

TRAFFIC DESIGN MANUAL

APPENDIX C

Traffic Signal Maintenance Forms

**Traffic Operations Division
Traffic Engineering Office**

MUTCD TEMPORARY TRAFFIC CONTROL PLANS FOR TYPICAL MAINTENANCE TASKS

		MUTCD Typical Application						
MAINTENANCE TASK	Figure 6H-21 Lane Closure of Intersection (TA-21)	Figure 6H-22 Right Lane Closure Far Side of Intersection (TA-22)	Figure 6H-23 Left Lane Closure Far Side of Intersection (TA-23)	Figure 6H-24 Half Road Closure Far Side of Intersection (TA-24)	Figure 6H-25 Multi Lane Closures at Intersection (TA-25)	Figure 6H-26 Closure in Center of Intersection (TA-26)	Figure 6H-27 Closure at Side of Intersection (TA-27)	
Knockdown of support structure / span or tether wire	X	X	X	X	X	X	X	
Foundation repair / replacement	X	X		X			X	
Adjust aim bulb or LED replacement for traffic signal indic. or head		X	X	X		X	X	
Adjust / aim detector mounted over the roadway		X	X					
Replace in-pavement or loop detector	X				X			
Adjust / aim side fire detector	X							
Open roadway manhole or junction box	X	X	X	X	X	X	X	

Source: ITE

TRAFFIC SIGNAL PREVENTIVE MAINTENANCE CHECKLIST	
AGENCY / CONTRACTOR LOGO	INTERSECTION NAME: _____ DATE: _____ TIME: _____ TECHNICIAN NAME: _____

SIGNAL HEADS			COMMENTS
YES	NO	N/A	
		1 Height of signal heads (See TDOT Traffic Design Manual section 4.14.7)	
YES	NO	2 Clean lenses and reflectors	
YES	NO	3 Check heads are properly aligned	
YES	NO	4 Check for water in heads	
YES	NO	5 Check for wear of signal housing	
YES	NO	6 Check for wear on signal cables	
YES	NO	7 Check for wear on span wire and mechanical hardware	
YES	NO	8 Check for bent visors / hoods, wing nuts and hinges	
YES	NO	9 Check condition of backplates	
YES	NO	10 Check nighttime visibility	
YES	NO	11 Are signal heads clear from obstructions (tree branches, etc)	
YES	NO	12 Check for tightness of signal heads to mast arms / poles	
		Overhead sign hangers on span wire and upper tether	
YES	NO	13 Are they wearing the messenger cable	
YES	NO	14 Sign bolts tight	
MAST ARM AND POLES			
YES	NO	15 Check for rust and spot paint as required	
YES	NO	16 Check joints for rust and cracks	
YES	NO	17 Check anchor bolts for rust and tightness	
YES	NO	18 Check for structural damage	
YES	NO	19 Check horizontal and vertical angle of arm	
YES	NO	20 Check for water accumulation	
YES	NO	21 Handhole covers in place and secure	
SPAN WIRES AND POLES			
YES	NO	22 Check for rust and spot paint as required	
YES	NO	23 Check joints for rust and cracks	
YES	NO	24 Check anchor bolts for rust and tightness	
YES	NO	25 Check clamps and hardware	
YES	NO	26 Check guy wire anchors and guards	
YES	NO	27 Check for water accumulation	
YES	NO	28 Handhole covers in place and secure	

