11/24/2015
09		002		65.875	E	R	E	NO TRUCKS	11/24/2015
09		002			S	R	S	REST AREA	11/24/2015
09		002		66.401	W	R	W	KOBERG BEACH STATE PARK NEXT R	11/24/2015
09		002			E	R	E	WINDSURFING SYMBOL	11/24/2015
09		002		66.885	S	R	S	NO TRUCKS	11/24/2015
09		002			S	R	S	REST AREA 1 MILE	11/24/2015
09		002		67.629	W	R	W	Adopt-a Highway Program	11/24/2015
09		002			W	R	W	GORGE RADIO AMATEURS 147.10+	11/24/2015
09		002		67.734	E	R	E	ENTERING Hood River Co.	11/24/2015
09		002		67.765	E	R	E	ENTERING WASCO COUNTY	11/24/2015
09		002			E	R	E	Obsolete	11/24/2015
09		002			E	R	E	Obsolete	11/24/2015
09		002		68.670	W	R	W	EXIT 69	11/24/2015
09		002			E	R	E	GAS-FOOD -LODGING	11/24/2015
09		002			E	R	E	MOSIER 1 MILE	11/24/2015
09		002		69.011	N	R	N	HOOD RIVER 5, CASCADE LOCKS 25,	11/24/2015
09		002		69.438	E	R	E	HISTORIC HIGHWAY NEXT RIGHT	11/24/2015
09		002		69.544	W	R	W	Cardinal Direction Marker (WEST) Interst	11/24/2015
09		002			W	R	W	I-84 RTE SHIELD	11/24/2015
09		002			W	R	W	US ROUTE SHIELD	11/24/2015
09		002		69.609	E	R	E	EXIT 69	11/24/2015
09		002			E	R	E	MOSIER	11/24/2015
09		002		69.890	E	R	E	Adopt-a Highway Program	11/24/2015
09		002			W	R	W	GORGE RADIO AMATEURS 147.10+	11/24/2015
09		002		69.966	S	R	S	EXIT 69	11/24/2015
09		002			S	R	S	MOSIER	11/24/2015
09		002		70.163	W	R	W	I-84 RTE SHIELD	11/24/2015
09		002		70.437	E	R	E	Lewis & Clark Trail	11/24/2015
09		002		70.552	W	R	W	THE DALLES 14, PENDELTON 140, ON	11/24/2015

Appendix K

Failed Standard Signs

17-May-12

DIST	Addt DIST	STATE HWY	MP	DIR	SIDE	FACING	DESCRIPTION
09	00	002	64.537	N	R	NW	Exit Gore Sign (with x number)
09		002	64.586	E	R	E	SYM, MERGE RT
09		002	64.973	E	R	E	EAST (Interstate)
09		002	65.165	N	R	N	TRUCKS 55
09		002	65.650	W	R	W	EMERGENCY PARKING ONLY
09		002	65.927	W	R	W	PATROLLED BY AIRCRAFT
09		002	67.065	S	R	S	Curve Arrow Right (Symbol)
09		002	67.645	W	R	W	Curve Arrow Left (Symbol)
09		002	68.598	N	R	N	SLOWER TRAFFIC KEEP RIGHT
09		291	0.041	W	R	W	STOP
09		291	0.096	E	R	E	25 MPH
09		291	0.096	W	R	W	Winding Road Arrow Left (Symbol)
09		291	0.098	W	R	W	JCT
09		291	0.113	E	R	E	STOP (Not for use on state highway)
09		291	0.125	E	R	E	OREGON SCENIC BYWAY w/ logo
09		291	1.268	E	R	E	30 MPH
09		291	1.268	E	R	E	Winding Road Arrow Left (Symbol)
09		291	4.195	W	R	W	40 MPH
09		291	4.530	E	R	E	15 MPH

