

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)		Program Number: 100 Activity Number: 101 Effective Date: 7/1/11	
Activity:			
Patch with Premix		<u>Check Environmental BMP</u>	
Description and Purpose:			
Patch potholes, severe depressions, edge breakup, and breaks in roadway and shoulder surfaces using premix materials.			
Performance Guideline:			
When weather conditions do not permit a permanent patch, refer to the performance guideline for Emergency Patching, Activites and 111 and 116.			
Statewide Average Crew Size		Work Method	
Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 6		<ol style="list-style-type: none"> 1. Place safety devices and signs. 2. Remove surrounding broken surface. 3. Stabilize base as needed.¹ 4. Square up and straighten edges as needed. 5. Tack on vertical sides and bottom of pothole.³ 6. Shovel mix into hole in layers. 7. Compact with hand tamper, truck tire or roller. 8. Check the finished surface for levelness. (Smoothness) 9. Broom loose, excess material. 10. Seal patch as needed. 11. Remove safety devices and signs. <p style="text-align: center; color: red;">See Note # 9⁹</p>	
Equipment Options			
Code	Description		
01	Pickup		
02/03/04	Truck		
11	Loader		
42	Spreader		
51/52	Trailer		
56	Arrowboard / Messageboard		
57	Attenuator w/ Arrowboard		
61/62	Oil Distributor / Distributor Truck		
63	Heating pot (patch pan)		
68	Roller, SP		
71	Compressor		
Material Options			
Code	Description	Code	Description
01A	AC Field Mix	05B	Emulsified Asphalt
02A/03A	AC Plant Mix (Cold / Hot) ^{4/5}	10A	Patching Material (Other) ⁷
04A	UPM Patching (Bulk) ⁶	10X	Propane
05A	C.R.F. / E.C.S.	11A	UPM Patching (Bag) ⁸
Statewide Average Accomplishment - Cubic Yards¹			
Notes:			
<ol style="list-style-type: none"> 1. Accomplishment includes both base material & asphaltic surfacing material. 2. Zippers owned by Org, shall be reported on Crew Work Report. Report as Purchased Equipment - PE 86. 3. When U.P.M. is used, tacking is not required. 4. When Material Code 02A - AC Plant Mix (Cold) is used report as Activity 101-A. 5. When Material Code 03A - AC Plant Mix-Hot (CIP) is used report as Activity 101-B. 6. When Material Code 04A - UPM Patching Mat'l (Bulk) is used report as Activity 101-C. 7. When Material Code 10A -Patching Matr'l (Other) is used report as Activity 101-D. 8. When Material Code 11A -UPM Patching Matr'l (BAG) is used report as Activity 101-E. 9. When cleaning the Oil Distributor / Boot Truck, please refer to the Boot Truck Cleaning Checklist located with other PeCoS Supporting Documents. 			

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)		Program Number: 100 Activity Number: 102 Effective Date: 7/1/11																										
Activity:																												
Level with Premix		<u>Check Environmental BMP</u>																										
Description and Purpose:																												
The application of a premix leveling course to badly distorted and rutted areas of the pavement and shoulder. Limited to \$ 193,000 per project																												
Performance Guideline:																												
When weather conditions do not permit a permanent patch, refer to the performance guideline for Emergency Patching, Activity 111 .																												
<ol style="list-style-type: none"> 1. Schedule seal coat at least one month after completion to allow curing. 2. Coordinate with regional traffic engineer to avoid covering recently painted stripe and allow for restriping schedule. 																												
Statewide Average Crew Size		Work Method																										
Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 7		<ol style="list-style-type: none"> 1. Mark approximate limits of area to be patched including estimate of mat'l qty. 2. Place safety devices and signs. 3. Sweep surface area if required. 4. Apply tack coat. 5. Spot dump premix from trucks. 6. Spread the premix, make sure the surface is level, and taper new material to match existing pavement. 7. Roll material. 8. Sweep area if necessary. 9. Install temporary centerline and lane striping. 10. Remove safety devices and signs. <p style="text-align: center;">See Note # 2²</p>																										
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Statewide Average Accomplishment - Cubic Yards																												
Notes:																												
<ol style="list-style-type: none"> 1. Surface activity #'s can be used on Crew Work Reports as Job Numbers for tracking purposes. 2. When cleaning the Oil Distributor / Boot Truck, please refer to the Boot Truck Cleaning Checklist located with other PeCoS Supporting Documents. 																												

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)		Program Number: 100 Activity Number: 103 Effective Date: 7/1/11	
Activity:			
Fill Cracks		<u>Check Environmental BMP</u>	
Description and Purpose:			
Clean and fill cracks in bituminous pavement to prevent passage of water through the pavement and into the base or subgrade.			
Performance Guideline:			
Clean and fill when cracks are open widest if possible.			
Statewide Average Crew Size		Work Method	
Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 6		<ol style="list-style-type: none"> 1. Place safety devices and signs. 2. Blow cracks clean with air compressor if necessary. 3. Fill cracks with filler to appropriate height. 4. Cover crack lightly with sand to prevent tracking. 5. Broom loose, excess material if needed. 6. Remove safety devices and signs. <p style="color: red; text-align: center;">See Note # 1¹</p>	
Equipment Options			
Code	Description		
01	Pickup		
02/03/04	Truck		
11	Loader		
21	Broom		
42	Spreader		
56	Arrow / Messageboard		
57	Attenuator w/ Arrowboard		
61/62	Oil Distributor / Distributor Truck		
71	Compressor		
Material Options			
Code	Description	Code	Description
04M	Sand Purchased	11M	Cinders (Fine)
05A	C.R.F. / E.C.S.	15B	PASS
05B	Emulsified Asphalt	12D	Stakes
08M	Blotter Material	23F	Fence, Silt (Filter Fabric)
10X	Propane	93L	Sand Bag
11D	Wattles		
Statewide Average Accomplishment - Gallons			
Notes:			
1. When cleaning the Oil Distributor / Boot Truck, please refer to the Boot Truck Cleaning Checklist located with other PeCoS Supporting Documents.			

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)		Program Number: 100 Activity Number: 104 Effective Date: 7/1/11																														
Activity:																																
Sand Seal Coat (Major)		<u>Check Environmental BMP</u>																														
Description and Purpose:																																
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Performance Guideline:																																
Section of surface to be treated must be large enough to utilize at least twenty-one tons of liquid asphalt spread by the supplier. The work shall be done in accordance with the ADOT Standard Specifications for Road and Bridge Construction-2008 .																																
Statewide Average Crew Size		Work Method																														
Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 17		<ol style="list-style-type: none"> 1. Stockpile material as needed. 2. Place safety signs and devices. 3. Provide pilot car to control traffic speed. 4. Apply emulsion to one lane at a time. 5. Apply cover material with mechanical spreader. 6. Roll sealed area. 7. Remove excess cover material by sweeping. 8. Install temporary centerline and lane striping and "No Centerline" signs as needed. 9. Remove safety signs and devices. 																														
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Statewide Average Accomplishment - Lane Miles																																
Notes:																																
N/A																																

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	(JSA)	Program Number: 100 Activity Number: 105 Effective Date: 7/1/11
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Activity:

Replace Surface / Base **Check Environmental BMP**

Description and Purpose:

The removal and replacement of badly cracked and broken asphalt surface and deteriorated base with new material.

Performance Guideline:

Material shall be removed a minimum depth of 4" and a minimum thickness of 2" asphaltic premix surface material should be used. The base shall be replaced when unstable.

Statewide Average Crew Size	Work Method
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Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 7	<ol style="list-style-type: none"> 1. Stockpile material as needed. 2. Mark approximate limits of pavement to be replaced. 3. Place safety devices and signs. 4. Remove material to be replaced with grader or loader. 5. Square up the area. Make sides vertical. 6. Compact base material. 7. Tack the area. 8. Dump new surfacing material and compact layers. 9. Check finished surface for levelness. 10. Broom loose material. 11. Install temporary centerline, and lane striping. 12. Remove safety devices and signs.
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Equipment Options

Code	Description
01	Pickup
02/03/04	Truck
10	Grader
11	Loader (1 at Stockpile)
16	Backhoe
21	Broom
52	Trailer, Large
56	Arrow / Messageboard
57	Attenuator w/ Arrowboard
61/62	Oil Distributor / Distributor Truck
68	Roller SP
71	Compressor
97	Concrete Saw

See Note # 2²

Material Options

Code	Description	Code	Description
01A	AC Field Mix	11D	Wattles
01M	Aggregate Produced	12D	Stakes
02A/03A	AC Plant Mix (Cold / Hot)	23F	Fence, Silt
02M	Aggregate Purchased	24T	Temp. Pavement Markers (TABS)
05B	Asphalt Emulsified	91T	Misc. Marking Mat'I NOC
06A	Salvaged AC Pavement	93L	Sand Bags
09A	Geogrid	ORPMC	Recessed Pavement Marker Covers
10X	Propane		

Statewide Average Accomplishment - Cubic Yards

Notes:

1. Accomplishments include both base material and asphaltic material.
2. **When cleaning the Oil Distributor / Boot Truck, please refer to the [Boot Truck Cleaning Checklist](#) located with other PeCoS Supporting Documents.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)		Program Number: 100 Activity Number: 106 Effective Date: 7/1/11	
Activity:			
Chip Seal Coat (Major)		<u>Check Environmental BMP</u>	
Description and Purpose:			
Full-surface treatment on continuous sections of bituminous pavement with one application of liquid asphalt and cover material to seal and restore surface life, flexibility and skid resistance. Limited to \$193,000 per project			
Performance Guideline:			
Section of surface to be treated must be large enough to utilize at least twenty-one tons of liquid asphalt spread by the supplier. The work shall be done in accordance with the ADOT Standard Specifications for Road and Bridge Construction-2008			
Statewide Average Crew Size		Work Method	
Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 17		<ol style="list-style-type: none"> 1. Stockpile material as needed. 2. Place safety signs and devices. 3. Provide pilot car to control traffic speed. 4. Apply emulsion to one lane at a time. 5. Apply cover material with mechanical spreader. 6. Roll sealed area. 7. Remove excess cover material by sweeping. 8. Install temporary centerline and lane striping, and "No Centerline" signs as needed. 	
Equipment Options			
Code	Description		
01	Pickup		
02/03/04	Truck		
11	Loader		
21/22	Broom		
50	Water Tank		
51/52	Trailer		
56	Arrow / Messageboard		
57	Attenuator w/Arrowboard		
65	Spreader		
68	Roller, SP (Pneumatic only)		
Material Options			
Code	Description	Code	Description
09B	Emulsified Asphalt (CIP)	21B	Polymerized Cationic Emul-CRS-2P (CIP)
09M	Chips	23F	Fence, Silt (Filter Fabric)
10X	Propane	24T	Temp. Pavement Markers (TABS)
11D	Wattles	91T	Misc. Marking Mat'I NOC
12D	Stakes	93L	Sand Bags
20B	Polymerized Cationic Emul-CRS-2P	ORPMC	Recessed Pavement Marker Covers
Statewide Average Accomplishment - Lane Miles			
Notes:			
N/A			

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	(JSA)	Program Number: 100 Activity Number: 107 Effective Date: 7/1/11
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Activity:

Seal Coat (Minor) **Check Environmental BMP**

Description and Purpose:

Full-surface treatment on short sections of bituminous pavement with one application of liquid asphalt and cover material to seal and restore surface life, flexibility, and skid resistance.
Limited to \$193,000 per project.

Performance Guideline:

When asphalt is applied using state equipment, arrangements should be made for enough distributors for continuous operation. The work shall be done in accordance with
[ADOT Standard Specifications for Road and Bridge Construction-2008](#)

Statewide Average Crew Size	Work Method																							
Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 12	<ol style="list-style-type: none"> 1. Stockpile material as needed 2. Place safety signs and devices. 3. Provide pilot car to control traffic speed. 4. Apply emulsion one lane at a time. 5. Apply cover material using mechanical spreader. 6. Roll sealed area. 7. Remove excess cover material by sweeping. 8. Install temporary centerline and lane striping and "No Centerline" signs as needed. 9. Remove safety signs and devices. <p style="text-align: center;">See Note # 1¹</p>																							
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61/62	Oil Distributor / Distributor Truck																							
68	Roller SP (Pneumatic only)																							

Material Options

Code	Description	Code	Description
03/04M	Sand	16B	PASS OIL (DILUTE)
05B	Emulsified Asphalt	17B	PASS (CIP)
09B	Emulsified Asphalt (CIP)	20B	Polymerized Cationic Emul-CRS-2P
09M	Chips	21B	Polymerized Cationic Emul-CRS-2P (CIP)
10X	Propane	23F	Fence, Silt (Filter Fabric)
11D	Wattles	24T	Temp. Pavement Markers (TABS)
11M	Cinders (Fine)	91T	Misc. Marking Mat'I NOC
12D	Stakes	93L	Sand Bags
15B	PASS	ORPMC	Recessed Pavement Marker Covers

Statewide Average Accomplishment - Tenths of a Mile

Notes:

1. When cleaning the Oil Distributor / Boot Truck, please refer to the [Boot Truck Cleaning Checklist](#) located with other PeCoS Supporting Documents.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS		Program Number: 100 Activity Number: 108 Effective Date: 7/1/11	
(JSA)			
Activity:			
Flush Coat		<u>Check Environmental BMP</u>	
Description and Purpose:			
Apply emulsified petroleum resin or emulsified asphalt to continuous sections of asphaltic concrete as a flush coat to rejuvenate aged asphalt and retard surface deterioration.			
Performance Guideline:			
The work shall be done in accordance with ADOT Standard Specifications for Road and Bridge Construction-2008			
Statewide Average Crew Size		Work Method	
Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 9		<ol style="list-style-type: none"> 1. Stockpile material as needed. 2. Place traffic control signs and devices. 3. Provide pilot truck to control traffic speed. 4. Apply emulsified petroleum resin to one lane at a time. 5. Apply blotter material prior to opening roadway to traffic. 6. Remove traffic control signs and devices. <p style="text-align: center;">See Note # 1¹</p>	
Equipment Options			
Code	Description		
01	Pickup		
02/03/04	Truck		
11	Loader		
21	Broom		
42	Spreader		
52	Trailer, Large		
56	Arrow / Messageboard		
57	Attenuator w/ Arrowboard		
61/62	Oil Distributor / Distributor Truck		
Material Options			
Code	Description	Code	Description
03/04M	Sand	16B	PASS OIL (DILUTE)
08M	Blotter Material	18B	PASS DILUTE (CIP)
09B	Emulsified Asphalt (CIP)	20B	Polymerized Cationic Emul-CRS-2P
10B	Emulsified Petrol Resin (CIP)	21B	Polymerized Cationic Emul-CRS-2P (CIP)
10X	Propane	23F	Fence, Silt (Filter Fabric)
11D	Wattles	24T	Temp. Pavement Markers (TABS)
11M	Cinders (Fine)	91T	Misc. Marking Mat'I NOC
12D	Stakes	93L	Sand Bags
15B	PASS	ORPMC	Recessed Pavement Marker Covers
Statewide Average Accomplishment - Lane Miles			
Notes:			
1. When cleaning the Oil Distributor / Boot Truck, please refer to the Boot Truck Cleaning Checklist located with other PeCoS Supporting Documents.			

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	(JSA)	Program Number: 100 Activity Number: 109 Effective Date: 7/1/11
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Activity:

Spot Flush / Seal Coat **Check Environmental BMP**

Description and Purpose:

Apply emulsified petroleum resin or emulsified asphalt to continuous sections of asphaltic concrete as a flush coat to rejuvenate aged asphalt and retard surface deterioration. Apply liquid asphalt and cover material to seal and restore surface life.

Performance Guideline:

The work shall be done in accordance with
[ADOT Standard Specifications for Road and Bridge Construction-2008](#)

Statewide Average Crew Size	Work Method
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Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 7	<ol style="list-style-type: none"> 1. Stockpile material as needed. 2. Place traffic control signs and devices. 3. Sweep area to be treated. 4. Apply emulsion to designated area. 5. Apply blotter/cover material prior to opening roadway to traffic. 6. Remove excess blotter material by sweeping or roll cover material. 7. Remove traffic control signs and devices. <p style="text-align: center; color: red;">See Note # 2²</p>
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Equipment Options

Code	Description
01	Pickup
02/03/04	Truck
11	Loader
21	Broom
42	Spreader
56	Arrow / Messageboard
57	Attenuator w/ Arrowboard
61	Oil Distributor
62	Distributor Truck
68	Roller (Pneumatic Only)

Material Options

Code	Description	Code	Description
03/04M	Sand	15B	PASS
05B	Emulsified Asphalt	16B	PASS OIL (DILUTE)
07B	Emulsified Petrol Resin, Dilute	20B	Polymerized Cationic Emul-CRS-2P
08M	Blotter Material	23F	Fence, Silt (Filter Fabric)
10X	Propane	24T	Temp. Pavement Markers (TABS)
11D	Wattles	91T	Misc. Marking Mat'I NOC
11M	Cinders (Fine)	93L	Sand Bags
12D	Stakes	ORPMC	Recessed Pavement Marker Covers

Statewide Average Accomplishment - Gallons

Notes:

1. If flushing shoulder edge, use **Activity 135**.
2. **When cleaning the Oil Distributor / Boot Truck, please refer to the [Boot Truck Cleaning Checklist](#) located with other PeCoS Supporting Documents.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	(JSA)	Program Number: 100 Activity Number: 111 Effective Date: 7/1/11
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Activity:

Emergency Patch With Bulk Premix **Check Environmental BMP**

Description and Purpose:

Make temporary repairs to roadway surface using patching material to eliminate hazardous condition until permanent repair can be made.

Performance Guideline:

This activity shall be performed when a permanent patch cannot be made due to weather.

