

EXISTING ROADWAY CONDITION ASSESSMENT REPORT (ERCAR) SIGN INVENTORY PHOTO LOG GUIDELINES

- Refer to the **Sign Inventory Photo Log Template** for the sign inventory layout.
- Adjust size of the photo to fit in the layout square.
- Description of Sign Inventory Photo Log elements:
 - Sign Number: This is the number you assign it in the field. (Examples: NB-1, SB-1, Ramp-1). The number includes the direction of travel.
 - System: Turnpike Mainline, HEFT or SR 821, etc.
 - Milepost: XX.XX
 - Location: Mainline, On Ramp, Off Ramp
 - Date Stamp: If the date stamp is not visible, simply put “Not Visible” in the box.
 - Estimated Age: Estimate the age if date stamp is not available.
 - Structure Number: This is the number associated with the structure that holds the sign panel.
 - Side of Road: Left, Right, Median
 - Offset: Measured from edge of the mainline travel lane, edge of the ramp or auxiliary lane, or from face of curb or roadside barrier, etc., as applicable. Indicate if it meets criteria and cite applicable criteria (FDM/Standard Plans/AASHTO).
 - Sign Message: This includes arrows, shields, etc.
 - Panel Condition: Excellent, Good, Average, Fair, Poor
 - Sign Mount Type: Single Post, Multi Post, Cantilever, Truss Span, Bridge Mounted.
 - Retroreflectivity: Acceptable, Marginal, Below Standards
 - Illumination: Yes or No; If “Yes” then include number of luminaires.
 - Height from Existing Ground: X’-XX’. Indicate if it meets criteria and cite applicable criteria (FDM/MUTCD).
 - Design Criteria: What are the criteria? Example: Freeway size 48”x48” or N/A if it is not applicable. Include the Sign Code (Example: R1-1, W13-7P, etc.). Indicate if it meets identified criteria (FDM/Standard Plans/ MUTCD/TEM).
 - General Notes: Add anything you feel is pertinent. Reference body of ERCAR report if necessary.
 - Recommendation: What is the recommendation for the sign? Put “Leave as is” if there is no recommendation. Reference body of ERCAR report if necessary.
- Three (3) sign layouts should fit on one sheet.
- Number the pages and separate NB/SB/Ramps. Title each new section. Each ramp should have a new section.
- Provide a Summary Table, with the sign number, milepost, location, and whether the sign is recommended to be replaced or not.