Appendix L

Failed Custom Signs

17-May-12

DIST	Addt DIST	STATE HWY	MP	DIR	SIDE	FACING	LEGEND ID	LEGEND
09		002	64.580	W	R	W	3352	MT. HOOD HWY. WHITE SALMON GOVT. CAMP
09		002	64.741	W	R	W	3353	ENTERING HOOD RIVER
09		002	65.247	S	R	S	3358	ORIC SITE; EXIT 64
09		002	65.247	S	R	S	3358	Hood River Museum; Hood River Hotel; NATIONAL HIST
09		002	65.452	S	R	S	3362	MOSIER 5, THE DALLES 19, BAKER CITY 240
09		002	65.471	W	R	W	3364	WHITESALMON GOVT. CAMP 1 MILE; MT. HOOD HW
09		300	-1.859	E	R	E	5544	US ROUTE SHIELD
09		300	-1.467	W	R	W	5545	DUII
09		300	-0.579	W	R	W	5546	ENTERING WASCO POPULATION 400 DRIVE CAREFU
09		300	-0.283	W	R	W	5547	BIGGS JCT 9
09		300	-0.249	E	R	E	5550	RUFUS, MORO, BEND
09		300	-0.249	E	R	E	5548	Horizontal Arrow
09		300	-0.248	E	R	E	5552	rufus, biggs, the dalles
09		300	-0.082	E	R	E	5558	AIRPORT, CONDON FOSSIL
09		300	-0.082	E	R	E	5557	AIRPORT, CONDON FOSSIL

Appendix M

Recycled Signs Listed by Highway

17-May-12

DIST	Add. DIST	STATE HWY	MP	Sign #	DESCRIPTION	Recycle Cnt
09	00	002	64.537	E5-1a-60	Exit Gore Sign (with x number)	1
09		002	64.586	W4-1R-48	SYM, MERGE RT	1
09		002	64.973	IM3-2-15	EAST (Interstate)	1
09		002	65.165	OR2-1-60-65	SPEED 65	1
09		002	65.452		MOSIER 5, THE DALLES 19, BAKER CITY 240	1
09		002	65.597		HOOD RIVER NEXT 3 EXITS	1

Appendix N

History / Incident Report by Date Range

02-Aug-13		Date Range: 12/12/121 — 6/15/2021										
DIST	Add DIST	STATE HWY	MP	MP	PREFIX	LOCATION	DIR	SIDE	EOP	DATE	CAUSE	CREW HRS
Incident Date:		12/12/121										
03		161	0.380	00		COOLEY RD.	E	R	6	12/12/121	Accident	2.5
PERSON(S):		DT-DY		ACTION: Replace Post								
SIGNPOST:		STOP / RD SIGNS										
COMMENTS:												
Incident Date:		12/1/127										
03		140	50.361	00		ACROS FRM SBWAY BY P	S	R	10	12/1/127	Wornout	2
PERSON(S):		DT-DY		ACTION: Service								
SIGNPOST:		ADV SCH										
COMMENTS:												
Incident Date:		2/7/212										
03		001	272.010	00		EXIT 272 - WOODBURN -	S	L	5	2/7/212	Wornout	1.5
PERSON(S):		DT-DY		ACTION: Replace Sign								
SIGNPOST:		I-5 / -->										
COMMENTS:		NSI / SE CORNER										
Incident Date:		2/1/941										
03		162	19.620	00			E	R	6	2/1/941	Wornout	1
PERSON(S):		DT-DY		ACTION: Replace Sign								
SIGNPOST:		TWO WAY										
COMMENTS:		NSI										
Incident Date:		1/15/1995										
03		030	4.650	00		MILL CREEK RD.	E	R	5	1/15/1995	OTHER!	1.5
PERSON(S):		RM-SS		ACTION: Service								
SIGNPOST:		CUSTOM #3										
COMMENTS:		REPOSITION SIGN TO RITE LOCATION										
Incident Date:		12/22/1995										
03		193	0.330	00		S. OAK GROVE RD.	S	R	6	12/22/1995	OTHER!	1
PERSON(S):		RM		ACTION: New								
SIGNPOST:		STOP AHEAD										
COMMENTS:		NEW.										