Statewide Average Crew Size	Work Method																
Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 4	<ol style="list-style-type: none"> 1. Place safety devices and signs. 2. Place patching material. 3. Compact with truck or hand tamper. 4. Remove safety devices and signs. <p style="text-align: center;">See Note # 8⁸</p>																
Equipment Options																	
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 10%;">Code</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>01</td><td>Pickup</td></tr> <tr><td>02/03</td><td>Truck</td></tr> <tr><td>11</td><td>Loader (at Stockpile)</td></tr> <tr><td>57</td><td>Attenuator w/ Arrowboard</td></tr> <tr><td>61</td><td>Oil Distributor</td></tr> <tr><td>62</td><td>Distributor Truck</td></tr> <tr><td>68</td><td>Roller (Pneumatic Only)</td></tr> </tbody> </table>	Code	Description	01	Pickup	02/03	Truck	11	Loader (at Stockpile)	57	Attenuator w/ Arrowboard	61	Oil Distributor	62	Distributor Truck	68	Roller (Pneumatic Only)	
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11	Loader (at Stockpile)																
57	Attenuator w/ Arrowboard																
61	Oil Distributor																
62	Distributor Truck																
68	Roller (Pneumatic Only)																

Material Options			
Code	Description	Code	Description
01A	AC Field Mix	10A	Patching Material (Other) ⁶
01M	Aggregate	10X	Propane
02A	AC Plant Mix (Cold) ³	11A	UPM Patching (Bag) ⁷
02M	Aggregate	11D	Wattles
03A	AC Plant Mix CIP (Hot) ⁴	12D	Stakes
04A	UPM Patching (Bulk) ⁵	23F	Fence, Silt (Filter Fabric)
05A	C.R.F./E.C.S.	93L	Sand Bags
05B	Emulsified Asphalt		

Statewide Average Accomplishment - Cubic Yards

- Notes:**
1. Accomplishment includes both base material & asphaltic surfacing material.
 2. When U.P.M. is used, tacking is not required.
 3. When Material Code 02A - AC Plant Mix (Cold) is used report as **Activity 111-A**.
 4. When Material Code 03A - AC Plant Mix-Hot (CIP) is used report as **Activity 111-B**.
 5. When Material Code 04A UPM Patching Mat'l (Bulk) is used report as **Activity 111-C**.
 6. When Material Code 10A -Patching Matr'l (Other) is used report as **Activity 116-B**.
 7. When Material Code 11A -UPM Patching Matr'l (BAG) is used report as **Activity 116-C**.
 8. **When cleaning the Oil Distributor / Boot Truck, please refer to the [Boot Truck Cleaning Checklist](#) located with other PeCoS Supporting Documents.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)		Program Number: 100 Activity Number: 112 Effective Date: 7/1/11																										
Activity:																												
Tight Blading		<u>Check Environmental BMP</u>																										
Description and Purpose:																												
The application of premix with a blade to fill ruts and raveling in asphaltic pavement and/or ACFC finishing course. (1-1/2 inches deep or less)																												
Performance Guideline:																												
Schedule seal coat at least one month after completion to allow to cure and to get additional traffic compaction. Should be coordinated with the District Traffic Engineer to avoid covering recently painted stripe and allow for restriping schedule.																												
Statewide Average Crew Size		Work Method																										
Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 7		<ol style="list-style-type: none"> 1. Stockpile material as needed. 2. Place safety devices and signs. 3. Mark approximate limits of area to be patched. 4. Sweep surface area if required. 5. Apply tack coat. 6. Spot dump premix from trucks. 7. Spread the premix, making sure the surface is level, and feather new material to match existing pavement. 8. Roll material 9. Install temporary centerline and lane striping. <p style="text-align: center;">See Note # 1¹</p>																										
Equipment Options																												
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Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)		Program Number: 100 Activity Number: 113 Effective Date: 7/1/11	
Activity:			
Seal Cracks With Asphalt Rubber Sealant		<u>Check Environmental BMP</u>	
Description and Purpose:			
Rout and/or clean 1/4" or greater expansion or working cracks and seal in AC or PCC pavements to prevent the passage of water through the surface crack into the pavement structure or sub-grade. Cracks greater than 1.5" should not be sealed with asphalt rubber sealant.			
Performance Guideline:			
Routing: Cracks shall be routed to remove unstable, loose or deteriorated pavement so the integrity of the crack edges are sound. Cracks should be routed between 5/8" to 1" in depth and backer rod can be used to save on sealant material if cracks are excessively deep. Sealant shall be placed entirely within the crack and filled level with the pavement surface.			
Non-Routed: Cracks which have an average clear opening of greater than 3/8" and are determined to be expansion or working cracks shall be filled. Cracks shall be cleaned thoroughly to help ensure a good bond to the edge of the cracks. Sealant shall be placed entirely in the crack with band width not to exceed 2" maximum width level with pavement surface.			
PCC Sealing: When replacing seal in PCC remove old seal and clean joint thoroughly to ensure new sealant bonds to both sides of the slabs.			
Statewide Average Crew Size		Work Method	
Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 8		<ol style="list-style-type: none"> 1. Determine if cracks are appropriate for sealing. (Expansion or working crack) 2. Place Safety devices and signs 3. Cracks can be routed or clean old seal out of PCC. 4. Clean crack with high pressure air or blower. 5. Place backer rod if appropriate in deep wide cracks. 6. Fill cracks level with surface of pavement. 7. May squeegee if appropriate. Ensure band does not exceed 2". 8. Clean work area of excess material. 9. Remove safety devices and signs. 	
Equipment Options			
Code	Description		
01	Pickup		
02/03/04	Truck		
21	Broom		
56	Arrow / Messageboard		
57	Attenuator w/ Arrowboard		
63	Heating Pot		
71	Compressor		
Material Options			
Code	Description	Code	Description
01B	Rubber Additive (Block)	04M	Sand Purchased
02A	AC PLANT MIX (Cold)	10X	Propane
03B	Rubberized Asphalt	11A	UPM Patching (Bag)
04A	UPM (Bulk)	93L	Sand Bags
Statewide Average Accomplishment - Pounds			
Notes:			
<ol style="list-style-type: none"> 1. Sealing bridge deck and approach slab joints will be charged to Activity 1605. 2. Use Expenditure Tab to record Landfill and Dump Fees. 			

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)		Program Number: 100 Activity Number: 114 Effective Date: 7/1/11																						
Activity:																								
Repair / Replace Portland Cement Concrete Pavement		<u>Check Environmental BMP</u>																						
Description and Purpose:																								
Remove and replace badly deteriorated or broken P.C.C. pavement areas to full depth.																								
Performance Guideline:																								
Slabs to be replaced shall be excavated full depth and the subgrade shall be compacted.																								
Statewide Average Crew Size		Work Method																						
Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 8		<ol style="list-style-type: none"> 1. Place safety devices and signs. 2. Remove broken slab after saw cutting. 3. Grade and compact subgrade. 4. Place Asphaltic Concrete material or PCCP. If Asphaltic Concrete is used, place in 4" compacted lifts or less. 5. Check finished surface for levelness. 6. Clean area of loose or excess material. 7. Remove safety devices and signs. 																						
Equipment Options																								
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Statewide Average Accomplishment - Cubic Yards																								
Notes:																								
1. Repairing bridge decks and approach slabs should be reported under Activity 1605 .																								

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	(JSA)	Program Number: 100 Activity Number: 115 Effective Date: 7/1/11
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Activity:

Spall Repair of Portland Cement Concrete Pavement **Check Environmental BMP**

Description and Purpose:

Repair badly deteriorated or broken P.C.C. pavement areas.

Performance Guideline:

Area to be repaired shall be excavated, remove all loose material and square up the area.

Statewide Average Crew Size	Work Method															
Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 6	<ol style="list-style-type: none"> 1. Place safety devices and signs. 2. Remove surrounding broken surface after saw cutting. 3. Grade and compact subgrade. 4. Check finished surface for levelness. 5. Clean area of loose or excess material. 6. Remove safety devices and signs. 															
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56	Arrow / Messageboard															
57	Attenuator w/ Arrowboard															
71	Compressor															
72	Generator															
97	Concrete Saw															

Material Options			
Code	Description	Code	Description
02X	Portland Cement Concrete (Sack)	12D	Stakes
07A	MC 64 Concrete Epoxy	23F	Fence, Silt (Filter Fabric)
11D	Wattles	93L	Sand Bags

Statewide Average Accomplishment - Gallons

Notes:

1. Repairing bridge decks and approach slabs shall be reported under **Activity 1605**.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)		Program Number: 100 Activity Number: 116 Effective Date: 7/1/11									
Activity:											
Emergency Patch With Specialized Material / Bag Premix		Check Environmental BMP									
Description and Purpose:											
Make temporary repairs to roadway surface using specialized patching material to eliminate hazardous condition until permanent repair can be made.											
Performance Guideline:											
This activity shall be performed when a permanent patch cannot be made due to weather.											
Statewide Average Crew Size		Work Method									
Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 4		<ol style="list-style-type: none"> 1. Place safety devices and signs. 2. Place patching material. ² 3. Compact with truck or hand tamper. 4. Remove safety devices and signs. 									
Equipment Options											
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02/03	Truck										
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Code	Description										
08A	Concrete Epoxy										
10A	Patching Material (Other)										
11A	UPM Patching (Bag)										
10X	Propane										
Statewide Average Accomplishment - Pounds											
Notes:											
<ol style="list-style-type: none"> 1. When Material Code 08A - Concrete Epoxy is used report as Activity 116-A. 2. When Material Code 10A - Patching Material (Other) is used report as Activity 116-B. 3. When Material Code 11A - UPM Patching Matr'l (BAG) is used report as Activity 116-C. 											

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required (JSA)	Program Number: 100 Activity Number: 119 Effective Date: 7/1/11	
Activity:			
Other Paved Surface Maintenance		<u>Check Environmental BMP</u>	
Description and Purpose:			
N/A			
Performance Guideline:			
This activity shall be used only for surface and surface related work which can not be reasonably performed as Activities 101 through 116 . Proper safety devices and signs shall be used in every case.			
The following suffix letters shall be used:			
<ul style="list-style-type: none"> E. Surface Replacement - Plus / Minus 1" (Grinder) F. Removal of Excess Asphaltic Concrete in Distorted Pavement. (Blade, Zipper, etc) H. Maintenance of Paved Turnouts and Crossovers. K. Traffic Control for MAINTENANCE CONTRACTS. (Not to be Used if Contract INCLUDES State Traffic Control Forces-See Program 910 Contract Activities) L. Crack Sealing PCCP with Sealant other than Rubber. 			
Full days of equipment or material preparation for surface maintenance as required, shall be charged to the appropriate activity with suffix letter as assigned on that Activity.			
Material Options			
Code	Description	Code	Description
03D	Gabion (Rock Baskets All Sizes)	11D	Wattle
05D	Rip Rap Wire	12D	Stakes
07M	Stone (Rip Rap, etc.)	23F	Fence, Silt (Filter Fabric)
10X	Propane	93L	Sand Bags
Equipment Options			
Code	Description		
	Varies		
Statewide Average Accomplishment - Labor Hours			
Notes:			
<ol style="list-style-type: none"> 1. Temporary center line and lane striping shall be installed in all cases where original striping was obliterated. 2. Contract and surface activity #'s can be used on Crew Work Reports as Job Numbers for tracking purposes. 			

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)	Program Number: 120 Activity Number: 121 Effective Date: 7/1/11
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Activity:

Blade Unpaved Roads **Check Environmental BMP**

Description and Purpose:

Grade unpaved roads, including frontage roads, to restore proper shape, smoothness and drainage. This activity includes forming or reforming of drainage gutters, removal of berms, and placement of cut material on the roadway.

Performance Guideline:

Grading is best performed after rain or when surface materials are moist to insure proper compaction.

Statewide Average Crew Size	Work Method
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Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 2	<ol style="list-style-type: none"> 1. Place safety devices and signs as needed. 2. Revolving amber beacon should be in operation and a "Slow Moving Vehicle" emblem attached. 3. Grade up and windrow material toward the center of the road. 4. Smooth and place windrowed material to original grade and crown. 5. Remove safety devices and signs.
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Equipment Options

Code	Description
01	Pickup ³
02/03/04	Truck
05	Tractor
10	Grader
50	Water Tank
52	Trailer, Large

Material Options

Code	Description
	N/A

Statewide Average Accomplishment - Road Miles Bladed ⁴

Notes:

1. BLADING all other miscellaneous roads shall be reported as **Activity 121-A**.
2. Spot-Blading of unpaved roads shall be reported as **Activity 121-B**.
3. If required for travel between job site and maintenance yard.
4. One (1) Road Mile = Full width of unpaved road one mile long.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)	Program Number: 120 Activity Number: 122 Effective Date: 7/1/11
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Activity:

Spot Recondition Unpaved Roads

Description and Purpose:

Add similar or improved material to unpaved roadway surface to restore grade, crown and ride characteristics.

Performance Guideline:

Use moist material when possible to achieve proper compaction.

Statewide Average Crew Size	Work Method																	
Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 6	<ol style="list-style-type: none"> 1. Place safety devices and signs. 2. Excavate and prepare area as needed 3. Break up, gather, load, and haul material from material site. 4. Spread material at job site. 5. Shape with grader. 6. Compact with roller or trucks while hauling. 7. Remove safety devices and signs. 																	
Equipment Options																		
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Code	Description																	
06A	Salvaged AC Pavement																	
32L	Soil Stabilizers - Dry																	
33L	Soil Stabilizers - Liquid																	
02M	Aggregate Purchased																	
06M	Borrow																	
93X	Matrl's & Supplies N.O.C.																	

Statewide Average Accomplishment - Cubic Yards

Notes:

1. Spot reconditioning of miscellaneous unpaved roads shall be scheduled and reported as **Activity 122-B**.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required (JSA)	Program Number: 120 Activity Number: 123 Effective Date: 7/1/11
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Activity:

Soil Stabilization Unpaved Roads **Check Environmental BMP**

Description and Purpose:

WORK METHOD A, Apply polmeric / acrylic soil stabilizer to reinenforce soil characteristics for proper shape, dust control and maintenance of unpaved surface treatment.
WORK METHOD B, Apply magnesium chloride soil stabilizers to promote compaction and dust control on dirt or gravel roads.

Performance Guideline:

Apply acrilic/polymeric soil stabilizer to unpaved surface by spraying with water tenders, prewet with sufactant water, blade and reshape erroded areas then apply soil stabilizer and compact with roller. (**WORK METHOD A**)
 Apply magchloride at recommended rate for dust control or compaction on gravel or dirt roads, do not exceed 300 gallons per lane mile per day. (**WORK METHOD B**)

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Highway Worker
HOT 1 / 2 / 3 / 4

Average Crew Size: 6

- WORK METHOD A: POLYMERS**
- 1 Place safety devices and signs.
 - 2 Load tank with water, add sufactant.
 - 3 Apply on road.
 - 4 load tank with water/ add stabilizer.
 - 5 apply at labeled rate, advoid over spray onto roadway or traffic signs.
 - 6 When shadow driver is used , vehicle must. remain within 200 ft.
 - 7 Wait for roadway to cure or dry out before traffic can safely drive normal traffic speeds.
 - 8 Remove safety devices and signs.
 - 9 Flush tank, valves & nozzels immediately.
 - 10 Wash vehicles immediately after use.

Equipment Options

Code	Description
01	Pickup
02/03/04	Truck
10	Grader
11	Loader
50	Watertank
52	Trailer, Large
68	Roller
78	Forklift

- WORK METHOD B: MAGCHLORIDE**
- 1 Wear personal protective equipment.
 - 2 Load tank with MGL2. Advoid contact with MGL2 to eyes when loading.
 - 3 Place safety devices and signs.
 - 4 Apply on road at recommended rate. Spray at lowest effective pressure to advoid drift.
 - 5 Remove safety devices and signs.
 - 6 Wash vehicles immediately after use.
 - 7 Flush tank, valves & nozzels immediately.

Material Options

Code	Description
33L	Soil Stabilizer- Liquid
20X	Magnesium Chloride-Liquid
0H20	Roadway Water

Statewide Average Accomplishment - Gallons

Notes:

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)	Program Number: 130 Activity Number: 131 Effective Date: 7/1/11
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Activity:

Blade Unpaved Shoulders **Check Environmental BMP**

Description and Purpose:

Blade and reshape shoulders & drainage ditches including fill & cut sections, if necessary, to correct pavement drop-off, rutting of shoulders, build-up of shoulder material, and to restore a smooth, safe surface with proper drainage.¹ Restore vegetation by seeding and water as necessary to insure seed growth.

Performance Guideline:

Grading is best performed when shoulder material is moist to insure maximum workability of material.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Highway Worker
HOT 1 / 2 / 3 / 4

Average Crew Size: 3

1. Place safety devices and signs.
2. Remove delineators if required.
3. Blade shoulder as required.
4. Second pass, distribute material along shoulder.
5. Third and fourth passes, smooth material to original grade and slope, as needed.
6. Sweep area as required.
7. Replace and repair delineators, if required.
8. Seed as required.
9. Coordinate with your **District Environmental Coordinator**.
10. Remove safety devices and signs.

Equipment Options

Code	Description
01	Pickup
02/03/04	Truck
10	Grader
11	Loader
21	Broom
50	Water Tank
51/52	Trailer

Material Options

Code	Description	Code	Description
01V	Seed	12D	Stakes
08T	Delineator Post/Std (w/ Nuts, Bolts, etc.)	15T	Delineator 4" X 4" Square
11D	Wattles	31T	360 ° PVC Delinator / Yellow

Statewide Average Accomplishment - Shoulder Miles

Notes:

1. If more than **5 acre**, a NPDES permit is required. Contact your **District Environmental Coordinator**. Storm Water Pollution Prevention Plan (SWPPP) **should** be in place.
2. One shoulder mile = one mile of shoulder on one side of a roadway.
FORMULA: (Swath = 12' ; Width x Shldr Lane/43,560 ft = 1 shoulder mile)
3. If drainage ditches require cleaning of cut section, schedule work as **Activity 1603**.
4. Water truck may be used, if work cannot be scheduled when natural moisture is present.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	(JSA)	Program Number: 130 Activity Number: 132 Effective Date: 7/1/11
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Activity:

Repair / Remove Shoulders **Check Environmental BMP**

Description and Purpose:

Add or remove material to shoulder and slope to eliminate pavement drop-off, rutted or eroded conditions.

Performance Guideline:

This activity should be scheduled before rutting along the edge of the pavement effects the integrity of the roadway or when slope erosion, if left unrepaired, will deteriorate into major damage.
Scheduling shall become "emergency" for washouts which require immediate attention.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 7	<ol style="list-style-type: none"> 1. Place safety devices and signs. 2. Remove delineators if required. 3. Place additional material on shoulder and slope. 4. Shape and smooth material to original configuration. 5. Compact material. 6. Sweep area as required. ² 7. Replace and repair delineators, if required. 8. Seed as needed. 9. Coordinate with your District Environmental Coordinator. 10. Remove safety devices and signs.
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Equipment Options

Code	Description
01	Pickup
02/03/04	Truck
05	Tractor
10	Grader
11	Loader
21	Broom
50	Water Tank
51/52	Trailers
56	Arrow / Messageboard
61	Oil Distributor
62	Distributor Truck

Material Options

Code	Description	Code	Description
01A	AC Field Mix	08T	Delineator Post/Std (w/ Nuts, Bolts, etc.)
01V	Seed	11D	Wattles
02A	AC Plant Mix (Cold)	12D	Stakes
02M	Aggregate Purchased	15B	PASS OIL
03A	AC Plant Mix (Hot) (CIP)	15T	Delineator 4" x 4" Square
05B	Emulsified Asphalt	16B	PASS OIL (DILUTE)
06A	Salvaged AC Pavement	31T	360° PVC Delinator / Yellow
06M	Borrow (Must Have A Unit Cost)		

Statewide Average Accomplishment - Cubic Yards

Notes:

1. Sweeping not done on the same day shall be reported on **Activity 132-C**.
2. Extend deteriorated shoulders and pave with cold mix or salvaged AC pavement

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)	Program Number: 130 Activity Number: 133 Effective Date: 7/1/11
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Activity:

Repair Shoulders Behind Guardrail **Check Environmental BMP**

Description and Purpose:

Add or remove material to shoulder and slope to eliminate pavement drop-off, rutted or eroded conditions behind guardrail.

Performance Guideline:

This activity should be scheduled before rutting effects the integrity of the pavement, surrounding guardrail; or when slope erosion, if not repaired, will deteriorate into major damage.