CABINET		COMMENTS			
GOOD	BAD	N/A	29	Check cabinet light	
GOOD	BAD	N/A	30	Check operation of fan	
GOOD	BAD	N/A	31	Check operation of thermostat	
GOOD	BAD	N/A	32	Check cabinet circuit breaker	
GOOD	BAD	N/A	33	Check main circuit breaker	
GOOD	BAD	N/A	34	Test / reset GFCI	
GOOD	BAD	N/A	35	Check condition of conduits	
YES	NO	N/A	36	Lubricate hinges and locks	
YES	NO	N/A	37	Check for water accumulation	
YES	NO	N/A	38	Check door gasket for weather tight seal	
YES	NO	N/A	39	Caulk against water if needed	
YES	NO	N/A	40	Vacuum all dust and dirt accumulated in cabinet	
YES	NO	N/A	41	Replace control cabinet filter	
YES	NO	N/A	42	Remove graffiti, stickers as needed	
YES	NO	N/A	43	Apply insecticide	
YES	NO	N/A	44	Traffic signal plan drawings in the cabinet	
YES	NO	N/A	45	Approved timing directives in the cabinet	
YES	NO	N/A	46	Logbook in the cabinet	
47 Voltage at service connection inside cabinet _____ VAC					
48 Amperage on service inside cabinet AC+: _____ AC-: _____					
Chassis:					
CONTROL PANEL		COMMENTS			
GOOD	BAD	N/A	49	Activate vehicle recall switch for active phases	
GOOD	BAD	N/A	50	Activate ped recall switch for active peds	
GOOD	BAD	N/A	51	Check stop timing switch for proper operation	
GOOD	BAD	N/A	52	Check Max II switch for proper operation	
YES	NO	N/A	53	Tighten loose screws on terminal connections	
YES	NO	N/A	54	Check all harness for secure and tight connection	
YES	NO	N/A	55	Verify load switches & flasher are firmly inserted in sockets	
Police door operation					
YES	NO	N/A	56	Check hand controller for proper operation	
YES	NO	N/A	57	Flash operation	
GOOD	BAD	N/A	58	Mercury relay operation	
GOOD	BAD	N/A	59	Flash transfer relay operation	
YES	NO	N/A	60	Flash outputs correct	
YES	NO	N/A	61	Update controller firmware to latest approved version	

VEHICLE DETECTION			COMMENTS
GOOD	BAD	N/A	
GOOD	BAD	N/A	
GOOD	BAD	N/A	
YES	NO	N/A	
YES	NO	N/A	
YES	NO	N/A	
GOOD	BAD	N/A	
GOOD	BAD	N/A	
GOOD	BAD	N/A	
YES	NO	N/A	
YES	NO	N/A	
PEDESTRIAN SIGNAL HEADS AND PUSHBUTTONS			
YES	NO	N/A	
YES	NO	N/A	
GOOD	BAD	N/A	
YES	NO	N/A	
MISCELLANEOUS			
YES	NO	N/A	
YES	NO	N/A	
YES	NO	N/A	
YES	NO	N/A	
YES	NO	N/A	
YES	NO	N/A	
YES	NO	N/A	
YES	NO	N/A	
YES	NO	N/A	
YES	NO	N/A	
SIGNAL TIMING			
YES	NO	N/A	
YES	NO	N/A	
CONFLICT MONITOR / MMU			
YES	NO	N/A	
YES	NO	N/A	
YES	NO	N/A	

TECHNICIAN SIGNATURE: _____

AGENCY / CONTRACTOR LOGO	CUSTOMER: (if services are contracted out)			NAME OF CALLER:		NAME OF RECEIVER:	
	LOCATION:			DATE:		TIME	
				CALL RECEIVED	ARRIVED LOCATION	LEFT LOCATION	
REPORTED TROUBLE	KNOCK OVER	DARK	FLASH	LAMP OUT	TIMING	OTHER: WORK COMPLETED	
CAUSE OF TROUBLE	WEATHER	ACCIDENT	VANDALISM	CONTRACTOR	EQUIP FAIL	OTHER: YES NO	
TECHNICIAN NAME:							
VEHICLE USED:							
CONDITION UPON ARRIVAL:							
ACTION TAKEN / WORK PERFORMED:							
MATERIAL / TYPE / QUANTITY USED:							
ADDITIONAL WORK / MATERIAL NEEDED:							
TECHNICIAN SIGNATURE:							