Appendix O

Sign Total Report - All Highways

<i>Sign Number</i>	<i>Size</i>	<i>Width</i>	<i>Height</i>	<i>Type</i>	<i>Color</i>	<i>Number of Signs</i>
<i>Sign Description</i>						
COW21-7-36	36x36	36	36	CONSTRUCTI	BLK/OR	3
ABRUPT EDGE						
D11-1-18	24x18	24	18	GUIDE	SIL/GRN	1
BIKE ROUTE						
D-482-66	36x66	36	66	ROUTE MARK	BLK,SIL/BLU,SIL	12
OREGON SCENIC BYWAY w/ logo						
D9-13a-12	24x12	24	12	SERVICE	SIL/BLU	1
HOSPITAL						
D9-1a-30	24x30	24	30	SERVICE	SIL/BLU	2
Telephone (Symbol)						
D9-2-24	24x24	24	24	SERVICE	SIL/BLU	8
H - Hospital (Symbol)						
D9-3a-24	24x24	24	24	SERVICE	SIL/BLU	2
Trailer Camping (Symbol)						
E5-1a-60	72x60	72	60	GUIDE	SIL/GRN	39
Exit Gore Sign (with x number)						
FOD8-1-24	36x24	36	24	GUIDE	SIL/GRN	1
OPEN/CLOSED (SCALEHOUSE)						
IM2-1-15	21x15	21	15	ROUTE MARK	SIL/BLU	6
JCT (Interstate)						
IM3-2-12	24x12	24	12	ROUTE MARK	SIL/BLU	18
EAST (Interstate)						
IM3-2-15	30x15	30	15	ROUTE MARK	SIL/BLU	14
EAST (Interstate)						
IM3-4-12	24x12	24	12	ROUTE MARK	SIL/BLU	20
WEST (Interstate)						
M1-7-24	24x24	24	24	ROUTE MARK	SIL/BRN	1
Forest Route Symbol						
M2-1-15	21x15	21	15	ROUTE MARK	BLK/SIL	26
JCT						
M3-1-12	24x12	24	12	ROUTE MARK	BLK/SIL	28
NORTH						

Appendix P

Post / Support Total Report - All Highways

<i>Post Type</i>	<i>Support Type</i>	<i>Support Size</i>	<i>Number of Posts</i>
10WF25-73	10WF25-73		13
8WF20	8WF20		29
CANTILEVER-53801	CANTILEVER-53801		5
OTHER			2
PC4X4X14	PC4X4X14		6
PC4X4X16	PC4X4X16		9
PC4X6X16	PC4X6X16		19
PC4X6X18	PC4X6X18		46
PC6X6X14	PC6X6X14		1
PC6X6X16	PC6X6X16		196
PC6X6X18	PC6X6X18		244
PC6X6X20	PC6X6X20		41
PC6X8X18	PC6X8X18		6
PC6X8X20	PC6X8X20		33
PC6X8X22	PC6X8X22		31
POS-LOC-Anchor-10	POS-LOC-Anchor-10		3
Post, Concrete	Post, Concrete		2
PT 6X6X10	PT 6X6X10		1
PT4X4X12	PT4X4X12		34
PT4X4X14	PT4X4X14		784
PT4X4X16	PT4X4X16		18
PT4X4X7	PT4X4X7		8
PT4X6X14	PT4X6X14		13
PT4X6X16	PT4X6X16		295
PT4X6X18	PT4X6X18		151
PT4X6X20	PT4X6X20		38
PT4X6X22	PT4X6X22		8
PT6X6X14	PT6X6X14		7