Statewide Average Crew Size	Work Method																	
Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 7	<ol style="list-style-type: none"> 1. Place safety devices and signs. 2. Remove delineators if required. 3. Place additional material on shoulder and slope. 4. Shape and smooth material to original configuration. 5. Sweep area as needed. 6. Replace and repair delineators, if required. 7. Remove safety devices and signs. 																	
Equipment Options <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Code</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>02/03/04</td><td>Truck</td></tr> <tr><td>11</td><td>Loader</td></tr> <tr><td>13</td><td>Dozer</td></tr> <tr><td>21</td><td>Broom</td></tr> <tr><td>42</td><td>Spreader</td></tr> <tr><td>56</td><td>Arrow / Messageboard</td></tr> <tr><td>61</td><td>Oil Distributor</td></tr> <tr><td>62</td><td>Distributor Truck</td></tr> </tbody> </table>		Code	Description	02/03/04	Truck	11	Loader	13	Dozer	21	Broom	42	Spreader	56	Arrow / Messageboard	61	Oil Distributor	62
Code	Description																	
02/03/04	Truck																	
11	Loader																	
13	Dozer																	
21	Broom																	
42	Spreader																	
56	Arrow / Messageboard																	
61	Oil Distributor																	
62	Distributor Truck																	

Material Options			
Code	Description	Code	Description
01A	AC Field Mix	06M	Borrow (Must Have A Unit Cost)
02A	AC Plant Mix (Cold)	11D	Wattles
02M	Aggregate Purchased	12D	Stakes
03A	AC Plant Mix (Hot) (CIP)	15B	PASS OIL
05B	Emulsified Asphalt	16B	PASS OIL (DILUTE)
06A	Salvaged AC Pavement	31T	360 ° PVC Delinator / Yellow

Statewide Average Accomplishment - Cubic Yards

Notes:

N/A

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)	Program Number: 130 Activity Number: 134 Effective Date: 7/1/11
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Activity:

Maintain Unpaved Turnouts and Crossovers **Check Environmental BMP**

Description and Purpose:

Add or remove material to unpaved turnouts and crossovers. Slope to eliminate pavement drop-off, rutted or eroded conditions.

Performance Guideline:

This activity should be scheduled before rutting along the edge of the pavement effects the integrity of the roadway; or when slope erosion, if not repaired, will deteriorate into major damage.

Statewide Average Crew Size	Work Method
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Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 7	<ol style="list-style-type: none"> 1. Place safety devices and signs. 2. Remove delineators if required. 3. Place additional material on turnouts or crossovers and slope. 4. Shape and smooth material to original configuration. 5. Compact material. 6. Sweep area as needed. ² 7. Replace and repair delineators, if required. 8. Seed as needed. Coordinate with your District Environmental Coordinator. 9. Remove safety devices and signs.
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Equipment Options

Code	Description
01	Pickup
02/03/04	Truck
05	Tractor
10	Grader
11	Loader
21	Broom
50	Water Tank
51/52	Trailers
56	Arrow / Messageboard
61	Oil Distributor
62	Distributor Truck

Material Options

Code	Description	Code	Description
01A	AC Field Mix	07B	Emulsified Petrol Resin, Dilute
01V	Seed	08T	Delineator Post/Std (w/ Nuts, Bolts, etc.)
02A	AC Plant Mix (Cold)	11D	Wattles
02M	Aggregate Purchased	12D	Stakes
03A	AC Plant Mix (Hot) (CIP)	15B	PASS OIL
05B	Emulsified Asphalt	15T	Delineator 4" x 4" Square
06A	Salvaged AC Pavement	16B	PASS OIL (DILUTE)
06M	Borrow (Must Have A Unit Cost)	31T	360 ° PVC Delinator / Yellow

Statewide Average Accomplishment - # of Turnouts / Crossovers

Notes:

1. Building of turnouts and crossovers shall be charged under **Program 700.**
2. Sweeping not done on the same day shall be reported on **Activity 134-C.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)	Program Number: 130 Activity Number: 135 Effective Date: 7/1/11
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Activity:

Flush Shoulder Edge / Crossovers / Turnouts **Check Environmental BMP**

Description and Purpose:

Apply emulsified petroleum resin or emulsified asphalt to shoulder edge as a flush coat to rejuvenate aged asphalt and retard surface deterioration. Apply liquid asphalt and cover material to seal and restore shoulder edge life.

Performance Guideline:

The work shall be done in accordance with [ADOT Standard Specifications for Road and Bridge Construction-2008](#)

Statewide Average Crew Size	Work Method
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Highway Worker
HOT 1 / 2 / 3 / 4

Average Crew Size: 7

1. Stockpile material as needed.
2. Place safety devices and signs.
3. Sweep area to be treated. ¹
4. Apply emulsion to designed area. ²
5. Apply blotter/cover material prior to opening roadway to traffic.
6. Remove excess blotter material by sweeping OR roll cover material.
7. Remove traffic control signs and devices.

Equipment Options

Code	Description
01	Pickup
02/03/04	Truck
11	Loader
21	Broom
42	Spreader
56	Arrow / Messageboard
57	Attenuator w/ Arrowboard
61	Oil Distributor
62	Distributor Truck
68	Roller (Pneumatic Only)

Material Options

Code	Description
05B	Emulsified Asphalt
07B	Emulsified Petrol Resin, Dilute
15/16B	PASS / PASS DILUTE OIL
03/04M	Sand (Produced / Purchased)
08M	Blotter Material
11M	Cinders-Fines
24T	Temp. Pavement Markers (TABS)
91T	Misc. Marking Matr'I (NOC)

Statewide Average Accomplishment - Gallons

Notes:

1. Sweeping not done on the same day shall be reported on **Activity 135-C**.
2. Adding emulsion to Crossovers / Turnouts, use **Activity 135-E**.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS		Suffix Required (JSA)	Program Number: 140 Activity Number: 1400 Effective Date: 7/1/11
Activity:		Page 1 of 2	
Soil Stabilization		Check Environmental BMP	
Description and Purpose:			
WORK METHOD A: Apply polymeric/acrylic soil stabilizers to reinforce soil characteristics for resisting erosion on slopes and drainages, and provide stability until emergence of plants. For use on slopes steeper than 3:1.			
WORK METHOD B: Apply magnesium chloride soil stabilizers to promote compaction and dust control on dirt or gravel roads and material stockpiles.			
WORK METHOD C: Recover and/or replace soil from eroded area (rill). Depth of compacted soil to match finish slope; slash created during work activity will be evenly distributed throughout repaired rill. Compacted millings may be utilized around guardrail posts. For use on all slopes, except vertical rock cuts.			
Apply acrylic/polymeric soil stabilizers to slopes, and drainages by spraying from water tenders or hydroseeders. Pre-wet soil with surfactant treated water, then apply stabilizer. (Work Method A)			
Apply magchloride at recommended rate for dust control or soil compaction on gravel or dirt roads. Do not exceed 300 gallons per lane mile/per day. (Work Method B)			
Re-establish slope to near original condition and to minimize erosion of top soil and vegetation. Incorporate the use of water to eliminate dust and enhance soil compaction. (Work Method C)			
Statewide Average Crew Size		Work Method	
NR Mgr 1 & 2 Land Mgr 1 Average Crew Size: 3	Highway Worker HOT 1 / 2 / 3 / 4	Work Methods see Page 2 of Guideline	
Equipment Options			
Code	Description		
01	Pickup		
04	Truck		
09	Truck, Misc.		
11	Loader		
Material Options			
Code	Description		
03D	Gabions (Rock Baskets All Sizes)		
05D	Rip Rap Wire		
07M	Stone (Rip Rap, etc.)		
11D	Wattles		
12D	Stakes		
23F	Fence, Silt (Filter Fabric)		
33L	Soil Stabilizer - Liquid		
93L	Sand Bags		
0H2O	Water		
372	Silicon Products		
Statewide Average Accomplishment - Acres			
Notes:			
CONTINUED ON PAGE 2			

Soil Stabilization

(Continued)

Description and Purpose:

Refer to Page 1

Work Methods:**WORK METHOD A: POLYMERS**

1. Place safety devices and signs.
2. Load tank with water, add surfactant.
3. Apply to slope at 750 gallons per acre.
4. Load tank with water, add stabilizer.
5. Apply at labeled rate. Avoid over spray onto roadway or traffic signs.
6. When shadow driver is used, vehicle must remain within 200 feet.
7. Remove safety devices and signs.
8. Flush tank, valves & nozzles immediately.
9. Wash vehicles immediately after use.

WORK METHOD B: MAGCHLORIDE

1. Wear personal protective equipment.
2. Load tank with MGCL². Avoid contact with MGCL² to eyes when loading.
3. Place safety devices and signs.
4. Apply to site at recommended rate. Spray at lowest effective pressure to avoid drift.
5. Remove safety devices and signs.
6. Wash vehicles immediately after use.

WORK METHOD C: RECOVER AND REUSE ERODED MATERIAL; OR BORROW

1. Place safety devices and signs.
2. Clear eroded area of unnecessary vegetation or debris.
3. Recover eroded material or place borrow material in 1 ft lifts throughout area.
4. Apply moisture to fill material during compaction process.
5. Continue with 1 ft lifts until fill area matches existing slope.
6. Utilize cleared vegetation & brush by placing slash over compacted area.
7. Where applicable, substitute milling for AC around guardrail sections.
8. Where applicable, replace riprap or rock mulch.
9. Remove safety devices and signs.

Notes:

N/A

(JSA)

Activity:

Soil Stabilization, Erosion Blankets

Description and Purpose:

Install and maintain existing erosion blankets to slopes steeper than 3:1 consisting of fine soils to prevent slope erosion, promote seeding success and enhance plant establishment.

Performance Guideline:

Staple or nail in as required by soil type, keeping a diamond pattern and keeping the blankets loosely draped onto slope. Trench the top blanket.

Statewide Average Crew Size	Work Method
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<table style="width: 100%;"> <tr> <td style="width: 20%;">NR Mgr 1 & 2</td> <td style="width: 80%;">Highway Worker</td> </tr> <tr> <td>Land Mgr 1</td> <td>HOT 1 / 2 / 3 / 4</td> </tr> <tr> <td>Average Crew Size:</td> <td style="text-align: center;">4</td> </tr> </table>	NR Mgr 1 & 2	Highway Worker	Land Mgr 1	HOT 1 / 2 / 3 / 4	Average Crew Size:	4	<ol style="list-style-type: none"> 1. Allow only personnel trained in climbing on slope. 2. Place safety devices and signs. 3. Check safety gear, lines and harnesses. 4. Install redundant rappelling anchors at top. 5. Anchor work ladders as needed. 6. Install blankets loosely on contour. 7. Staple or nail 3' apart on center, diamond pattern. 8. Anchor every 3rd tier in trench, minimum of 4" deep. 9. Overlap each layer minimum of 6". 10. Remove safety devices and signs.
NR Mgr 1 & 2	Highway Worker						
Land Mgr 1	HOT 1 / 2 / 3 / 4						
Average Crew Size:	4						

Equipment Options

Code	Description
01	Pickup
02/03/04	Truck

Material Options

Code	Description
11D	Wattles
12D	Stakes
34L	Erosion Blank-Organic
39L	Misc. Erosion Materials

Statewide Average Accomplishment - Square Yards

Notes:

1. All anchors must be redundant (anchored in two (2) separate locations).

(JSA)

Activity:

Swath Machine Mowing, Standard Swath

Description and Purpose:

Machine mow one (1) swath (5-Ft) at road edge on road shoulders to improve sight distance, control weeds, eliminate snowdrift, reduce summer fire fuels and enhance view of hazard markers, guardrails and delineators.

Performance Guideline:

Notify Natural Resources personnel prior to mowing for information on site status to avoid damage to plant community, noxious weed locations and/or weed treatments. Vegetation is not to be mowed unless average height of plants is greater than 17". In order to preserve perennial grasses needed for shoulder stability, do not mow lower than 4".

In preparation for winter storms, mowing for snowdrift reduction may be cut to 2".

Statewide Average Crew Size	Work Method
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NR Mgr 1 & 2 Highway Worker Land Mgr 1 HOT 1 / 2 / 3 / 4 Average Crew Size: 3	<ol style="list-style-type: none"> 1. Notify Natural Resources of mowing schedule. 2. Service mower and cutter blades as necessary. 3. Personnel required to wear proper personal protection equipment. 4. Assess area to be mowed for potential hazards. 5. Start mower to insure proper operation. 6. Place safety devices and signs. 7. Shadow vehicle must remain within 200 ft. 8. Commence mowing. 9. Clean around traffic control devices. 10. Shadow driver clean around delineators. 11. Remove safety devices and signs.
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Equipment Options

Code	Description
01	Pickup
02/03/04	Truck
31	Mowers / Roadside
32	Mower / Attachments
50	Water Tank
52	Trailer

Material Options

Code	Description
	N/A

Statewide Average Accomplishment - Swath Miles

Notes:

1. A swath mile is defined as one pass of a mower, utilizing one mower head, mowing a distance of one mile. When using a rear & side deck, one (1) pass = two (2) swaths.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)		Program Number: 140 Activity Number: 1412 Effective Date: 7/1/11												
Activity:														
Mowing, Native Right-of-Way Areas														
Description and Purpose:														
Machine mow areas not mowed within 3 years (virgin cut) to improve sight distance, control brush, tree seedlings, reduce fire fuels, prevent snow drifting and enhance appearance.														
Performance Guideline:														
Mow previously uncut areas to remove rank growth for improvement of sight distance, preparation of pre-emergent treatments and reduction of fire fuels. Notify Natural Resources personnel prior to mowing for information on site status to avoid damage to plant community, noxious weed locations and/or weed treatments.														
Statewide Average Crew Size		Work Method												
NR Mgr 1 & 2 Highway Worker Land Mgr 1 HOT 1 / 2 / 3 / 4 Average Crew Size: 2		<ol style="list-style-type: none"> 1. Notify Natural Resources of mowing schedule. 2. Service mower and cutter blades as necessary. 3. Personnel required to wear proper personal protection equipment. 4. Assess area to be mowed for potential hazards. 5. Start mower to insure proper operation. 6. Place safety devices and signs. 7. Shadow vehicle must remain within 200 ft. 8. Commence mowing. 9. Clean around traffic control devices. 10. Shadow driver clean around structures. 11. Remove safety devices and signs. 12. Shadow driver clean around structures. 												
Equipment Options														
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Code	Description													
01	Pickup													
02/03/04	Truck													
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32	Mower / Attachments													
52	Trailer													
Material Options														
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Code	Description													
	N/A													
Statewide Average Accomplishment - Swath Miles														
Notes:														
<ol style="list-style-type: none"> 1. A swath mile is defined as 1 pass of a mower, utilizing 1 mower deck, mowing a distance of one mile. When using a rear or side deck, one pass = 2 swaths. 														

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)	Program Number: 140 Activity Number: 1420 Effective Date: 7/1/11
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Activity:

Chemical Vegetation Control, Safety Features, Small Truck **Check Environmental BMP**

Description and Purpose:

Apply herbicides to control vegetation around roadside features such as guardrails, sign structures, delineators, gores and headwalls to control brush, rank growing forbs, grasses and tree seedlings, to maintain visibility of hazard markers and reflectors.

Performance Guideline:

Activity performed by Office of Pest Management (OPM) licensed applicators. Applicator shall obey all State and Federal pesticide rules & regulations. Prior written approval and recommendations shall be obtained from District Environmental Coordinator.

Notify Maintenance Org Supervisor prior to work.

Statewide Average Crew Size	Work Method
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<table style="width: 100%;"> <tr> <td style="width: 20%;">NR Mgr 1 & 2</td> <td>Highway Worker</td> </tr> <tr> <td>Land Mgr 1</td> <td>HOT 1 / 2 / 3 / 4</td> </tr> <tr> <td>Average Crew Size:</td> <td>2</td> </tr> </table>	NR Mgr 1 & 2	Highway Worker	Land Mgr 1	HOT 1 / 2 / 3 / 4	Average Crew Size:	2	<ol style="list-style-type: none"> 1. Inspect truck and sprayer for proper operation. Check calibration and adjust, if necessary, before leaving yard. 2. Inventory and inspect safety equipment. 3. Check to insure that proper chemical labels & MSDS sheets are in truck. 4. Refer to chemical label for mixing, application, safety & other instructions. 5. Place safety devices and signs. 6. Apply chemicals according to label recommendations. 7. Remove safety devices and signs. 8. Rinse & dispose of containers as recommended on the chemical label. 9. Maintain truck & equipment properly.
NR Mgr 1 & 2	Highway Worker						
Land Mgr 1	HOT 1 / 2 / 3 / 4						
Average Crew Size:	2						

Equipment Options

Code	Description
01	Pickup
02	Truck
36	Sprayer
57	Attenuator

Material Options

Code	Description
	See PeCoS Chemical Code List

Statewide Average Accomplishment - Acres

Notes:

1. Complete all required paper work. (i.e. PeCoS Crew Work Report, Pesticide eForm Spray Log, etc.)
2. One Acre = 43,560 Square Feet.
3. Swath Width x Length of 1 pass (in feet) x Number of Passes / 43,560 = Acres.
4. One Acre = Approximately 209 feet by 209 feet.
5. One Acre = Approximately 8 ft. by 1 mile (5,280 ft.).

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)	Program Number: 140 Activity Number: 1421 Effective Date: 7/1/11
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Activity:

Chemical Vegetation Control, Safety Features, Large Truck **Check Environmental BMP**

Description and Purpose:

Apply herbicides to control vegetation around roadside features such as guardrails, sign structures, delineators, gores and headwalls, to enhance highway safety by keeping roadside features visible to motorists.

Performance Guideline:

Activity performed by Office of Pest Management (OPM) licensed applicators. Applicator shall obey all State and Federal pesticide rules & regulations. Prior written approval and recommendations shall be obtained from District Environmental Coordinator.

Notify Maintenance Org Supervisor prior to work.

Statewide Average Crew Size	Work Method								
NR Mgr 1 & 2 Highway Worker Land Mgr 1 HOT 1 / 2 / 3 / 4 Average Crew Size: 2	<ol style="list-style-type: none"> 1. Inspect truck and sprayer for proper operation. Check calibration and adjust, if necessary, before leaving yard. 2. Inventory and inspect safety equipment. 3. Check to insure that proper chemical labels & MSDS (Material Safety Data Sheets) are in truck. 4. Refer to chemical label for mixing, application, safety & other instructions. 5. Place safety devices and signs. 6. Apply chemicals according to label recommendations. 7. Remove safety devices and signs. 8. Rinse & dispose of containers as recommended on the chemical label. 9. Maintain truck & equipment properly. 								
Equipment Options									
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Code		Description							
03/04	Truck								
09	Truck, Misc.								
56	Arrow / Messageboard								
Material Options									
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Code	Description								
See PeCoS Chemical Code List									

Statewide Average Accomplishment - Acres

Notes:

1. Complete all required paper work. (i.e. PeCoS Crew Work Report, Pesticide eForm Spray Log, etc.)
2. One Acre = 43,560 Square Feet.
3. Swath Width x Length of 1 pass (in feet) x Number of Passes / 43,560 = Acres.
4. One Acre = Approximately 209 feet by 209 feet.
5. One Acre = Approximately 8 ft. by 1 mile (5,280 ft.).

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)	Program Number: 140 Activity Number: 1430 Effective Date: 7/1/11
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Activity:

Chemical Vegetation Control - Swath Application Treatment **Check Environmental BMP**

Description and Purpose:

Apply chemicals along the roadside to eradicate, prevent, or retard the growth of target vegetation.

Performance Guideline:

This activity shall be used for right-of-way swath treatments which can be accomplished while the truck is on the pavement shoulder.

Activity performed by Office of Pest Management (OPM) licensed applicators. Applicator shall obey all State and Federal pesticide rules & regulations.

Prior written approval of specific locations, herbicide selection and mixture, application rates and general guidelines shall be obtained from the District Environmental Coordinator.

Notify Maintenance Org Supervisor prior to work.