Appendix Q

All Signs and Post Listed by Highway

Thursday, March 05, 2009

District	StateHwy	Mile Post	MP Prefi	Location	Direction	Side	EOP
12	002	159.385			E	R	
<i>Sign Number</i>		<i>Sign Description/Legend</i>		<i>Sign Install Date</i>		<i>Facing</i>	
R1-1		STOP				East	
<i>Post Type</i>		<i>Store room Number</i>		<i>Number of Posts</i>		<i>Post Size</i>	
WOOD POST		401006		1		4x6x16	
12	002	159.4		Obsolete Post	W	R	
<i>Sign Number</i>		<i>Sign Description/Legend</i>		<i>Sign Install Date</i>		<i>Facing</i>	
Custom		Exit 159, Rt. Arrow		96 X 60		West	
<i>Post Type</i>		<i>Store room Number</i>		<i>Number of Posts</i>		<i>Post Size</i>	
SPB		SPB		1			
12	002	159.425			W	R	
<i>Sign Number</i>		<i>Sign Description/Legend</i>		<i>Sign Install Date</i>		<i>Facing</i>	
Custom		Exit 35 MPH		48 X 60		West	
<i>Post Type</i>		<i>Store room Number</i>		<i>Number of Posts</i>		<i>Post Size</i>	
Wood		Wood		1			
12	002	159.525		Old Design	W	R	
<i>Sign Number</i>		<i>Sign Description/Legend</i>		<i>Sign Install Date</i>		<i>Facing</i>	
Custom		Exit 159		120 X 24		West	
Custom		Tower Road; Rt. Arrow		204 X 60		West	
<i>Post Type</i>		<i>Store room Number</i>		<i>Number of Posts</i>		<i>Post Size</i>	
MPB		MPB		2			
12	002	159.555			E	R	
<i>Sign Number</i>		<i>Sign Description/Legend</i>		<i>Sign Install Date</i>		<i>Facing</i>	
M3-2-12		EAST				East	
M1-4-36		US ROUTE SHIELD				East	
Custom		I-84 Route Shield		36 X 36		East	
<i>Post Type</i>		<i>Store room Number</i>		<i>Number of Posts</i>		<i>Post Size</i>	
Wood		Wood		1			
12	002	159.955			E	R	
<i>Sign Number</i>		<i>Sign Description/Legend</i>		<i>Sign Install Date</i>		<i>Facing</i>	
OR2-1-60-65		SPEED 65				East	
R2-2-24-55		Trucks 55				East	
<i>Post Type</i>		<i>Store room Number</i>		<i>Number of Posts</i>		<i>Post Size</i>	
Wood		Wood		1			

Thursday, March 05, 2009

Page 1 of 1211

Appendix R

Estimate Replace Custom Signs by Date

17-May-12

Date Range: 11/24/2015 — 2/8/2027

DIST	ADDT DIST	STATE HWY	MP	DIR	SIDE	FACING	Sq Ft	LEGEND	EST REPLACE
09		002	64.580	S	R	SE	21.25	EXIT 64	11/24/2015
09		002		W	R	W	204.25	MT. HOOD HWY. WHITE SALMON GOVT. CA	11/24/2015
09		002	64.741	W	R	W	22.50	ENTERING HOOD RIVER	11/24/2015
09		002	64.834	W	R	W	25.00	SNOW ZONE HINGED	11/24/2015