Statewide Average Crew Size	Work Method
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<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">NR Mgr 1 & 2</td> <td style="width: 50%;">Highway Worker</td> </tr> <tr> <td>Land Mgr 1</td> <td>HOT 1 / 2 / 3 / 4</td> </tr> <tr> <td>Average Crew Size:</td> <td>2</td> </tr> </table>	NR Mgr 1 & 2	Highway Worker	Land Mgr 1	HOT 1 / 2 / 3 / 4	Average Crew Size:	2	<ol style="list-style-type: none"> 1. Inspect truck and sprayer for proper operation. Check calibration and adjust, if necessary, before leaving yard. 2. Inventory and inspect safety equipment. 3. Check to insure that proper chemical labels & MSDS (Material Safety Data Sheets) are in truck. 4. Refer to chemical label for mixing, application, safety & other instructions. 5. Place safety devices and signs. 6. Apply chemicals according to label recommendations. 7. Remove safety devices and signs. 8. Rinse & dispose of containers as recommended on the chemical label. 9. Maintain truck & equipment properly.
NR Mgr 1 & 2	Highway Worker						
Land Mgr 1	HOT 1 / 2 / 3 / 4						
Average Crew Size:	2						

Equipment Options

Code	Description
03/04	Truck
09	Truck, Misc.
56	Arrow / Messageboard
57	Attenuator w/ Arrowboard

Material Options

Code	Description
	See PeCoS Chemical Code List

Statewide Average Accomplishment - Acres

Notes:

1. Complete all required paper work. (i.e. PeCoS Crew Work Report, Pesticide eForm Spray Log, etc.)
2. One Acre = 43,560 Square Feet.
3. Swath Width x Length of 1 pass (in feet) x Number of Passes / 43,560 = Acres.
4. One Acre = Approximately 209 feet by 209 feet.
5. One Acre = Approximately 8 ft. by 1 mile (5,280 ft.).

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)	Program Number: 140 Activity Number: 1431 Effective Date: 7/1/11
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Activity:

Chemical Vegetation Control - Spot Application Treatment **Check Environmental BMP**

Description and Purpose:

Apply chemicals along the roadside to eradicate, prevent, or retard the growth of target vegetation.

Performance Guideline:

This activity shall be used for right-of-way spot treatments which can be accomplished while the truck is on the pavement shoulder.

Activity performed by Office of Pest Management (OPM) licensed applicators. Applicator shall obey all State and Federal pesticide rules & regulations.

Prior written approval of specific locations, herbicide selection and mixture, application rates and general guidelines shall be obtained from the District Environmental Coordinator.

Notify Maintenance Org Supervisor prior to work.

Statewide Average Crew Size	Work Method
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<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">NR Mgr 1 & 2</td> <td style="width: 50%;">Highway Worker</td> </tr> <tr> <td>Land Mgr 1</td> <td>HOT 1 / 2 / 3 / 4</td> </tr> <tr> <td>Average Crew Size:</td> <td>2</td> </tr> </table>	NR Mgr 1 & 2	Highway Worker	Land Mgr 1	HOT 1 / 2 / 3 / 4	Average Crew Size:	2	<ol style="list-style-type: none"> 1. Inspect truck and sprayer for proper operation. Check calibration and adjust, if necessary, before leaving yard. 2. Inventory and inspect safety equipment. 3. Check to insure that proper chemical labels & MSDS (Material Safety Data Sheets) are in truck. 4. Refer to chemical label for mixing, application, safety & other instructions. 5. Place safety devices and signs. 6. Apply chemicals according to label recommendations. 7. Remove safety devices and signs. 8. Rinse & dispose of containers as recommended on the chemical label. 9. Maintain truck & equipment properly.
NR Mgr 1 & 2	Highway Worker						
Land Mgr 1	HOT 1 / 2 / 3 / 4						
Average Crew Size:	2						

Equipment Options

Code	Description
03/04	Truck
09	Truck, Misc.
56	Arrow / Messageboard
57	Attenuator w/ Arrowboard

Material Options

Code	Description
	See PeCoS Chemical Code List

Statewide Average Accomplishment - Acres

Notes:

1. Complete all required paper work. (i.e. PeCoS Crew Work Report, Pesticide eForm Spray Log, etc.)
2. One Acre = 43,560 Square Feet.
3. Swath Width x Length of 1 pass (in feet) x Number of Passes / 43,560 = Acres.
4. One Acre = Approximately 209 feet by 209 feet.
5. One Acre = Approximately 8 ft. by 1 mile (5,280 ft.).

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)	Program Number: 140 Activity Number: 1432 Effective Date: 7/1/11
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Activity:

Chemical Vegetation Control **Check Environmental BMP**

Description and Purpose:

To maintain a recovery zone, apply herbicide spot applications or broadcast by small truck to inhibit, retard or eradicate brush, rank growing forbs, noxious weeds and tree seedings, in order to maintain visibility of hazard markers, delineators, sight distance on curves, prevent shoulder erosion, and fire fuel accumulations.

Performance Guideline:

This activity shall be used for right-of-way treatments which can be accomplished while the truck is on the pavement shoulder.

Activity performed by Office of Pest Management (OPM) licensed applicators. Applicator shall obey all State and Federal pesticide rules & regulations.

Prior written approval of specific locations, herbicide selection and mixture, application rates and general guidelines shall be obtained from the District Environmental Coordinator.

Notify Maintenance Org Supervisor prior to work.

Statewide Average Crew Size	Work Method
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NR Mgr 1 & 2 Highway Worker Land Mgr 1 HOT 1 / 2 / 3 / 4 Average Crew Size: 2	<ol style="list-style-type: none"> 1. Inspect truck and sprayer for proper operation. Check calibration and adjust, if necessary, before leaving yard. 2. Inventory and inspect safety equipment. 3. Check to insure that proper chemical labels & MSDS (Material Safety Data Sheets) are in truck. 4. Refer to chemical label for mixing, application, safety & other instructions. 5. Place safety devices and signs. 6. Apply chemicals according to label recommendations. 7. Remove safety devices and signs. 8. Rinse & dispose of containers as recommended on the chemical label. 9. Maintain truck & equipment properly.
--	--

Equipment Options

Code	Description
01	Pickup
02	Truck
36	Sprayer
57	Attenuator

Material Options

Code	Description
	See PeCoS Chemical Code List

Statewide Average Accomplishment - Acres

Notes:

1. Complete all required paper work. (i.e. PeCoS Crew Work Report, Pesticide eForm Spray Log, etc.)
2. One Acre = 43,560 Square Feet.
3. Swath Width x Length of 1 pass (in Feet) x Number of Passes / 43,560 = Acres.
4. One Acre = Approximately 209 feet by 209 feet.
5. One Acre = Approximately 8 ft. by 1 mile (5,280 ft.).

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)	Program Number: 140 Activity Number: 1433 Effective Date: 7/1/11
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Activity:

Pre-Emergent Applications **Check Environmental BMP**

Description and Purpose:

Apply pre-emergent herbicides as a spot or broadcast by small truck to inhibit, retard or prevent the germination of annual weeds on road shoulders.

Performance Guideline:

Apply selective herbicides as spot applications or broadcast to road shoulders and slopes to remove, inhibit or retard rank growing or noxious vegetation in localized areas.

Activity performed by Office of Pest Management (OPM) licensed applicators. Applicator shall obey all State and Federal pesticide rules & regulations.

Prior written approval of specific locations, herbicide selection and mixture, application rates and general guidelines shall be obtained from the District Environmental Coordinator.

Notify Maintenance Org Supervisor prior to work.

Statewide Average Crew Size	Work Method
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NR Mgr 1 & 2 Highway Worker Land Mgr 1 HOT 1 / 2 / 3 / 4 Average Crew Size: 2	<ol style="list-style-type: none"> 1. Inspect truck and sprayer for proper operation. Check calibration and adjust, if necessary, before leaving yard. 2. Inventory and inspect safety equipment. 3. Check to insure that proper chemical labels & MSDS (Material Safety Data Sheets) are in truck. 4. Refer to chemical label for mixing, application, safety & other instructions. 5. Place safety devices and signs. 6. Apply chemicals according to label recommendations. 7. Remove safety devices and signs. 8. Rinse & dispose of containers as recommended on the chemical label. 9. Maintain truck & equipment properly.
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Equipment Options

Code	Description
01	Pickup
02	Truck
09	Truck Misc.
36	Sprayer
57	Attenuator

Material Options

Code	Description
	See PeCoS Chemical Code List

Statewide Average Accomplishment - Acres

Notes:

1. Complete all required paper work. (i.e. PeCoS Crew Work Report, Pesticide eForm Spray Log, etc.)
2. One Acre = 43,560 Square Feet.
3. Swath Width x Length of 1 pass (in Feet) x Number of Passes / 43,560 = Acres.
4. One Acre = Approximately 209 feet by 209 feet.
5. One Acre = Approximately 8 ft. by 1 mile (5,280 ft.).

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)	Program Number: 140 Activity Number: 1440 Effective Date: 7/1/11
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Activity:

Chemical Vegetation Control, Off Road, Truck Applications **Check Environmental BMP**

Description and Purpose:

Apply chemicals along the highway right-of-way beyond the normal shoulder swath, to control undesirable vegetation, maintaining safety zone and sight distance standards.

Performance Guideline:

This activity shall be used for right-of-way treatments which can be accomplished while the truck is off the pavement shoulder.

Activity performed by Office of Pest Management (OPM) licensed applicators. Applicator shall obey all State and Federal pesticide rules & regulations.

Prior written approval of specific locations, herbicide selection and mixture, application rates and general guidelines shall be obtained from the District Environmental Coordinator.

Notify Maintenance Org Supervisor prior to work.

Statewide Average Crew Size	Work Method
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NR Mgr 1 & 2 Land Mgr 1	Highway Worker HOT 1 / 2 / 3 / 4
Average Crew Size: 1	

1. Inspect truck and sprayer for proper operation. Check calibration and adjust, if necessary, before leaving yard.
2. Inventory and inspect safety equipment.
3. Check to insure that proper chemical labels & MSDS (Material Safety Data Sheets) are in truck.
4. Refer to chemical label for mixing, application, safety & other instructions.
5. Place safety devices and signs.
6. Apply chemicals according to label recommendations.
7. Remove safety devices and signs.
8. Rinse & dispose of containers as recommended on the chemical label.
9. Maintain truck & equipment properly.

Equipment Options

Code	Description
01	Pickup
02/03/04	Truck
36	Sprayer

Material Options

Code	Description
	See PeCoS Chemical Code List

Statewide Average Accomplishment - Acres

Notes:

1. Complete all required paper work. (i.e. PeCoS Crew Work Report, Pesticide eForm Spray Log, etc.)
2. One Acre = 43,560 Square Feet.
3. Swath Width x Length of 1 pass (in Feet) x Number of Passes / 43,560 = Acres.
4. One Acre = Approximately 209 feet by 209 feet.
5. One Acre = Approximately 8 ft. by 1 mile (5,280 ft.).
6. If spraying in landscape areas use applicable **Program 300 Activity**.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	(JSA)	Program Number: 140 Activity Number: 1441 Effective Date: 7/1/11
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Activity:

Chemical Vegetation Control, Wand Applications **Check Environmental BMP**

Description and Purpose:

Apply chemicals in the highway right-of-way at locations beyond the normal shoulder swath to eradicate noxious weeds, or prevent or retard the growth of other undesirable vegetation.

Performance Guideline:

This activity shall be used for right-of-way treatments which can be accomplished while the truck is on or off the pavement shoulder, utilizing hand operated spray gun.

Activity performed by Office of Pest Management (OPM) licensed applicators. Applicator shall obey all State and Federal pesticide rules & regulations.

Prior written approval of specific locations, herbicide selection and mixture, application rates and general guidelines shall be obtained from the District Environmental Coordinator.

Notify Maintenance Org Supervisor prior to work.

Statewide Average Crew Size	Work Method
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NR Mgr 1 & 2	Highway Worker	
Land Mgr 1	HOT 1 / 2 / 3 / 4	
Average Crew Size:	2	

1. Inspect truck and sprayer for proper operation. Check calibration and adjust, if necessary, before leaving yard.
2. Inventory and inspect safety equipment.
3. Check to insure that proper chemical labels & MSDS (Material Safety Data Sheets) are in truck.
4. Refer to chemical label for mixing, application, safety & other instructions.
5. Place safety devices and signs.
6. Apply chemicals according to label recommendations.
7. Remove safety devices and signs.
8. Rinse & dispose of containers as recommended on the chemical label.
9. Maintain truck & equipment properly.

Equipment Options

Code	Description
01	Pickup
02/03/04	Truck
36	Sprayer

Material Options

Code	Description
	See PeCoS Chemical Code List

Statewide Average Accomplishment - Acres

Notes:

1. Complete all required paper work. (i.e. PeCoS Crew Work Report, Pesticide eForm Spray Log, etc.)
2. One Acre = 43,560 Square Feet.
3. Swath Width x Length of 1 pass (in Feet) x Number of Passes / 43,560 = Acres.
4. One Acre = Approximately 209 feet by 209 feet.
5. One Acre = Approximately 8 ft. by 1 mile (5,280 ft.).
6. If spraying in landscape areas use applicable **Program 300 Activity**.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS		Program Number: 140 Activity Number: 1450 Effective Date: 7/1/11																	
Activity:																			
Tumbleweed Removal / Disposal		<u>Check Environmental BMP</u>																	
Description and Purpose:																			
Recommended activity frequency is 5 times per year; remove and dispose of tumbleweeds which have accumulated along fences, in cuts, in and around drainage structures, etc.																			
Performance Guideline:																			
Notify Office of Environmental Services for follow-up chemical treatments and seeding, in order to permanently remove tumbleweeds. Do not disturb soil around tumbleweed unless OES / Natural Resources is notified to apply a pre-emergent herbicide in the area.																			
Check ADEQ burning regulations prior to any burning. An ADEQ burn plan must be submitted to ADEQ two weeks prior to ignition. In order to obtain a permit and/or permission to burn (i.e. Indian Nations, Municipalities, etc.), contact Office of Environmental Services, inquiring if a County or City burn Permit is needed and/or has been acquired for your specific County.																			
Statewide Average Crew Size		Work Method																	
NR Mgr 1 & 2 Highway Worker Land Mgr 1 HOT 1 / 2 / 3 / 4 Average Crew Size: 3		<ol style="list-style-type: none"> Set recommended safety devices and signs. In order of desirability, disposal shall be by: A) Burning, B) Removal, or C) Mowing Activity shall be coordinated with Office of Environmental Services for subsequent chemical control. <p>If disposal option A) Burning is performed, personnel must take the following burning regulation steps:</p> <ol style="list-style-type: none"> Must Be current in wildland fire training. Prepare burn plan and safety evaluation After permit approval, a Daily Burn Form should be faxed by 2 p.m. the day before burning. Notify State Land Dept., and Local fire departments prior to ignition and after burn/fire has been extinguished. Personnel required to wear proper personal protection equipment i.e. Nomex fire retardant. Set up safety devices and signs. Take weather reading; calculate fuel moisture. Test fire a small pile. Monitor smoke plume. Mop up until there is no smoke or steam visible. Remove safety devices and signs. Daily Burn accomplishments must be submitted to ADEQ by 2 p.m. the following day after burn. 																	
Equipment Options																			
<table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>02/03/04</td> <td>Truck</td> </tr> <tr> <td>10</td> <td>Grader</td> </tr> <tr> <td>11</td> <td>Loader</td> </tr> <tr> <td>37</td> <td>Weed Burner</td> </tr> <tr> <td>50</td> <td>Water Truck</td> </tr> <tr> <td>51/52</td> <td>Trailer, Large</td> </tr> </tbody> </table>			Code	Description	02/03/04	Truck	10	Grader	11	Loader	37	Weed Burner	50	Water Truck	51/52	Trailer, Large			
Code	Description																		
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07M	Stone (Rip Rap etc.)																		
10X	Propane																		
Statewide Average Accomplishment - Linear Miles																			
Notes:																			
<ol style="list-style-type: none"> When burning, a water truck with a minimum of 200 gallons will be present on job location for control purposes. 																			

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	(JSA)	Program Number: 140 Activity Number: 1460 Effective Date: 7/1/11
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Activity:

Mechanical Removal of Tree & Brush **Check Environmental BMP**

Description and Purpose:

Mechanically remove brush and saplings prior to chemical treatment, to remove rank growth from guardrails, distress lanes, drainage features and shoulders for sight distance, proper drainages and recovery zone safety.

Performance Guideline:

Contact District Environmental Coordinator for Native Plant Clearance and Az Dept. of Agriculture Permit.

Mechanically cut brush and tree saplings, clean-cut stumps, pile mulch and scatter slash. Pile slash for burning where feasible, maximum size of piles = 20'W x 20'L x 5'H.

Primary goal is to maintain recovery zone, sight distance and drainage feature standards by mechanically cutting and mulching/scattering slash. This activity is appropriate in rural areas with slopes, and vegetation available to accommodate the slash.

Notify Natural Resources to schedule follow up herbicide treatments to prevent regrowth.

Statewide Average Crew Size	Work Method
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NR Mgr 1 & 2 Highway Worker Land Mgr 1 HOT 1 / 2 / 3 / 4 Average Crew Size: 3	<ol style="list-style-type: none"> 1. Service equipment as necessary. 2. Place safety devices and signs. 3. Shadow vehicle must remain within 200 to 400 feet. 4. Personnel required to wear proper personal protection equipment. 5. Assess area to be mowed for potential hazards. 6. Commence working. 7. Sawyer cleans the cut stumps and limbs. 8. Shadow driver moves signs. 9. Remove safety devices and signs.
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Equipment Options

Code	Description
01	Pickup
02/03/04	Truck
31	Mower, Roadside
32	Mower, Attachment (Boom Axe)
10	Grader
11	Loader
51/52	Trailer

Material Options

Code	Description
	N/A

Statewide Average Accomplishment - Swath Miles

Notes:

1. Length of 1 Pass (in feet) X # of Passes / 5280 feet = Swath Miles

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)	Program Number: 140 Activity Number: 1461 Effective Date: 7/1/11
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Activity:

Hand Cut Trees / Brush **Check Environmental BMP**

Description and Purpose:

Use chain saws to cut down trees and shrubs encroaching into guardrails, recovery zone, distress lanes, drainage features and shoulders. Also for removal of vegetation obscuring ADOT right-of-way fence, signs and roadside hazards.

Performance Guideline:

Notify District Environmental Coordinator for Protected Plant Clearance and Az Dept of Agriculture Permits.

Saw cut brush and trees; limb, lop, and buck stems. Scatter slash where feasible for erosion control, or pile slash in maximum 20'W x 20'L x 5'H piles for burning. Primary goal is to maintain recovery zone, sight distance drainage feature standards by removing encroaching trees and shrubs. In urban interfaces and scenic areas, this activity must be followed by chipping slash.

Statewide Average Crew Size	Work Method
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NR Mgr 1 & 2 Land Mgr 1	Highway Worker HOT 1 / 2 / 3 / 4
Average Crew Size: 4	

1. Personnel required to wear proper personal protection equipment.
2. Place safety devices and signs.
3. Commence cutting.
4. Sawyer cleans cut stumps and limbs.
5. Stacker applies herbicide to stumps.
6. Remove safety devices and signs.

Equipment Options

Code	Description
01	Pickup
02/03/04	Truck

Material Options

Code	Description
	See PeCoS Chemical Code List

Statewide Average Accomplishment - Acres

Notes:

1. Do not cut more than can be cleaned up each day.
2. This activity is for tree and brush removal only. If trees and brush require pruning, report as **Activity 1490-A**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	(JSA)	Program Number: 140 Activity Number: 1462 Effective Date: 7/1/11
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Activity:

Mechanical Removal Large Trees and Brush **Check Environmental BMP**

Description and Purpose:

Push trees greater than 4" dbh, limb, lop, buck and pile slash for purpose of clearing trees encroaching into a recovery zone or traveled way.

Performance Guideline:

Coordinate with District Environmental Coordinator prior to using this activity.