09		002	64.973	S	R	SE	4.00	I-84 RTE SHIELD	11/24/2015
09	00	002		W	R	W	9.00	US ROUTE SHIELD	11/24/2015
09		002	65.247	N	R	NW	3.75	DMV	11/24/2015
09		002		S	R	S	140.00	Hood River Museum; Hood River Hotel; NATION	11/24/2015
09		002		S	R	S		ORIC SITE; EXIT 64	11/24/2015
09	00	002		S	R	S	6.25	Oregon Trail Logo (Acorn Shape)	11/24/2015
09		002		S	R	S	4.00	River Route	11/24/2015
09		002	65.315	S	R	S	48.00	Freeway Size	11/24/2015
09		002	65.452	S	R	S	217.00	MOSIER 5, THE DALLES 19, BAKER CITY 240	11/24/2015
09		002	65.471	S	R	SW	17.00	EXIT 64	11/24/2015
09		002		W	R	W	198.00	WHITESALMON GOVT. CAMP 1 MILE; MT. HO	11/24/2015
09		002		S	R	SW	6.25	WINDSURFING SYMBOL	11/24/2015
09		002	65.597	W	R	W	62.50	HOOD RIVER NEXT 3 EXITS	11/24/2015
09		002	65.769	S	R	SE	42.00	REST AREA	11/24/2015
09		002	65.875	E	R	E	19.00	NO TRUCKS	11/24/2015
09		002		S	R	S	42.00	REST AREA	11/24/2015
09		002	66.401	W	R	W	29.00	KOBERG BEACH STATE PARK NEXT RIGHT	11/24/2015
09		002		E	R	E	6.25	WINDSURFING SYMBOL	11/24/2015
09		002	66.885	S	R	S	19.00	NO TRUCKS	11/24/2015
09		002		S	R	S	96.00	REST AREA 1 MILE	11/24/2015
09		002	67.629	W	R	W	4.00	Adopt-a Highway Program	11/24/2015
09		002		W	R	W	4.00	GORGE RADIO AMATEURS 147.10+	11/24/2015
09		002	67.734	E	R	E	30.00	ENTERING Hood River Co.	11/24/2015
09		002	67.765	E	R	E	15.00	ENTERING WASCO COUNTY	11/24/2015
09		002		E	R	E	4.00	Obsolete	11/24/2015
09		002		E	R	E	4.00	Obsolete	11/24/2015
09		002	68.670	W	R	W	17.00	EXIT 69	11/24/2015
09		002		E	R	E	36.00	GAS-FOOD -LODGING	11/24/2015
09		002		E	R	E	81.00	MOSIER 1 MILE	11/24/2015
09		002	69.011	N	R	N	93.00	HOOD RIVER 5, CASCADE LOCKS 25, PORTL	11/24/2015
09		002	69.438	E	R	E	180.00	HISTORIC HIGHWAY NEXT RIGHT	11/24/2015
09		002	69.544	W	R	W	2.00	Cardinal Direction Marker (WEST) Interstate	11/24/2015
09		002		W	R	W	4.00	I-84 RTE SHIELD	11/24/2015
09		002		W	R	W	9.00	US ROUTE SHIELD	11/24/2015
09		002	69.609	E	R	E	17.00	EXIT 69	11/24/2015
09		002		E	R	E	90.00	MOSIER	11/24/2015
09		002	69.890	E	R	E	4.00	Adopt-a Highway Program	11/24/2015
09		002		W	R	W	4.00	GORGE RADIO AMATEURS 147.10+	11/24/2015
09		002	69.966	S	R	S	17.00	EXIT 69	11/24/2015
09		002		S	R	S	60.00	MOSIER	11/24/2015
09		002	70.163	W	R	W	4.00	I-84 RTE SHIELD	11/24/2015
09		002	70.437	E	R	E	9.00	Lewis & Clark Trail	11/24/2015