With dozer or loader, push or drag on the diagonal from the roadway direction beyond the shoulder. Limb, lop and pile slash; buck and stack trunk. Haul away bucked trunk and root ball for disposal.

Statewide Average Crew Size	Work Method
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NR Mgr 1 & 2 Highway Worker Land Mgr 1 HOT 1 / 2 / 3 / 4 Average Crew Size: 5	<ol style="list-style-type: none"> 1. Service saws and chains as necessary. 2. Make sure that bee protection gear is available. 3. Start saws to insure proper operation. 4. Place safety devices and signs. 5. Shadow vehicle must remain within 200 ft. 6. Personnel required to wear proper personal protection equipment. 7. Commence pushing and limbing. 8. Sawyer clean-cuts stumps and limbs. Stacker and sawyer pile slash less than 3" in diameter. 9. Shadow driver moves signs. 10. Sawyers buck trunk. 11. Operator loads trunk sections for hauling. 12. Remove safety devices and signs.
--	---

Equipment Options

Code	Description
01	Pickup
02/03/04	Truck
11	Loader
13	Dozer
52	Trailer

Material Options

Code	Description
	N/A

Statewide Average Accomplishment - Trees

Notes:

1. Do not push down more than can be cleaned up each day.
2. Do not include stems and trunks greater than 3" in diameter if piles are to be burned. Stems & trunks greater than 3" in diameter are to be hauled away.
3. Burning of pile is reported under **Activity 1481**.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)	Program Number: 140 Activity Number: 1463 Effective Date: 7/1/11
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Activity:

Chipping Stems, Limbs and Slash **Check Environmental BMP**

Description and Purpose:

Drag and chip stems, limbs and trunks less than 7" diameter, scatter chips in order to economically dispose of vegetation. Recycle resources and avoid unsightly debris in scenic or urban interface areas.

Performance Guideline:

Coordinate chipping with thinning, or tree and brush removal wherever it is necessary.

Notify District Environmental Coordinator personnel prior to chipping for information on site status to avoid damage to plant community, noxious weed locations and/or weed treatments.

Statewide Average Crew Size	Work Method								
NR Mgr 1 & 2 Highway Worker Land Mgr 1 HOT 1 / 2 / 3 / 4 Average Crew Size: 5	<ol style="list-style-type: none"> 1. Calculate slash volume for Avg Accomplishment. 2. Service chipper and cutters as required. 3. Personnel required to wear proper personal protection equipment. 4. Secure loose clothing and hair. 5. Start chipper to insure proper operation. 6. Place safety devices and signs. 7. Vehicles must remain within 200 ft. of work. 8. Insure chips will not discharge onto the roadway, adjust discharge chute to scatter chips. 9. Commence dragging stems, limbs or slash to chipper and begin feeding. 10. Remove safety devices and signs. 								
Equipment Options <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Code</th> <th style="width: 90%;">Description</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Pickup</td> </tr> <tr> <td>02/03/04</td> <td>Truck</td> </tr> <tr> <td>38</td> <td>Chipper</td> </tr> </tbody> </table>		Code	Description	01	Pickup	02/03/04	Truck	38	Chipper
Code		Description							
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02/03/04	Truck								
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Code	Description								
	N/A								

Statewide Average Accomplishment - Acres

Notes:

1. Do not attempt to operate chipper on uneven ground.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)	Program Number: 140 Activity Number: 1464 Effective Date: 7/1/11
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Activity:

Salvage Native Trees, Shrubs, Cacti **Check Environmental BMP**

Description and Purpose:

Dig, containerize or bareroot salvage protected native plants prior to maintenance or construction earthwork.

Performance Guideline:

Determine locations, identify and flag native plants, prepare AZ Dept Agriculture salvage notification, schedule and dig up plants according to standard methods and place in containers.

Contact District Environmental Coordinator for Native Plant Clearance and AZ Department of Agriculture Permit.

Statewide Average Crew Size	Work Method
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NR Mgr 1 & 2 Highway Worker Land Mgr 1 HOT 1 / 2 / 3 / 4 Average Crew Size: 5	<ol style="list-style-type: none"> 1. Inspect site for native species. 2. Prepare permits. 3. Place traffic control devices. 4. Excavate, maintaining sufficient roots. 5. Place in appropriate containers. 6. Maintain plant per standard practices. 7. Plan for restoration. 8. Remove safety devices and signs.
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Equipment Options

Code	Description
01	Pickup
51	Trailer, Small

Material Options

Code	Description
03D	Gabions (Rock Baskets All Sizes)
05D	Rip Rap Wire
07M	Stone (Rip Rap, etc.)
11D	Wattles
12D	Stakes
23F	Fence, Silt (Filter Fabric)
92L	Miscellaneous Landscape Material
93L	Sand Bags

Statewide Average Accomplishment - Plants

Notes:

1. Dust roots of cacti with sulfur.
2. Do not water cacti.

Arizona Department of Transportation	Program Number: 140
ITD - Highway Maintenance	Activity Number: 1465
Performance Guideline - PeCoS (USA)	Effective Date: 7/1/11

Activity:

Hand Cut Individual Trees

Description and Purpose:

Removal of trees greater than 4 inches diameter breast height (DBH).

Performance Guideline:

Hand cut trees; fell, limb, buck truck and branches. Scatter slash on site and remove large pieces to a safe locations.

Statewide Average Crew Size	Work Method
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NR Mgr 1 & 2 Land Mgr 1 Average Crew Size: 3	Highway Worker HOT 1 / 2 / 3 / 4	<ol style="list-style-type: none"> 1. Service Chainsaws as necessary 2. Make sure bee protection gear is available. 3. Place safety devices and signs. 4. Personnel required to wear proper personal protection equipment. 5. Ensure safe working area. 6. Commence cutting. 7. Sawyer identifies and executes safe cuts. 8. Swamper removes slash from work area. 9. Apply herbicide stump treatment immediately. 10. Scatter slash where feasible. 11. Sawyer bucks trunks. 12. Load branches greater than 3" and trunk sections for hauling. 13. Remove safety devices and signs.
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Equipment Options

Code	Description
01	Pickup
02/03/04	Truck
11	Loader
52	Trailer, Large

Material Options

Code	Description
	See PeCoS Chemical Code List

Statewide Average Accomplishment - Trees

Notes:

1. Remove branches greater than 3" and trunks from recovery zone.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)		Program Number: 140 Activity Number: 1466 Effective Date: 7/1/11
Activity:		
Non-Mechanical Removal of Trees and Brush by Linear Feet		
Description and Purpose:		
Remove trees and brush encroaching into guardrails, distress lanes, drainage features, driveways, and shoulders. Also for removal of vegetation obscuring ADOT Right-of-Way fence, signs, and roadside hazards.		
Performance Guideline:		
Hand cut and remove trees / brush and/or offending vegetation; fell, limb, lop and buck trunk and stems. Primary goal is to maintain safety features, travel / distress lanes, shoulders, sight distances, and drainage features by removing encroaching trees and brush.		
Statewide Average Crew Size		Work Method
NR Mgr 1 & 2 Land Mgr 1 Average Crew Size: 2	Highway Worker HOT 1 / 2 / 3 / 4	<ol style="list-style-type: none"> 1. Personnel required to wear proper personal protection equipment. 2. Place safety devices and signs. 3. Ensure safe working area. 4. Commence cutting. 5. Sawyer identifies and executes safe cuts. 6. Swamper removes slash from work area. 7. Apply herbicide stump treatment immediately following cutting. 8. Scatter slash where feasible. 9. Remove safety devices and signs.
Equipment Options		
Code	Description	
01	Pickup	
02/03/04	Truck	
11	Loader	
52	Trailer, Large	
Material Options		
Code	Description	
	See PeCoS Chemical Code List	
Statewide Average Accomplishment - Linear Feet		
Notes:		
<ol style="list-style-type: none"> 1. This activity is for tree and brush removal only. 2. If trees / brush is rooted in drainages, washes, and/or riparian areas contact District DEC and/or OES / Natural Resource Regional Office. 3. Accomplishments are measured in Linear Feet of Trees & Brush removed. 		

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)	Program Number: 140 Activity Number: 1470 Effective Date: 7/1/11
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Activity:

Hydroseeding **Check Environmental BMP**

Description and Purpose:

Apply grass and forb seeds by means of a hydroseeder to eroded or disturbed sites in order to stabilize soil and prevent erosion. Areas larger than 1 acres must be seeded in accordance with the NPDES Section of the Clean Water Act.

Performance Guideline:

Coordinate with District Environmental Coordinator prior to maintenance earthwork in order to prepare a storm water pollution prevention plan if area is greater than 5 acres. Apply seed, fertilizers, and 250 lbs. Mulch, per acre, onto prepared and roughened site. Seed, fertilizers and amendments are to be applied in a minimum of 750 gallons of water per acre.

Contact Roadside Development for seeding and site preparation guidelines.

Statewide Average Crew Size	Work Method
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NR Mgr 1 & 2 Highway Worker Land Mgr 1 HOT 1 / 2 / 3 / 4 Average Crew Size: 3	<ol style="list-style-type: none"> 1. Service pump and engine as necessary. 2. Check pipes and valves after each load. 3. Start pump engine to insure proper operation. 4. Place safety devices and signs. 5. Load no more than 15 minutes before spraying. 6. Personnel required to wear proper personal protection equipment. 7. Commence spraying in even swaths. 8. Avoid wind drifts onto roadway. 9. Remove safety devices and signs.
--	--

Equipment Options

Code	Description
01	Pickup
03/04	Truck
09	Truck, Misc (Hydroseeder)
52	Trailer, Large

Material Options

Code	Description
01V	Native Seed
03D	Gabions (Rock Baskets All Sizes)
05D	Rip Rap Wire
06L	Granular Fertilizer
07M	Stone (Rip Rap, etc.)
11D	Wattles
12D	Stakes
23F	Fence, Silt (Filter Fabric)
92L	Miscellaneous Landscape Materials
93L	Sand Bags

Statewide Average Accomplishment - Acres

Notes:

1. Tackifier is required on all slopes greater than 3:1.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required (JSA)	Program Number: 140 Activity Number: 1471 Effective Date: 7/1/11
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Activity:

Hydromulching **Check Environmental BMP**

Description and Purpose:

Apply virgin wood-fiber hydromulching and tackifier by means of a hydroseeder to seeded sites in order to provide a mulch cover to a seedbed for germination and erosion control. **(Work Method A)**
Apply straw, crimp straw and apply a tackifier into a prepared seedbed to provide temporary soil stabilization until germination of seeds. **(Work Method B)**

Performance Guideline:

Coordinate with District Environmental Coordinator prior to maintenance earthwork in order to prepare a storm water pollution prevention plan if area is greater than **5 acres**.
Apply mulch at a rate of 1500 to 2000 lbs. per acre with labeled acre-rate of tackifier onto prepared seedbed. **(Work Method A)**
Blow straw onto seedbed, crimp into soil, spray a liquid tackifier to prevent loose straw and soil from being carried by wind onto the traveled way. **(Work Method B)**.

Contact Roadside Development for seeding and site preparation guidelines.

Statewide Average Crew Size	Work Method																					
NR Mgr 1 & 2 Highway Worker Land Mgr 1 HOT 1 / 2 / 3 / 4 Average Crew Size: 4	<p>WORK METHOD A: HYDROMULCHING</p> <ol style="list-style-type: none"> Place safety devices and signs. Load no more than 15 minutes before spraying. Personnel required to wear proper personal protection equipment. Avoid wind drifts, and overspray onto roadway, traffic signs or passing vehicles. Commence spraying in even swaths. Remove safety devices and signs. <p>WORK METHOD B: STRAW MULCH</p> <ol style="list-style-type: none"> Place safety devices and signs. Crimping must follow natural contours³ Avoid crimping in dry or saturated soils. Personnel required to wear proper personal protection equipment. Commence blowing straw to proper thickness. Avoid blowing straw or crimping in dry soil to prevent blowing dust. Apply tackifier to Mfg.'s specifications. Remove signs and safety devices. 																					
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Statewide Average Accomplishment - Acres

Notes:

- When using **Work Method A** report under **Activity 1471-A**.
- When using **Work Method B** report under **Activity 1471-B**.
- Avoid crimping into wet soils to maintain soil structure.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)		Program Number: 140 Activity Number: 1472 Effective Date: 7/1/11															
Activity:																	
Tillage		<u>Check Environmental BMP</u>															
Description and Purpose:																	
Till soil to prepare a seedbed for revegetation operations. Tillage enables soil to retain uniform moisture and creates optimum germination environment.																	
Performance Guideline:																	
Coordinate with District Environmental Coordinator prior to maintenance earthwork in order to prevent smoothing and minimize tillage.																	
Revegetation site should be tilled with chisel plow or ripper bar to a minimum depth of 6", with chisels no more than 16" apart. No discs may be used for tillage.																	
Contact Roadside Development for seeding and site preparation guidelines.																	
Statewide Average Crew Size		Work Method															
NR Mgr 1 & 2 Highway Worker Land Mgr 1 HOT 1 / 2 / 3 / 4 Average Crew Size: 2		<ol style="list-style-type: none"> 1. Place safety devices and signs. 2. Tillage must follow natural contours. 3. Personnel required to wear proper personal protection equipment. 4. Commence tillage with proper depth¹ 5. Avoid tillage in dry or saturated soils. 6. Leave seedbed in roughened condition. 7. Remove safety devices and signs. 															
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93L	Sand Bags																
Statewide Average Accomplishment - Acres																	
Notes:																	
1. Obtain permits prior to commencement of work.																	

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)		Program Number: 140 Activity Number: 1473 Effective Date: 7/1/11
Activity:		
Seed Drilling		<u>Check Environmental BMP</u>
Description and Purpose:		
Drill seed into prepared seedbed.		
Performance Guideline:		
<p>Coordinate with District Environmental Coordinator prior to soil disturbance. Drill seed into seedbed with independently hinged openers and drop tubes. Where necessary, add vermiculite as carrier for fine seeds. If needed, include dry timed-release fertilizers.</p> <p>Contact Roadside Development for seeding and site preparation guidelines.</p>		
Statewide Average Crew Size		Work Method
NR Mgr 1 & 2 Land Mgr 1 Average Crew Size: 2	Highway Worker HOT 1 / 2 / 3 / 4	<ol style="list-style-type: none"> 1. Place safety devices and signs. 2. Drilling must follow natural contours. 3. Avoid drilling in dry or saturated soils. 4. Personnel required to wear proper personal protection equipment. 5. Commence drilling at proper depth¹ 6. Leave seedbed in roughened condition. 7. Remove safety devices and signs.
Equipment Options		
Code	Description	
01	Pickup	
02/03/04	Truck	
31	Mower / Roadside	
32	Mower / Attachment (Seed Drill)	
52	Trailer, Large	
Material Options		
Code	Description	
01V	Native Seed	
03D	Gabions (Rock Baskets All Sizes)	
05D	Rip Rap Wire	
06L	Granular Fertilizer	
07M	Stone (Rip Rap, etc.)	
11D	Wattles	
12D	Stakes	
23F	Fence, Silt (Filter Fabric)	
92L	Miscellaneous Landscape Materials	
93L	Sand Bags	
Statewide Average Accomplishment - Acres		
Notes:		
1. Obtain permits prior to commencement of work.		

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)		Program Number: 140 Activity Number: 1475 Effective Date: 7/1/11
Activity:		
Broadcast Seeding		<u>Check Environmental BMP</u>
Description and Purpose:		
Broadcast seed into prepared seedbed or onto roughened soil surface for erosion control.		
Performance Guideline:		
<p>Coordinate with District Environmental Coordinator prior to soil disturbance. Broadcast seed into seedbed with hand held or electric broadcast seeders. Where necessary, add vermiculite as carrier for fine and fluffy seeds. Include dry timed-release fertilizers and amendments as required. Rake or drag seedbed after seeding.</p> <p>Contact Roadside Development for seeding and site preparation guidelines.</p>		
Statewide Average Crew Size		Work Method
NR Mgr 1 & 2 Land Mgr 1	Highway Worker HOT 1 / 2 / 3 / 4	<ol style="list-style-type: none"> 1. Place safety devices and signs. 2. Personnel required to wear proper personal protection equipment. 3. Avoid broadcasting onto dry or saturated soils. 4. Avoid seeding onto unroughened soil to prevent seed loss. 5. Commence broadcasting at proper rate. 6. Remove signs and safety devices.
Average Crew Size:	2	
Equipment Options		
Code	Description	
01	Pickup	
Material Options		
Code	Description	
01V	Native Seed	
03D	Gabions (Rock Baskets All Sizes)	
05D	Rip Rap Wire	
06L	Granular Fertilizer	
07M	Stone (Rip Rap, etc.)	
11D	Wattles	
12D	Stakes	
23F	Fence, Silt (Filter Fabric)	
92L	Miscellaneous Landscape Materials	
93L	Sand Bags	
Statewide Average Accomplishment - Acres		
Notes:		
N/A		

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	(JSA)	Program Number: 140 Activity Number: 1476 Effective Date: 7/1/11
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Activity:

Plant Trees, Shrubs, Cacti **Check Environmental BMP**

Description and Purpose:

Plant containerized or bareroot trees, etc., on slopes for erosion control, living snowfences, blowing dust, sand abatement or native plant refugia.

Performance Guideline:

Coordinate with District Environmental Coordinator prior to soil disturbance. Determine locations of holes in accordance with recovery zone standards, snow fence configuration and prevailing wind direction, and sight distance parameters. Plant according to accepted standards for species.

Contact Roadside Development for seeding and site preparation guidelines.

Statewide Average Crew Size	Work Method
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NR Mgr 1 & 2 Highway Worker Land Mgr 1 HOT 1 / 2 / 3 / 4 Average Crew Size: 2	<ol style="list-style-type: none"> 1. Inspect site for proper species. 2. Calculate recovery zone/sight distance, wind. 3. Personnel required to wear proper personal protection equipment 4. Place safety devices and signs. 5. Excavate holes to proper depth. 6. Add amendments, repellants to backfill¹ 7. Install plant per standard practices. 8. Remove signs and safety devices.
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Equipment Options

Code	Description
01	Pickup
51	Trailer, Small

Material Options

Code	Description
03D	Gabions (Rock Baskets All Sizes)
05D	Rip Rap
07M	Stone (Rip Rap, etc.)
11D	Wattles
11L	Tree, Native
12D	Stakes
14L	Tree, Other
17L	Shrubs
19L	Groundcover Plants
23F	Fence, Silt (Filter Fabric)
92L	Miscellaneous Landscape Materials
93L	Sand Bags

Statewide Average Accomplishment - Plants

Notes:

1. Do not water newly planted cacti.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)		Program Number: 140 Activity Number: 1480 Effective Date: 7/1/11
Activity:		
Prescribed Burning		<u>Check Environmental BMP</u>
Description and Purpose:		
Burn R/W by fire management prescription to remove dead fuel accumulations for wildfire protection, brush control and herbicide reductions.		
Performance Guideline:		
This activity shall be used for fuel load reductions to prevent wildfires, control brush by non-chemical means and to recycle soil nutrients to grassland habitats.		
Prior written approval of a burn plan from ADEQ with mitigation for airshed protection is required. Special care shall be taken to insure adequate water-pumping equipment and hose lays are present for preparing wet lines.		
Check ADEQ burning regulations prior to burning. An ADEQ burn plan must be submitted to ADEQ two weeks prior to ignition. In order to obtain a permit and/or permission to burn, (i.e. Indian Nations, Municipalities, etc.), contact District Environmental Coordinator, inquiring if a County or City burn permit is needed and/or has been acquired for your specific County.		
Statewide Average Crew Size		Work Method
NR Mgr 1 & 2 Highway Worker Land Mgr 1 HOT 1 / 2 / 3 / 4 Average Crew Size: 5		<ol style="list-style-type: none"> Must be current in wildland fire training. Prepare burn plan and safety evaluation and attach ADEQ burn permit. After permit approval, a Daily Burn Form should be faxed by 2 p.m. the day before burning. Notify State Land Dept., and Local fire departments prior to ignition and after burn/fire has been extinguished. Personnel required to wear proper personal protection equipment i.e. Nomex fire retardant Set up safety devices and signs. Take weather reading; calculate fuel moisture. Test fire a small pile. Monitor smoke plume. Burn out line and set strip fires. Mop up until there is no smoke or steam visible. Remove safety devices and signs. Daily Burn accomplishments should be submitted to ADEQ by 2 p.m. the following day after burn.
Equipment Options		
Code	Description	
09	Truck, Misc.	
50	Water Truck	
Material Options		
Code	Description	
10X	Propane	
360	Surfactants	
Statewide Average Accomplishment - Acres		
Notes:		
<ol style="list-style-type: none"> Surfactants or wetting agents may be used with water for wet lines. Notify District Environmental Coordinator. While burning, a water truck with a minimum of 200 gallons will be present on job location for control purposes. 		

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)		Program Number: 140 Activity Number: 1481 Effective Date: 7/1/11
Activity:		
Burn Brush Piles		<u>Check Environmental BMP</u>
Description and Purpose:		
Burn brush piles to economically dispose of cut vegetation and heavy fire fuels.		
Performance Guideline:		
Burn piles from previous years brush and tree removal. Piles must be dried out for six months to burn cleanly. Piles must not be higher than 5 ft, no longer than 20 ft and no wider than 20 ft.		
These fuel loads must be within prescribed burn fuel moisture parameters in order to prevent discharge firebrands off ADOT ROW.		
Check ADEQ burning regulations prior to any burning. An ADEQ burn plan must be submitted to ADEQ two weeks prior to ignition. In order to obtain a permit and/or permission to burn, (i.e. Indian Nations, Municipalities, etc.), contact District Environmental Coordinator, inquiring if a County or City burn Permit is needed and/or has been acquired for your specific County.		
Statewide Average Crew Size		Work Method
NR Mgr 1 & 2 Highway Worker Land Mgr 1 HOT 1 / 2 / 3 / 4 Average Crew Size: 3		<ol style="list-style-type: none"> 1. Must be current in wildland fire training. 2. Prepare burn plan and safety evaluation and attach ADEQ burn permit. 3. After permit approval, a Daily Burn Form should be faxed by 2 p.m. the day before burning. 4. Notify State Land Dept., and Local fire departments prior to ignition and after burn/fire has been extinguished. 5. Personnel required to wear proper personal protection equipment i.e. Nomex fire retardant 6. Set up safety devices and signs. 7. Take weather reading; calculate fuel moisture. 8. Test fire a small pile. Monitor smoke plume. 9. Burn out line and set strip fires. 10. Mop up until there is no smoke or steam visible. 11. Remove safety devices and signs. 12. Daily Burn accomplishments should be submitted to ADEQ by 2 p.m. the following day after burn.
Equipment Options		
Code	Description	
01	Pickup	
09	Truck, Misc.	
50	Water Truck	
Material Options		
Code	Description	
10X	Propane	
360	Surfactants	
Statewide Average Accomplishment - Cubic Feet		
Notes:		
<ol style="list-style-type: none"> 1. Surfactants or wetting agents may be used with water for wet lines. 2. Notify District Environmental Coordinator. 3. Tumbleweed pile burning, report as Activity 1481-A. 4. Measurement of a "pile" is approximately 2000 cubic feet, for a 20'L x 20'W x 5'H pile. 5. While burning, a water truck with a minimum of 200 gallons should be present on job location for control purposes. 		

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	(JSA)	Program Number: 140 Activity Number: 1482 Effective Date: 7/1/11
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Activity:

Install Fire Breaks **Check Environmental BMP**

Description and Purpose:

Cut fire breaks and pre-treat with retardents prior to ignition of prescribed fires. Fire breaks are burned out in advance of general fire sequencing to prevent escapes outside of the fire plan boundaries.

Performance Guideline:

Prepare fire breaks by means of foam lines, bladed lines, plowed lines or retardant lines and/or any combination to burn out the fire break prior to the firing sequence.

For Burn outs, a burn permit must be obtained from ADEQ and notification of the proposed burn faxed to them 2 weeks prior to ignition.

Statewide Average Crew Size	Work Method								
NR Mgr 1 & 2 Highway Worker Land Mgr 1 HOT 1 / 2 / 3 / 4 Average Crew Size: 3	<ol style="list-style-type: none"> 1. Place signs and safety devices. 2. Personnel required to wear proper personal protection equipment. Check fire protection gear & hand tools. 3. Put in fire break. 4. Test fire, burn out line. 5. Mop up, cold trail fire line. 								
Equipment Options									
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 10%;">Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Pickup</td> </tr> <tr> <td>02</td> <td>Truck</td> </tr> <tr> <td>26</td> <td>Sprayer</td> </tr> </tbody> </table>		Code	Description	01	Pickup	02	Truck	26	Sprayer
Code		Description							
01	Pickup								
02	Truck								
26	Sprayer								
Material Options									
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Code	Description								
10V	Fire Retardant (Lbs)								
11V	Foam Retardant (Gals)								

Statewide Average Accomplishment - Acres

Notes:

1. Have topo maps for all crew members.
2. Prep work for Pre-Burn, report as **Activity 1482-B**.
3. Prefire Safety Plan review and Lookouts, Communication, Escape routes, and Safety review zone (LCES) review.
4. Evaluate and debrief crew.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS		Program Number: 140 Activity Number: 1483 Effective Date: 7/1/11													
Activity:															
Pre-Burn Activity															
Description and Purpose:															
Documentation and site preparation prior to ignition enabling a safe and legal prescribed burn.															
Performance Guideline:															
Prepare and submit permits, safety plans, and interagency notification necessary prior to burning. Resizing and relocating burn piles and clearing ignitables around piles.															
Statewide Average Crew Size		Work Method													
NR Mgr 1 & 2 Land Manager 1 Average Crew Size: 3		<ol style="list-style-type: none"> 1. Follow all ADEQ Smoke Management reporting requirements. 2. Follow all local Fire Department reporting requirements. 3. Wear all PPE required for field site preparation work. 4. Resize / relocate piles to allow safe burning. 5. Apply water to sensitive areas just prior to ignition. 													
Equipment Options															
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Code	Description														
01	Pickup														
04	Truck														
11	Loader														
36	Sprayer														
PE 11	Skid steer														
PE 76	ATV														
Material Options															
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Code	Description														
	N/A														
Statewide Average Accomplishment - Labor Hours															
Notes:															
<ol style="list-style-type: none"> 1. Pile size not to exceed 20 ft wide x 20 ft wide x 5 ft high 															

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS		Program Number: 140 Activity Number: 1489 Effective Date: 7/1/11
Activity:		
Data Collection (Natural Resources Only)		
Description and Purpose:		
Collect field data on wildlife connectivity, vegetation monitoring, and soil monitoring; prepare maps, reports, displays to be used by Natural Resources Management.		
Performance Guideline:		
Collect field data including but not limited to: road kill, live animal sightings, potential wildlife crossings, wildlife camera photos, hazard tree marking, leave tree thinning, vegetation sampling, photo point monitoring, and specimen collection. Analyze, manage, and report data for use by District Environmental Coordinator.		
Statewide Average Crew Size		Work Method
Natural Resources Mgr 1 & 2 Land Manager 1 Average Crew Size: 1		<ol style="list-style-type: none"> 1. Take the required purchased equipment necessary to sample the field data. 2. Document, sample, mark, collect the data per established protocols. 3. Analyze, map, display, and report data as directed by District Environmental Coordinator.
Equipment Options		
Code	Description	
00	Sedan	
01	Pickup	
PE 76	ATV	
Material Options		
Code	Description	
	N/A	
Statewide Average Accomplishment - Shoulder Miles		
Notes:		
N/A		

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required (JSA)	Program Number: 140 Activity Number: 1490 Effective Date: 7/1/11
Activity:		
Other Vegetation Control		<u>Check Environmental BMP</u>
Description and Purpose:		
N/A		
Performance Guideline:		
<p>This activity shall be used only for vegetation control and related work which cannot be reasonably performed as Activities 1400 through 1481 or 1491 or 1492.</p> <p>Proper safety devices and signs shall be used in every case where work involves exposure to traffic.</p> <ul style="list-style-type: none"> A. Hand Cut to Trim Vegetation C. GPS / GIS Related Work (in Office Only) D. Preparing Plant, Soil Samples E. Environmental Clearance Review / Write (Planners Only)² F. Emergency Fire Response (i.e. ADOT Assistance Requested) G. Prepare and Calibrate Vegetation Control Equipment H. Clean-Up and Maintenance of Vegetation Control Equipment K. Environmental Clearance Request and Review by Designated Personnel² N. Hand Pull Invasive and Noxious Weeds S. Changing Fire Signs T. Travel to / from Work Locations in Order to Begin Work Activity¹ V. Vector Control (Site Inspections, Coordination w/ Municipalities, etc.) W. Wildlife Camera / Vegetation Monitoring (in Office Only) <p>This list is not all-inclusive. Other miscellaneous vegetation control may be charged to this activity.</p>		
Statewide Average Accomplishment - Labor Hours		
Notes:		
<ol style="list-style-type: none"> 1. Charge to route where the majority of work will be performed. DO NOT enter any hours in the 'Travel' column of Daily Work Report. 2. When using suffix letter E or K, use the project location for highway and mileposts work location. 3. When using suffix letters C, D or W, for field data collection, use Activity 1489. 		

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS		Program Number: 140 Activity Number: 1491 Effective Date: 7/1/11
Activity:		
Right-of-Way Inspection - Natural Resources		
Description and Purpose:		
Inspect routes before and after work projects to aid planning of work and insure quality of work in management of right-of-way natural resources.		
Performance Guideline:		
Inspect routes prior to work projects so as to effectively determine need and plan work. Inspect completed work projects at appropriate time to determine efficiency, and plan coaching / training needs.		
Statewide Average Crew Size		Work Method
NR Mgr 1 & 2 Land Mgr 1 Average Crew Size: 1		<ol style="list-style-type: none"> 1. Take camera, note pads, GPS units. 2. Inspect soil and vegetation on shoulders, around safety features, drainage's, burned-over areas and revegetation sites, noting and recording potential and present problems. 3. Inspect prior work and report on quality to team. 4. Prepare mitigation recommendations.
Equipment Options		
Code	Description	
01	Pickup	
Material Options		
Code	Description	
	N/A	
Statewide Average Accomplishment - Route Miles		
Notes:		
<ol style="list-style-type: none"> 1. Use reports for coaching, training and / or planning. 2. Feature Inventory Data Collection (FISDC) performed on the roadway, report as Activity 1491-A. 3. Levels of Service (LOS) performed on the roadway, report as Activity 1491-B. 		

Arizona Department of Transportation		Suffix Required	Program Number: 140
ITD - Highway Maintenance			Activity Number: 1492
Performance Guideline - PeCoS		(JSA)	Effective Date: 7/1/11
Activity:			
Hand Application Herbicides / Insecticides		<u>Check Environmental BMP</u>	
Description and Purpose:			
Apply herbicides by hand to small areas infested with undesirable tree and brush species impeding safe use of highway facility.			
Treat retention ponds, canals, trees for public health pests such as mosquitoes, fire ants, bees in urban areas, rodents under roadbeds, tent caterpillars and other voracious insects.			
Performance Guideline:			
Activity performed by Office of Pest Management (OPM) licensed applicators. Applicator shall obey all State and Federal pesticide rules & regulations. Prior written approval and recommendations shall be obtained from District Environmental Coordinator.			
Statewide Average Crew Size		Work Method	
NR Mgr 1 & 2	Highway Worker	DRY/LIQUID HERBICIDE¹: 1. Personnel required to wear personal protection equipment. 2. Inspect soils, topography in area to insure offsite plants will not be affected. 3. Place safety devices and signs. 4. Apply at labeled rate. 5. Schedule removal work. 6. Remove safety devices and signs. INSECT/RODENT CONTROL¹: 1. Notify District Environmental Coordinator. 2. Personnel required to wear proper personal protection equipment. 3. Select appropriate compound. 4. Place safety devices and signs. 5. Apply material. 6. Do not leave bee hives until all are terminated. 7. Remove safety devices and signs.	
Land Mgr 1	HOT 1 / 2 / 3 / 4		
Average Crew Size:	2		
Equipment Options			
Code	Description		
01	Pickup		
Material Options			
Code	Description		
	See PeCoS Chemical Code List		
Statewide Average Accomplishment - Square Feet			
Notes:			
1. One of the following suffix letters must be used to track type of work being accomplished:			
A. Dry Herbicides		D. Liquid Herbicides	
B. Dry Insecticides		E. Liquid Insecticides	
C. Dry Rodenticide		F. Liquid Rodenticide	

Arizona Department of Transportation	Suffix Required	Program Number: 150
ITD - Highway Maintenance		Activity Number: 1500
Performance Guideline - PeCoS	(JSA)	Effective Date: 7/1/11

Activity:

Accident Repair

Description and Purpose:

N/A

Performance Guideline:

High priority must be given to barrier and crash barrel repair when damage is severe. If they no longer provide the protection for which they were designed, replacements must be made within seven working days, unless ordering parts is required. Temporary warning devices must be installed. Special-order material may take additional time. Standard warning devices must be installed, if a period of longer than seven working days is required. This list below is not all inclusive.

There may be other miscellaneous accident maintenance which may be charged to this activity. Review Activity 1580 Accident Response to insure correct reporting of accident repairs versus accident response.

- B. Wall Repair on Frontage Roads and/or Sound Walls (Non-Median)
- D. Roadway Surface Repair
- I. Barrier Repair with or without Glare Screen
- J. Sign Repair ⁵
- L. Landscape Repairs Due to Accident ⁶
- M. All Structure Repair (includes Accident Cattle Guard Repair)
- Q. Repair Glare Screen Only on Barriers
- V. Crash Barrels - Repair

Statewide Average Crew Size	Work Method
Varies	Varies

Material Options		Equipment Options	
Code	Description	Code	Description
	Varies		Varies

Statewide Average Accomplishment - Labor Hours

- Notes:**
1. Chain Link Fence repairs due to an accident shall be reported under **Activity 1510.**
 2. Barbed Wire Fence repairs due to an accident shall be reported under **Activity 1511.**
 3. Damaged Guardrail System repairs due to an accident shall be reported under **Activity 1503.**
 4. Damaged Crash Attenuator (Guardrail) System repairs due to an accident shall be reported under **Activity 1520.**
 5. Report accident sign damage on this activity when either the repairs are required on a special response request, or an emergency situation exists from a vehicle accident.
 6. Report landscape accident repairs on the activity **ONLY** when:
 - a. Emergency repairs are required.
 - b. The amount of damage is sizable and cannot be accomplished on a routine activity.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)		Program Number: 150 Activity Number: 1501 Effective Date: 7/1/11
Activity:		
Full-Width Litter Pick-Up		<u>Check Environmental BMP</u>
Description and Purpose:		
Pick up and disposal of all litter within the right-of-way. Includes removal of all unsightly objects and items which could cause damage to roadside mowing equipment.		
Performance Guideline:		
Work shall be accomplished as needed to preserve the aesthetic appearance of the highway and assure safety of roadside mowing equipment.		
Statewide Average Crew Size		Work Method
Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 2		<ol style="list-style-type: none"> 1. Traffic control devices required. 2. First worker begins pick up while second worker drives ahead 1,000 Feet or less, leaves truck and begins pick up. 3. When first worker reaches the truck, deposits bag in truck and drives the truck ahead another 1,000 feet or less, leaves the truck, and begins pick up. 4. Continue leapfrog method until assigned area is covered. 5. Remove safety devices and signs.
Equipment Options		
Code	Description	
01	Pickup	
02/03	Truck	
Material Options		
Code	Description	
04X	Barrel Liners	
Statewide Average Accomplishment - R/W Miles ¹		
Notes:		
<ol style="list-style-type: none"> 1. R/W Miles: Right-of-way on two-way highway is from center line of highway to right-of-way fence. One (1) Roadway mile = Two (2) R/W miles. On Divided highway = Each roadway is counted separately. On Interstate one (1) Route Mile = Four (4) R/W miles. 2. Use Expenditure Tab to Enter Landfill / Dump Fees 3. Report Clean Sweep Activities under Activity 1501-CS. CS is now a Universal Suffix. 		

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)		Program Number: 150 Activity Number: 1502 Effective Date: 7/1/11
Activity:		
Spot Litter & Debris Pick-up		<u>Check Environmental BMP</u>
Description and Purpose:		
Clean up of debris from isolated areas within the right-of-way.		
Performance Guideline:		
This activity will be used when debris affects the motoring public. For non-accident emergency response ¹		
Statewide Average Crew Size		Work Method
Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 2		<ol style="list-style-type: none"> 1. Place traffic control devices required. 2. Patrol and pick up litter on roadways and other designated areas. (Excludes all rest areas) 3. Remove safety devices and signs.
Equipment Options		
Code	Description	
01 02/03/04	Pickup Truck	
Material Options		
Code	Description	
04X	Barrel Liners	
Statewide Average Accomplishment - Labor Hours		
Notes:		
<ol style="list-style-type: none"> 1. NON-ACCIDENT after hours emergency response for pick up of litter, debris, fallen trees and/or dead animals, shall be reported as Activity 1502-A. When picking up dead animals during regular business hours on this activity, do not use suffix. JOB #'s to be used to track Emergency Call Out, Emergency Response: CSO = County Sheriff Office CPD = City Police Department DPS = Department of Public Safety TOC = Traffic Operations Center TP = Tribal Police FD = Fire Department 2. Picking up rubber, report as Activity 1502-R. 3. Service of litter barrels at view points is charged to Activity 209 or Activity 259. 4. Use Expenditure Tab to Enter Landfill / Dump Fees 5. Report Clean Sweep Activities under Activity 1502-CS. CS is now a Universal Suffix. 		

Activity:

Accident Guardrail Repair

Description and Purpose:

The repair and replacement of guardrail damaged by accidents. All other non-accident related guardrail repair shall be performed under **Activity 1512** - Routine Guardrail Repair.