Appendix S

Estimate Replace Standard Signs by Date

Report Generated: 17-May-12

Date Range: 1/24/2015 — 1/31/2027

Dist	ADDT DIST	STATE HWY	MP	DIR	SIDE	FACING	DESCRIPTION	Sq Ft	Est Fail Date
09	00	002	64.537	N	R	NW	Exit Gore Sign (with x number)	25.00	11-24-2015
09		002	64.586	E	R	E	SYM, MERGE RT	16.00	11-24-2015
09		002	64.973	E	R	E	EAST (Interstate)	1.56	11-24-2015
09		002	65.165	N	R	N	SPEED 65	25.00	11-24-2015
09		002	65.165	N	R	N	TRUCKS 55	6.25	11-24-2015
09		002	65.650	W	R	W	EMERGENCY PARKING ONLY	9.00	11-24-2015
09		002	65.927	W	R	W	PATROLLED BY AIRCRAFT	25.00	11-24-2015
09		002	67.065	S	R	S	Curve Arrow Right (Symbol)	16.00	11-24-2015
09		002	67.645	W	R	W	Curve Arrow Left (Symbol)	16.00	11-24-2015
09		002	68.598	N	R	N	SLOWER TRAFFIC KEEP RIGHT	25.00	11-24-2015
09		002	68.827	W	R	W	EMERGENCY PARKING ONLY	9.00	11-24-2015
09		002	69.011	E	R	E	Curve Arrow Right (Symbol)	16.00	11-24-2015
09		002	69.379	W	R	W	SPEED 65	25.00	11-24-2015
09		002	69.379	W	R	W	TRUCKS 55	6.25	11-24-2015
09		002	69.516	E	R	E	Curve Arrow Left (Symbol)	16.00	11-24-2015
09		002	69.654	W	R	W	Exit Gore Sign (with x number)	25.00	11-24-2015
09		002	69.841	W	R	W	SYM, MERGE RT	16.00	11-24-2015
09		002	69.849	W	R	W	SYM, MERGE RT	16.00	11-24-2015
09		002	69.870	W	R	W	SYM, MERGE RT	16.00	11-24-2015
09		002	69.920	W	R	W	Exit Gore Sign (with x number)	25.00	11-24-2015
09		002	70.163	W	R	W	EAST (Interstate)	1.56	11-24-2015
09		002	70.357	E	R	E	SPEED 65	25.00	11-24-2015
09		002	70.357	W	R	W	TRUCKS 55	6.25	11-24-2015
09		002	70.755	W	R	W	SLOWER TRAFFIC KEEP RIGHT	25.00	11-24-2015
09		002	71.572	E	R	E	Deer (Symbol)	16.00	11-24-2015
09		002	72.276	E	R	E	EMERGENCY PARKING ONLY	9.00	11-24-2015
09		002	72.318	W	R	W	EMERGENCY PARKING ONLY	9.00	11-24-2015
09		002	72.491	E	R	E	SPEED 65	25.00	11-24-2015
09		002	72.491	E	R	E	TRUCKS 55	6.25	11-24-2015
09		002	73.038	W	R	W	SYM, MERGE RT	16.00	11-24-2015
09		002	73.038	W	R	W	DO NOT ENTER	16.00	11-24-2015
09		002	73.085	W	R	W	SYM, MERGE RT	16.00	11-24-2015
09		002	73.256	S	R	SW	Telephone (Symbol)	6.25	11-24-2015
09		002	73.613	W	R	W	EAST (Interstate)	1.56	11-24-2015
09		002	73.775	W	R	W	SPEED 65	25.00	11-24-2015
09		002	73.775	W	R	W	TRUCKS 55	6.25	11-24-2015
09		002	75.533	E	R	E	SLOWER TRAFFIC KEEP RIGHT	25.00	11-24-2015
09		002	75.733	S	R	S	EMERGENCY PARKING ONLY	9.00	11-24-2015
09		002	75.960	W	R	W	Curve Arrow Left (Symbol)	16.00	11-24-2015
09		002	76.110	W	R	W	TRUCKS 55	6.25	11-24-2015
09		002	76.110	E	R	E	SPEED 65	25.00	11-24-2015
09		002	76.560	N	R	N	Curve Arrow Right (Symbol)	16.00	11-24-2015
09		002	76.584	E	R	E	Exit Gore Sign (with x number)	25.00	11-24-2015
09		002	76.590	E	R	E	SYM, MERGE RT	16.00	11-24-2015
09		002	76.781	N	R	N	SYM, MERGE RT	16.00	11-24-2015
09		002	76.820	S	R	S	Exit Gore Sign (with x number)	25.00	11-24-2015

Appendix T

Date Range:														District: 12														Sign Crew Log													
Start: 1/30/2000														End: 7/12/2000																											
Date	Hwy	Act	MP	Hwy Dir	Side of Road	Fac Dir	EOP	EA	Sign Legend	Sign Size (W x H)	Sign Support	Cause	Action	Materials	ACC	Time/ Vlk hrs	Crew Member(s)	Location / Comments																							
1/30/2000	002		174.885	E	R			M0254421				New msta	Remove Sign			0	NA	PROJECT 12212																							
1/30/2000	002		174.88	W	R			M0254421				New msta	Remove Sign			0	NA	PROJECT 12212																							
1/30/2000	002		188.275	W	R			M0254421				New msta	Remove Sign			0	NA	PROJECT 12212																							
7/12/2000	0156R		235.3	E	R	0		M0304404				New msta	Remove Sign			0	NA																								
7/12/2000	0156R		235.3	E	R	0		M0304404				New msta	Remove Sign			0	NA																								
1/30/2000	002		175.845	W	R			M0254421				New msta	Remove Sign			0	NA	PROJECT 12212																							
1/30/2000	002		175.845	W	R			M0254421				New msta	Remove Sign			0	NA	PROJECT 12212																							
1/30/2000	002		175.845	W	R			M0254421				New msta	Remove Sign			0	NA	PROJECT 12212																							
1/30/2000	002		175.845	W	R			M0254421				New msta	Remove Sign			0	NA	PROJECT 12212																							
1/30/2000	002		175.845	W	R			M0254421				New msta	Remove Sign			0	NA	PROJECT 12212																							