Performance Guideline:

Guardrail, which is so severely damaged that it no longer gives the protection for which it was designed, should be repaired within seven work days, unless special order material takes additional time to obtain. Warning devices shall be installed until repair is completed.⁷

Statewide Average Crew Size	Work Method
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<p>Highway Worker HOT 1 / 2 / 3 / 4</p> <p>Average Crew Size: 5</p>	<ol style="list-style-type: none"> 1. Survey damage and obtain necessary materials 2. Equipment necessary for repair to be determined in advance of work. 3. Set necessary traffic control. 4. Perform replacement and alignment as needed. 5. Remove traffic control.
---	---

Equipment Options

Code	Description
01	Pickup
02/03/04	Truck
11	Loader
16	Backhoe
51/52	Trailer
56	Arrow / Messageboard
57	Attenuator w/ Arrowboard
71	Compressor
73	Welder

Material Options

Code	Description
	Varies

Statewide Average Accomplishment - Panels 1 (See Page 2)

Notes:

Continued On Page 2

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)	Program Number: 150 Activity Number: 1503 Effective Date: 7/1/11
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Activity: **Page 2 of 2**

Accident Guardrail Repair **(Continued)**

Description and Purpose:

Refer to Page 1

Notes:

1. For measurement purposes:
 - Panel = 12 1/2' Length
 - 25' Guardrail Panel = 2 Panels
 - End Treatment = 1 Panel
2. When repairs are made on Thrie beam type guardrail, report as **Activity 1503-B.**
3. When Replacing End Treatments, report as **Activity 1503-E.**
4. When repairs are made on crash attenuators, report on **Activity 1520.**
5. Maintenance will replace damaged guardrail end treatments with similar components from the existing supply
6. If BCT base is damaged and requires replacement, replace BCT base with existing BCT replacement materials, or replace guardrail end section with the guardrail extruder terminal or other approved end section.
If the guardrail extruder terminal option is chosen, then an engineering analysis is required to determine the new length of guardrail and location of the new end section.
7. Once BCT replacement stock is exhausted, any damaged BCT's will be replaced with the guardrail extruder terminal or other approved end section. An engineering analysis will be required to determine the new length of guardrail and location of the new end section.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)	Program Number: 150 Activity Number: 1504 Effective Date: 7/1/11
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Activity:

Annual Fence Inspection

Description and Purpose:

Required activity frequency is 1 time per year; inspection of all state fencing.

Performance Guideline:

Any damaged fence which constitutes a hazard by allowing livestock to enter the right-of-way, shall be repaired immediately on the appropriate **Activity 1505, 1510 or 1511**.

Annual inspection shall consist of observation of all fencing to insure it is standing, functional, and reporting its general condition.

Repairs due to an accident: schedule as **Activity 1510 or 1511**

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Highway Worker
HOT 1 / 2 / 3 / 4

Average Crew Size: 2

Equipment Options

Code	Description
01	Pickup
02	Truck

Material Options

Code	Description
	N/A

- Driving Inspection:**
Make a close driving annual inspection of all fencing which is in view from the roadway. One worker drives, the other observes. ⁶
- Walking Inspection:**
First worker begins walking inspection while second worker drives ahead a Reasonable distance, then leaves truck and begins walking inspection. ⁵
- Second worker upon reaching the truck drives ahead a reasonable distance, then leaves the truck and begins a walking inspection.
- This leapfrog method continues.**
- Any damaged fence which constitutes a hazard shall be repaired immediately.** ²

Statewide Average Accomplishment - Fence Miles

Notes:

- Orgs may designate method of inspection in comments.
- Repairs are not to be reported on this activity.
- Right-of-Way fencing is to be spot inspected during all work activities and travel.
- For Reservation Fence Inspection and Administration Activities, report using **Activity 1504-O**.
- When reporting Walking Inspections, report under Activity 1504-WK.**
- When reporting Driving Inspections, report under Activity 1504-DV.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 150 Activity Number: 1505 Effective Date: 7/1/11
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Activity:

Routine Fence Maintenance **Check Environmental BMP**

Description and Purpose:

Maintain, repair or replace all state fencing except for accident related repairs.

Performance Guideline:

Maintenance work is scheduled as required from annual inspections and as necessary to replace and upgrade fence system, including installation and maintenance of gates.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 2	<ol style="list-style-type: none"> 1. Identify need. 2. Order necessary materials. 3. Set up traffic control as required. 4. Perform required maintenance and/or installation. 5. Remove traffic control.
---	--

Equipment Options

Code	Description
01	Pickup
02/03/04	Truck
11	Loader
51	Trailer, Small
52	Trailer, Large
70	Compressor
73	Welder
83	Mixer
PE11	Skid Steer
PE32	Attachment, Auger

Material Options

Code	Description
23F	Fence, Silt (Filter Fabric)
	Refer to Highway Maintenance PeCoS Materials Code list for appropriate Fence Material Codes.

Statewide Average Accomplishment - Fence Panels ¹

Notes:

1. One fence panel = Section between two posts.
2. When making Rock Fence Protection repairs, report as **Activity 1505-B**.
3. For minor repair of gaps along and/or under fences, report as **Activity 1505-D**.
4. Repairs to Barbed Wire fence, report as **Activity 1505-E**.
5. Repairs to Wild Game fence, report as **Activity 1505-G**.
6. Repairs to Chain Link fence, report as **Activity 1505-H**.
7. Removal of sand, silt and/or brush from fence line, report as **Activity 1505-S**.
8. Chain Link fence repair due to accident damage shall be reported on **Activity 1510**.
9. Barbed Wire fence repair due to accident damage shall be reported on **Activity 1511**.
- 10. Upgrade and/or repair specialized wildlife fence, report as Activity 1505-T**

Arizona Department of Transportation	Program Number: 150
ITD - Highway Maintenance	Activity Number: 1506
Performance Guideline - PeCoS (JSA)	Effective Date: 7/1/11

Activity:

Cattle Guard Maintenance Check Environmental BMP

Description and Purpose:

Replace, repair grills and/or clean state owned cattle guards.

Performance Guideline:

When damaged cattle guard becomes a traffic safety hazard or allows livestock to enter state right-of-way, this activity should be treated as an emergency.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Highway Worker
HOT 1 / 2 / 3 / 4

Average Crew Size: 3

1. Determine materials required.
2. Set up traffic control.
3. Install, replace OR perform maintenance required.
4. Remove traffic control

Equipment Options

Code	Description
01	Pickup
02/03/04	Truck
11	Loader
16	Backhoe
52	Trailer, Large
70	Compressor
73	Welder
PE11	Skid Steer
PE51	Trailer, Small

(This area is shared with the Work Method section above)

Material Options

Code	Description
04F	Cattle Guard, Concrete - Precast
05F	Cattle Guard Grill
23F	Fence, Silt (Filter Fabric)
24F	All Steel Cattle Guard (3 Grills)
30F	Cattle Guard, End and Grills
31F	Cattle Guard, Middle and Grills
32F	Cattle Guard End Wings
33F	Cattle Guard End Grill
34F	Cattle Guard PreCast Foundation (Interior Section)
35F	Cattle Guard PreCast Foundation (End)
92F	Miscellaneous Cattle Guard Material

(This area is shared with the Work Method section above)

Statewide Average Accomplishment - Grills

Notes:

1. New cattle guard construction by Maintenance forces shall be reported as **Activity 1506-A**.
2. Precast cattle guard grills should be counted as two grills.
3. Cattle guard inspection report on **Activity 1591-R**.
4. For cattle guard end wing repairs report on **Activity 1505**.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)		Program Number: 150 Activity Number: 1507 Effective Date: 7/1/11																			
Activity:																					
Mechanical Sweeping		<u>Check Environmental BMP</u>																			
Description and Purpose:																					
Sweeping of the curbed and other portions of the roadway with a mechanical sweeper is completed.																					
Performance Guideline:																					
Sweeping shall be accomplished when possible during times of low traffic volume and in accordance with the applicable route schedule.																					
Statewide Average Crew Size		Work Method																			
Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 2		<ol style="list-style-type: none"> 1. Check Equipment and fill water tank prior to departure to job location. 2. Insure all warning devices / traffic 3. Operate the sweeper in a safe and efficient manner. 4. Complete the scheduled route. 																			
Equipment Options																					
<table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>03/04</td><td>Truck</td></tr> <tr><td>10</td><td>Grader</td></tr> <tr><td>11</td><td>Loader</td></tr> <tr><td>21</td><td>Broom</td></tr> <tr><td>22</td><td>Sweeper</td></tr> <tr><td>50</td><td>Water Tank</td></tr> <tr><td>52</td><td>Trailer, Large</td></tr> <tr><td>56</td><td>Arrowboard</td></tr> <tr><td>57</td><td>Attenuator w/ Arrowboard</td></tr> </tbody> </table>			Code	Description	03/04	Truck	10	Grader	11	Loader	21	Broom	22	Sweeper	50	Water Tank	52	Trailer, Large	56	Arrowboard	57
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Code	Description																				
	N/A																				
Statewide Average Accomplishment - Pass Miles																					
Notes:																					
<ol style="list-style-type: none"> 1. For emergency sweeping due to an accident, report under Activity 1580-N. 2. When sweeping bridge decks only, report under Activity 1605-C. 3. When performing Side Cast Sweeping, report under Activity 1507-S. 																					

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 150 Activity Number: 1508 Effective Date: 7/1/11
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(JSA)

Activity:

Truck Escape Ramp Maintenance

Description and Purpose:

Maintenance of truck escape ramps whenever these have been subjected to emergency truck traffic or otherwise disturbed.

Performance Guideline:

The arrester bed aggregate of the escape ramp shall be scarified and reshaped to original lines and grade as soon as possible. Adequate safety measures need to be taken to ensure the safety of the crew working in the immediate area.

Statewide Average Crew Size	Work Method
------------------------------------	--------------------

<p>Highway Worker HOT 1 / 2 / 3 / 4</p> <p>Average Crew Size: 2</p>	<ol style="list-style-type: none"> 1. Place safety devices and signs. 2. Scarify and fluff-up the arrester bed aggregate. 3. Re-lay arrester bed aggregate to original lines and grade. 4. Care must be exercised to insure that the arrester 5. Remove safety devices and signs.
--	--

Equipment Options

Code	Description
01	Pickup
03/04	Truck
10	Grader
11	Loader
13	Dozer
52	Trailer, Large
56	Arrowboard / Messageboard
57	Attenuator w/ Arrowboard

Material Options

Code	Description
10M	Arrester Bed Material ¹

Statewide Average Accomplishment - Labor Hours

Notes:

1. If additional arrester bed material is required, it shall conform to the specifications of the original material.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)	Program Number: 150 Activity Number: 1509 Effective Date: 7/1/11
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Activity:

Barrier Cable Repair

Description and Purpose:

The repair and replacement of damaged barrier cable.

Performance Guideline:

Cable barrier system shall be repaired within seven work days, if possible.
Warning devices shall be installed until repair is completed. Special order material may take additional time.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Highway Worker
HOT 1 / 2 / 3 / 4

Average Crew Size: 5

1. Survey damage and obtain necessary materials.
2. Equipment necessary for repair to be determined in advance of work.
3. Set necessary traffic control.
4. Perform replacement and alignment as needed. ^{2, 3}
5. Remove traffic control.

Equipment Options

Code	Description
02/03/04	Truck
11	Loader
16	Backhoe
51/52	Trailer
56	Arrow / Messageboard
57	Attenuator w/ Arrowboard

Material Options

Code	Description
	Varies

Statewide Average Accomplishment - Panels ¹

Notes:

1. One panel = Section between two posts.
2. Maintenance of barrier cable, non-accident, report as **Activity 1509-B.**
3. Repair of QUAD GUARD CABLE system, report as **Activity 1509-Q.**
4. Repair of TRI-CABLE system, report as **Activity 1509-T.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	(JSA)	Program Number: 150 Activity Number: 1510 Effective Date: 7/1/11
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Activity:

Accident Chain Link Fence Repair

Description and Purpose:

Maintaining, repairing or replacing state chain link fencing due to accidents.

Performance Guideline:

When damaged fencing becomes a traffic safety hazard or allows livestock to enter the right-of-way, this activity should be treated as an emergency.

A separate Crew Work Report must be completed for each accident repair.

Statewide Average Crew Size	Work Method
------------------------------------	--------------------

Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 3	<ol style="list-style-type: none"> 1. Identify need. 2. Order necessary materials. 3. Set up traffic control as required. 4. Perform required maintenance and/or installation. 5. Remove traffic control.
--	--

Equipment Options

Code	Description
01	Pickup
02/03/04	Truck
11	Loader
51/52	Trailer
70	Compressor
83	Mixer

Material Options

Code	Description
06F	Steel Gates / All Sizes
07F	Fence Stays (Metal / Wood)
08F	Fence, Chain Link
09F	Fence Post / Chain Link w/ Hardware
11F	Rock Protection Fence
32F	Cattle Guard End Wings
02M	Aggregate Purchased
02X	Portland Cement, Sack

Statewide Average Accomplishment - Fence Panels ²

Notes:

1. Barbed Wire Fence repairs due to accidents shall be reported on **Activity 1511**.
2. One fence panel = Section between two posts. Fence 12 ft. high, post to post = 2 panels.
3. When repairing Rock Protection Fence due to an accident report as **Activity 1510-B**.
4. Routine Chain Link fence repair shall be reported on **Activity 1505-H**.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 150 Activity Number: 1511 Effective Date: 7/1/11
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Activity:

Accident Barbed Wire Fence Repair

Description and Purpose:

Maintaining, repairing or replacing **of** barbed wire fencing due to accidents.

Performance Guideline:

When damaged fencing becomes a traffic safety hazard or allows livestock to enter the right-of-way, this activity should be treated as an emergency.
A separate Crew Work Report must be completed for each accident repair.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Highway Worker
HOT 1 / 2 / 3 / 4

Average Crew Size: 2

1. Identify need.
2. Order necessary materials.
3. Set up traffic control as required.
4. Perform required maintenance and/or installation.
5. Remove traffic control.

Equipment Options

Code	Description
01	Pickup
02/03/04	Truck
11	Loader
51/52	Trailer
70	Compressor
73	Welder
83	Mixer

Material Options

Code	Description
01F	T-Post Fence Barb Wire w/ Hardware
02F	Fence Post Corner / Strn w/ Hardware
02M	Aggregate Purchased
02X	Portland Cement, Sack
03F	Barbed Wire
06F	Steel Gates / All sizes
07F	Fence stays (Metal / Wood)
10F	Fence Gripples
12F	Sheep Fence
16F	Tortoise Wire, Fence
21F	Tension Wire Fence
22F	Wild Game Fence
32F	Cattle Guard End Wings

Statewide Average Accomplishment - Fence Panels ²

Notes:

1. Chain Link Fence repairs due to accidents shall be reported on **Activity 1510**.
2. One fence panel = Section between two posts.
3. Routine Barbed Wire fence repair shall be reported on **Activity 1505-E**.
4. **Upgrade and/or repair Specialized Wildlife fence Activity 1505-T**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	(JSA)	Program Number: 150 Activity Number: 1512 Effective Date: 7/1/11
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Activity:

Routine Guardrail Repair

Description and Purpose:

Replace and upgrade guardrail systems

Performance Guideline:

Maintenance work is scheduled as required and as necessary to replace and upgrade guardrail system, including installations accomplished by state forces.

Statewide Average Crew Size	Work Method
Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 5	<ol style="list-style-type: none"> 1. Survey damage and obtain necessary materials. 2. Equipment necessary for repair to be determined in 3. Set necessary traffic control. 4. Perform replacement and alignment as needed. 5. Remove traffic control.

Equipment Options	Material Options																														
<table border="0"> <tr> <td style="padding-right: 10px;">Code</td> <td>Description</td> </tr> <tr> <td>01</td> <td>Pickup</td> </tr> <tr> <td>02/03/04</td> <td>Truck</td> </tr> <tr> <td>11</td> <td>Loader</td> </tr> <tr> <td>16</td> <td>Backhoe</td> </tr> <tr> <td>51/52</td> <td>Trailer</td> </tr> <tr> <td>56</td> <td>Arrowboard / Messageboard</td> </tr> <tr> <td>57</td> <td>Attenuator w/ Arrowboard</td> </tr> <tr> <td>71</td> <td>Compressor</td> </tr> <tr> <td>73</td> <td>Welder</td> </tr> <tr> <td>PE11</td> <td>Skid Steer</td> </tr> <tr> <td>PE32</td> <td>Attachment, Auger</td> </tr> <tr> <td>PE51</td> <td>Trailer, Small</td> </tr> </table>	Code	Description	01	Pickup	02/03/04	Truck	11	Loader	16	Backhoe	51/52	Trailer	56	Arrowboard / Messageboard	57	Attenuator w/ Arrowboard	71	Compressor	73	Welder	PE11	Skid Steer	PE32	Attachment, Auger	PE51	Trailer, Small	<table border="0"> <tr> <td style="padding-right: 10px;">Code</td> <td>Description</td> </tr> <tr> <td></td> <td>Varies</td> </tr> </table>	Code	Description		Varies
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Statewide Average Accomplishment - Panels 1

- Notes:**
1. For measurement purposes:
 Panel = 12 1/2' Length
 End treatment = 1 panel
 Guardrail panels 25' = 2 panels
 2. When repairs are made on Thrie beam type guardrail, report as **Activity 1512-B**.
 3. Maintenance will replace damaged guardrail end treatments with similar components from the existing supply of replacement parts.
 4. If BCT base is damaged and requires replacement, replace BCT base with existing BCT replacement materials, or replace guardrail end section with the guardrail extruder terminal or other approved end section. If the guardrail extruder terminal option is chosen, then an engineering analysis is required to determine the new length of guardrail and location of the new end section.
 5. Once BCT replacement stock is exhausted, any damaged BCT's will be replaced with the guardrail extruder terminal or other approved end section. An engineering analysis will be required to determine the new length of guardrail and location of the new end section. Upgrades to the guardrail system, report as **Activity 1512-C**. Comments on Crew Work Report shall include system type and other pertinent information.
 6. When performing the activity of Tightening Guardrail Bolts, report using **Activity 1512-T**.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 150 Activity Number: 1520 Effective Date: 7/1/11
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Activity:

Crash Attenuator (Guardrail) Repair - Accident

Description and Purpose:

The repair and replacement of crash attenuators damaged by accident.

Performance Guideline:

Guardrail, which is so severely damaged that it no longer gives the protection for which it was designed, should be repaired within seven work days, unless special order material takes additional time to obtain. Warning devices shall be installed until repair is completed.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Highway Worker
HOT 1 / 2 / 3 / 4

Average Crew Size: 6

1. Survey damage and obtain necessary materials.
2. Equipment necessary for repair to be determined in advance of work.
3. Set necessary traffic control.
4. Perform replacement and alignment
5. Remove traffic control.