Appendix U

Standard Sign All Highways

Thursday, May 17, 2012

Sign Number	R1-1-36	Sign Description		STOP					
Size	36x36	Width	36	Height	36	Type	REGULATOR	Color	SIL/RED
District	Addt Dist	StateHwy	Mile Post	MP Prefix	Location	Direction	Side	Distance	
09		002	104.573	00		E	R		
09		004	0.932	00		E	R		
09		004	14.318	00		N	R		
09		004	33	00		N	R		
09		005	12.014	00		N	R		
09		005	15.434	00		W	R		
09		005	15.442	00		E	R		
09		005	17.133	00		S	R		
09		005	34.98	00		W	R		
09	00	005	36.115	00	Brown Rd and Hwy.005	N	R		
09		005	36.12	00		N	R		
09	00	005	36.12	00	Brown Rd. & Hwy.005	N	R		
09		042	2.185	00		W	R		
09		042	15.097	00		N	R		
09		042	16.91	00		S	R		
09		042	19.617	00		N	R		
09		042	23.663	00		S	R		
09		042	24.811	00		N	R		
09		042	26.88	00		N	R		
09		042	30.2	00		S	R		
09		042	30.22	00		S	R		
09		042	45.57	00		N	R		
09		044	2.24	00		E	R		
09	00	052	0.26	00		W	R		
09		053	63.291	00		W	R		
09		053	64.454	00		N	R		
09		053	71.477	00		W	R		
09		290	7.828	00		N	R		
09		290	22.8	00		N	R		
09		290	25.793	00		S	R		
09		290	27.73	00		S	R		
09		300	0.003	00		W	R		
09		300	0.943	00		E	R		
09		300	39.03	00		N	R		

Total Signs: 34

Appendix V

Dist	Name/Title	Address	Main Phone Fax Phone	Cell Phone Crew Cell/pager	Crew
1	Jeff Buchanan Coordinator	836 Avenue S / PO Box 449 Seaside, OR 97138-0449	503-738-6046 503-738-6046	503-440-1892	2140
2	David Smith Supervisor	620 W Columbia Troutdale, OR 97060-9505	503-666-9391 503-666-5021	503-969-6739	1040
3	Steve Barner Coordinator	885 Airport Rd Bldg P Salem, OR 97301-4790	503-986-2890 503-986-5840	503-931-0986 503-559-2496	2240
4	Dave Hacek Coordinator	1100 Goldfish Farm Rd Albany, OR 97322-5143	541-967-2161 541-967-2072	541-868-6376 541-868-6376	2340
5	Scott Miller Coordinator	1920 Henderson Ave Eugene, OR 97403-2331	541-686-7996 541-686-7541	541-912-0837	2540
7V	Randy Camp Manager	3339 Old Hwy 99 S Roseburg, OR 97470-4438	541-957-3651 541-957-3660	541-580-8516	3046
7C	Terry Pierson Sign Crew Leader	1155 S 5 th St Coos Bay, OR 97420-1257	541-267-5102 541-267-6290	541-404-7889	3040
8	Gary Lollar Manager	4141 Hamrick Rd Central Point, OR 97502-2812	541-665-5210 ext. 221 541-665-5229	541-890-8703	3304
9	Delbert Nicholson Coordinator	3313 Bret Clodfelter Way The Dalles, OR 97058-9799	541-296-2452 541-296-5838	541-977-5839	4040
10	Tod LaFrance Coordinator	63055 N Hwy 97 Bend, OR 97701-5765	541-388-6152 541-388-6257	541-410-4831	4041
11	Michael Fox Coordinator	2557 Altamont Drive Klamath Falls, OR 97603-5701	541-850-6646 541-883-5537	541-591-8501	4340
12	Jeff Biggerstaff Coordinator	1327 SE 3 rd St Pendleton, OR 97801-4101	541-276-6738 541-276-5767	541-969-9191	5240
13	Rod Graves Coordinator	3014 Island Ave. LaGrande, OR 97850-9497	541-963-8738 541-963-0249	541-786-0971	5340
14	Chuck Perry Supervisor	1077 Barkley Dr. Vale, OR 97918-9625	541-473-2592 541-473-2795	541-881-7595	5140