Equipment Options

Code	Description
01	Pickup
02/03/04	Truck
11	Loader
16	Backhoe
51-52	Trailer
56	VMS Board
57	Attenuator
71	Compressor
73	Welder

Material Options

Code	Description
	Varies

Statewide Average Accomplishment - Panels ¹

Notes:

1. For measurement purposes: Cushion = 1 panel
2. Use the one of the following suffix letters to track the type of guardrail being worked on:
 - A. G.R.E.A.T. System
 - B. QUAD GUARD System
 - C. ADIEM II System
 - D. SANDWICH System
 - E. REACT 350 System
 - F. SCI 100 / SMART System
3. Maintenance will replace damaged crash attenuators with existing supply of replacement parts.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required (JSA)	Program Number: 150 Activity Number: 1580 Effective Date: 7/1/11
Activity:		
Emergency Response		
Description and Purpose:		
This activity is to be used when Emergency Response is requested of a Maintenance Org.		
Performance Guideline:		
This list is not all inclusive. There may be other miscellaneous accident response situations which may be charged The following suffix letters shall be used:		
<ul style="list-style-type: none"> A. ALERT Team B. Bridge, Structure, or Soundwall Inspection Due to Accident. C. Installation & Maintenance of Portable Variable Message Boards(s) D. Place and/or Check Warning Devices for Motorists E. Check for Damaged Guardrail/Crash Attenuator Systems; including Placement of Warning Devices F. Verify Dead Animals on Roadway / Right of Way G. Flagging / Traffic Control H. Check for Damaged Fence I. Emergency Call Out - Wildfire Related Events J. Initial Contact from TOC (Calls After Hrs to Supervisor/Leadperson Requesting Response) K. Livestock Round-Up (non-Accident) Check Fencing⁴ L. Landscape - Check Damaged Systems, Place Warning Devices, if necessary N. After Accident Clean-Up O. Livestock Round-Up (Accident Only) Check Fencing⁴ R. Hazardous Material Spills S. Emergency Call Outs - ACCIDENTS ONLY ¹ T. Rock Removal and Material Spills (i.e. Gravel; Oil, less than 50 gallons; AB; etc.) W. Check Median Cable and Placement of Warning Devices Y. Call Boxes (Request Due to Apparent Malfunctioning of Boxes) 		
Statewide Average Accomplishment - Labor Hours		
Notes:		
<ol style="list-style-type: none"> 1. Emergency response requests by Law enforcement agencies or TOC, will be reported on the appropriate activity. 2. JOB #'s to be used to track Emergency Response, <u>Non-Accident</u>: <ul style="list-style-type: none"> CSO = County Sheriff Office CPD = City Police Department DPS = Department of Public Safety TOC = Traffic Operations Center TP = Tribal Police FD = Fire Department 3. Material should only go on the activity where work is performed. It is possible material can go here but just that needed for emergency response. 4. For Non-Emergency livestock response use Activity 1590-H 		

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required (JSA)	Program Number: 150 Activity Number: 1590 Effective Date: 7/1/11
Activity:		
Other Roadside Maintenance		<u>Check Environmental BMP</u>
Description and Purpose:		
Miscellaneous roadside maintenance not covered in other Activities.		
Performance Guideline:		
Included are activities performed for miscellaneous roadside maintenance not covered by Activities 1500 thru 1580 and 1591 , such as:		
<ul style="list-style-type: none"> A. Sidewalk / Railing Maintenance B. Bird Netting - Maintenance of, Removal, and/or Traffic Control for Contractor D. All Crash Barrel Maintenance and Inspection F. Remove Graffiti on Rocks and Walls / Repaint Walls G. Routine Glare Screen Maintenance and Inspection H. Remove Livestock from ROW and check fence (NON-EMERGENCY)⁸ I. Firebreak Maintenance (per Written Request)¹⁻⁴ L. Remove Embankment Curb M. Miscellaneous Landscape Maintenance N. Remove Outdoor Advertising Signs⁵ O. Crash Attenuator Maintenance and Inspection Not Related to Accident Damage Q. Adopt-a-Highway Work T. Haul Rubber / Debris / Trash U. Placement and/or Maintenance of Temporary Traffic Control Devices <p>3. Sand Dune Removal (other than in Drainage)</p>		
Statewide Average Accomplishment - Labor Hours		
Notes:		
<p>Routine fire break maintenance should only be performed under the following conditions #1-4:</p> <ul style="list-style-type: none"> 1. The area in question is a habitual trouble spot and if not maintained, it could be a potential threat to highway safety, private property or valuable vegetation growth. 2. Formal written request is made by concerned parties in a given area. A general consensus by both ADOT and the parties concerned agree upon the maintenance to be performed. 3. It will benefit ADOT and the resources are available to accomplish. 4. Each situation shall be considered separately, using the above criteria. 5. Outdoor advertising signs off the right-of-way shall be removed only at the request of Central Maintenance through the District Engineer and Maintenance Engineer. 6. Cattle guard inspection shall be reported on Activity 1591-R. 7. When side cast sweeping, report as Activity 1507-S. 8. For Emergency Callout for Livestock Removal use 1580-K or 1580-O. If livestock is dead, report removal under Activity 1502-A 		

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required Program Number: 150 Activity Number: 1591 Effective Date: 7/1/11
Activity:	
Roadway - Right of Way Inspection	
Description and Purpose:	
Inspection of right of way features.	
Performance Guideline:	
<p>Any right-of-way inspections accomplished by maintenance personnel, shall be reported on this activity, with the exception of Fence Inspections.</p> <ul style="list-style-type: none"> A. Feature Inventory Data Collection Performed on the Roadway, Report as Activity 1591-A. ¹ B. Levels of Service Performed on the Roadway, Report as Activity 1591-B. ² D. Superintendent or Org Personnel, including Supervisor and/or Leadperson, Routine/Safety Inspection of Org's Area of Responsibility (Includes PASER RATING) E. Inspect and Close Legal Right-of-Way Gates K. Quarterly Lighting Night Inspections N. Design Reviews Conducted in the Field (Partnering, Field Inspection, Final Walk-Thrus, etc.). ⁴ R. Cattle Guard Inspection <p>This list is not all-inclusive. Other unclassified roadside maintenance support work may be charged to this activity.</p>	
Statewide Average Accomplishment - Labor Hours	
Notes:	
<ol style="list-style-type: none"> 1. Report all work performed <u>in the office</u> for (Feature Inventory Data Collection - FISDC) as Activity 602-A. 2. Report all work performed <u>in the office</u> for LOS (Levels of Service) as Activity 602-B. 3. Fence Inspection <u>is not</u> to be reported on this activity. 4. In Office work related to work performed, report under Activity 902-N. 5. Hours reported in the Travel column for this activity represent those hours required to travel to and from the site where inspection is to be completed. For Feature Inventory and Level of Service inspection the activity begins at a pre-set location away from the yard. Otherwise, the Travel hours will be 0.0. 	

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	(JSA)	Program Number: 160 Activity Number: 1601 Effective Date: 7/1/11
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Activity:

Routine Drainage Maintenance **Check Environmental BMP**

Description and Purpose:

Remove debris from pipe, box and bridge culverts. Clean inlet and outlet drainage ditches within right-of-way and drainage easements, including those for roadway dips. Clean catch basins, drop right-of-way and drainage easements, including those for roadway dips. Clean catch basins, drop inlets and down drains.

Performance Guideline:

This work shall be performed on drainage installations, as required.

Statewide Average Crew Size	Work Method				
Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 3	<ol style="list-style-type: none"> 1. A 404 permit may be required.⁴ 2. Place safety devices and signs. 3. Remove silt, soil, sod, weeds and trash from installations. 4. Shape ditches. 5. Repair eroded areas around installation inlet, outlet, headwalls and wingwalls. 6. Remove safety devices and signs. 				
Equipment Options <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 10%;">Code</th> <th style="width: 90%;">Description</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="text-align: center;">Varies</td> </tr> </tbody> </table>		Code	Description	Varies	
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Code	Description				
Varies					
Statewide Average Accomplishment - Openings¹					

- Notes:**
1. Each inlet is 1 opening and each outlet counts as 1 opening.
 2. Inspection of Pipes and Structures shall be reported on **Activity 1608**.
 3. Record work performed outside right-of-way as **Activity 1690** or **Activity 700**.
 4. **No permit is required if clearing material and debris is placed on the upland area of the drainage. Blading is only permitted if the drainage is returned to "normal" condition only.**
 5. **Verify through District Environmental Coordinator to ensure compliance.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)	Program Number: 160 Activity Number: 1602 Effective Date: 7/1/11
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Activity:

Emergency Drainage Maintenance **Check Environmental BMP**

Description and Purpose:

Emergency maintenance of culverts and catch basins, roadway dips and their inlets and outlets. The purpose is to avoid drainage failure on those habitual troublesome drainage installations which require more than routine attention.

Performance Guideline:

Known trouble spots should be checked immediately after heavy rain. Maintenance and repairs that do not require prompt attention are to be scheduled under Routine Drainage Maintenance Activity 1601.

Statewide Average Crew Size	Work Method
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Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 4	<ol style="list-style-type: none"> 1. Identify drainage maintenance requiring prompt attention. 2. Place safety devices and signs. 3. Perform work required. 4. Remove safety devices and signs. 5. File report for 401 and 404 permits. Contact District Environmental Coordinator for compliance
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Equipment Options

Code	Description
Varies	

Material Options

Code	Description
	Varies

Statewide Average Accomplishment - Openings 1

Notes:

1. **Each inlet is 1 opening and each outlet counts as 1 opening.**
2. When pumping water off of roadway, count production the same as you would dips.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)		Program Number: 160 Activity Number: 1603 Effective Date: 7/1/11
Activity:		
Clean Cuts / Channels / Dikes / Embankment Curbs		<u>Check Environmental BMP</u>
Description and Purpose:		
Remove material from roadway cuts, channels, dikes or Embankment Curb and restore proper drainage.		
Performance Guideline:		
This work shall be scheduled in cuts where accumulations of material requires removal. Scheduling may follow storms when necessary.		
Statewide Average Crew Size		Work Method
Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 7		<ol style="list-style-type: none"> 1. Place safety devices and signs. 2. Remove delineators, if necessary. 3. Windrow material on shoulder for loading or use loader to move material directly. 4. Haul material to nearest disposal site. (Use for shoulder and slope repair where possible.)^o 5. Shape cut to assure drainage. 6. Broom roadway surface as needed. 7. Replace delineators, if removed. 8. Remove safety devices and signs.
Equipment Options		
Code Description Varies		
Material Options		
Code Description 06M Borrow (Must have a Unit Cost)		
Statewide Average Accomplishment - Linear Feet		
Notes:		
<ol style="list-style-type: none"> 1. This Activity is to be used for cleaning at toe of fill slopes, TI's, etc. 2. Minor channel and dike repair shall be reported as Activity 1603-B. 3. Minor riprap and bank protection repair (includes gabions) shall be reported as Activity 1603-C. 4. When performing Blading or Reshaping of Ditches Only, report under Activity 1603-D. 5. Routine cleaning of drainage channels shall be reported as Activity 1603-M. 404 Permits are required. Contact your District Environmental Coordinator. 6. When shoulder & slope repair is being accomplished by using material from cut cleaning, it may be feasible to report part of the work on Activity 132. 		

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)	Program Number: 160 Activity Number: 1604 Effective Date: 7/1/11
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Activity:

Minor Slide Removal **Check Environmental BMP**

Description and Purpose:

Remove minor rock or mud slides as required to insure drainage ditches and/or roadway shoulders are free of hazardous conditions.

Performance Guideline:

When slides or rock fall occur which cause drainage problems or unsafe driving conditions, cleanup and removal operations should be accomplished promptly.

Statewide Average Crew Size	Work Method
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Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 6	<ol style="list-style-type: none"> 1. Place safety devices and signs. 2. Remove delineators. 3. Use loader to remove and load directly. 4. Replace delineators. 5. Remove safety devices & signs.
---	--

Equipment Options

Code	Description
01	Pickup
02/03/04	Truck
10	Grader
11	Loader
21	Broom
52	Trailer, Large
56	Arrowboard / Messageboard

Material Options

Code	Description
	N/A

Statewide Average Accomplishment - Slide Areas

Notes:

1. **When the estimated expenditures within one mile of highway are less than \$5,000, report on this activity. If expenditures are greater than \$5,000, report on Activity 180.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	(JSA)	Program Number: 160 Activity Number: 1605 Effective Date: 7/1/11
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Activity:

Routine Major Structure Maintenance **Check Environmental BMP**

Description and Purpose:

Repair, clean, remove graffiti from, and otherwise maintain decks, joints, footings, abutments, wingwalls, superstructure, and rails when performed by maintenance personnel.

Performance Guideline:

Repairs identified by Bridge Divisions inspection reports shall be scheduled on a priority basis. Filling cracks on bridge decks & bridge approach slabs shall be reported on this activity.
Scheduling shall become an emergency when conditions require immediate attention for public safety

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Highway Worker
HOT 1 / 2 / 3 / 4

Average Crew Size: 4

1. Permits required if water way disturbed.
Contact District Environmental Coordinator for clarification and/or compliance.
2. Place safety devices and signs.
3. Perform maintenance and repair as outlined in Bridge Divisions inspection report, or as needed.
4. Report completed repairs and check off on inspection report as to date completed, when applicable.
5. Remove safety devices & signs.

Equipment Options

Code	Description
01	Pickup
02/03/04	Truck
11	Loader
16	Backhoe
21	Broom
22	Sweeper
52	Trailer, Large
56	Arrowboard / Messageboard
57	Attenuator w/ Arrowboard
63	Heating Pot
71	Compressor
73	welder

Material Options

Code	Description
	Varies

Statewide Average Accomplishment - Structure ¹

Notes:

1. Report each structure on a separate Daily Work Reports.
2. Use a suffix letter to designate when this type of work on a structure is being accomplished:
A = Graffiti (1605-A)
B = Painting (1605-B)
C = Sweeping (1605-C)
3. Use major structure number if available from ADOT Bridge Group.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)	Program Number: 160 Activity Number: 1607 Effective Date: 7/1/11
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Activity:

Storm and Rock Patrol Check Environmental BMP

Description and Purpose:

Patrol of roadway during storms and periods of expected rock fall for the **non-emergency** removal of rocks and debris from roadway.

Performance Guideline:

During storms, patrol drainage installations, dips subject to flooding, areas where rock fall occurs regularly, and areas of blowing dust or sand.

Statewide Average Crew Size	Work Method								
Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 2	<ol style="list-style-type: none"> 1. Patrol known trouble spots for fallen rocks. 2. Remove rocks when necessary. 								
Equipment Options									
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01	Pickup								
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Material Options									
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Code	Description								
	N/A								

Statewide Average Accomplishment- Miles Patrolled

Notes:

1. Insure areas of rock fall and probable hazard areas have appropriate warning signs.
2. Mileage will begin at Route being patrolled and will end when leaving that Route. Seperate Crew Work Reports will be entered for each Route patrolled.
3. Inspection of roadway drainage systems may be performed in conjunction with routine storm and rock patrol if both are being performed by the same crew.
4. Roadway pump inspection during storm activity, which is not performed in conjunction with storm and rock patrol, shall be reported on **Activity 1610**.
5. When more than one shift is necessary to accommodate this activity, report under the appropriate suffix letter:

1607-A: First Shift
1607-B: Second Shift

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)	Program Number: 160 Activity Number: 1608 Effective Date: 7/1/11
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Activity:

Drainage Inspection **Check Environmental BMP**

Description and Purpose:

Inspection of pipe, box and bridge culverts, roadway dips, inlets and outlets, including catch basins, drop inlets and down drains.

Performance Guideline:

Look for damage to structure, identifying any obstructions such as debris, heavy sand deposits, vegetation growth; and erosion around head, wing walls which may cause drainage failure.

Inspection will include proper separation between the frame and grate not to exceed 1/2 inch.⁶

Statewide Average Crew Size	Work Method
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Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 2	1. Exit vehicle and visually inspect drainage installations.
---	--

Equipment Options

Code	Description
01	Pickup

Material Options

Code	Description
	N/A

Statewide Average Accomplishments - Openings

Notes:

- 1. 404 Permits required. Contact your District Environmental Coordinator for clarification and/or compliance.**
2. Reseeding will be required.
3. Each inlet is 1 opening and each outlet counts as 1 opening.
4. Schedule routine drainage maintenance under Activity 1601.
5. Schedule emergency drainage maintenance under Activity 1602.
- 6. If such a separation exists, corrective action will be performed to properly retrofit for bicycle traffic. The compliance inspection will be noted in the "Comment" section of the Crew Work Report completed by the maintenance employee. If immediate corrective action is not able to be accomplished due to time and/or materials constraints, the maintenance supervisor will schedule the repair for timely completion.**

Arizona Department of Transportation	Suffix Required	Program Number: 160
ITD - Highway Maintenance		Activity Number: 1610
Performance Guideline - PeCoS	(JSA)	Effective Date: 7/1/11

Activity:

Roadway Pump Preventative Maintenance Inspection **Check Environmental BMP**

Description and Purpose:

Routine preventative maintenance inspections of roadway pump facilities.

Performance Guideline:

Insure pump stations are fully operational and in good service repair. This shall be accomplished by performing appropriate inspections.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Highway Worker
HOT 1 / 2 / 3 / 4

Average Crew Size: 2

- Method A: Weekly / Monthly Inspection ¹**
1. Check condition of stations/perimeters.
 2. Check engine pre-heaters.
 - 3. Check battery voltages and charger operation.**
 - 4. Test run engines and pumps.**
 5. Dewater sumps/basins, and tunnels.
 6. Check and adjust gas detection system.
 - 7. Ensure proper fluid level on all equipment.**
 8. Inspect for/ removal of Graffiti from buildings and walls.
 - 9. Check fuel levels / transport fuel to fuel tanks.**
 10. Clean station.
 - 11. Check fire suppression systems.**
 12. Check fire extinguishers.
 13. Check / cleanwater sensing probes.
 14. Check Telemetry System.
 15. Check station lighting.
 16. Check equipment belts and hoses.
 17. Inspect chain / hook on hoists.
 18. Perform PM on hoist / gantry.
 - 19. Clean debris / weed control around buildings.**

Equipment Options

Code	Description
01	Pickup
02/03	Truck
11	Loader
51	Trailer
72	Generator
73	Welder

Material Options

Code	Description

- Method B: Annual Inspection ¹**
1. Service engine & pumps.
 2. Change fluids.
 - 3. Perform annual fire extinguisher inspections vendor.**
 - 4. Clean and inspect tunnels / drop shafts.**
 5. Perform annual hoist inspection

Statewide Average Accomplishment - Units

Notes:

1. Report only one method per Crew Work Report. Use appropriate suffix letter to designate method used as follows:
 When using **Work Method A** report under **Activity 1610-A**.
 When using **Work Method B** report under **Activity 1610-B**.
2. **Use Expenditure Tab to enter any materials used.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS		Suffix Required (JSA)	Program Number: 160 Activity Number: 1611 Effective Date: 7/1/11
Activity:			Page 1 of 2
Roadway Pump Station Troubleshooting & Repair		<u>Check Environmental BMP</u>	
Description and Purpose:			
To repair and or replace pump station components that meet or exceed OEM equipment and to repair with OEM parts.			
Performance Guideline:			
Respond to trouble calls making proper assessment of situation and repairs if needed.			
Statewide Average Crew Size		Work Method	
Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 3		A. ENGINE: 1. Review for adequate fuel; ignition; cranking capabilities. 2. Run engine, if feasible, to locate/determine fault. 3. Use of proper test equipment to determine engine condition. 4. Lock out or tag out engine, when applicable. 5. Remove as primary engine call. 6. Records parts/performance needed. B. DRIVE LINE: 1. Inspect U-joints for wear. 2. Inspect for crack, dents, etc. 3. Check lubrication @ U-joints and slip joints. 4. Lubricate with proper grade grease. 5. Torque flange bolts to proper Ft./Lbs. 6. Adjust / repair clutch system. C. CONTROLS: 1. Check condition of controls in the auto and manual settings. 2. Perform electrical meter check to determine fault. 3. Use of schematic for system diagrams. 4. Disconnect source of power to units to be worked. 5. Check charge rate of chargers in batteries. 6. Disconnect utility power to check UPS/PLC operation. 7. System check of water sensing devices. 8. Fire alarm / suppression system 9. Gas Detector D. PUMPS: 1. Check fluids for proper level and grade. 2. Determine proper rotation (3-phase electrical pumps). 3. Clean intakes of any obstructions. 4. Replace seals. 5. Determine hot spots/noises on gear heads.	
Equipment Options			
Code Description 01 Pickup 02/03 Truck 51 Trailer, Small 72 Generator 73 Welder			
Material Options			
Code Description			
Continued on Page 2			
Statewide Average Accomplishment - Station Components			
Continued On Page 2			

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required (JSA)	Program Number: 160 Activity Number: 1611 Effective Date: 7/1/11
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Activity: Page 2 of 2

Roadway Pump Station Troubleshooting & Repair (Continued)

Description and Purpose:

Refer to Page 1

Work Method continued:

E. BUILDING ELECTRICAL:

1. Determine dead zone by use of electrical meter.
2. Check all breakers related to fault.
3. Determine conditions of breakers.
4. Check for proper voltage / amperage of utilities.

F. FUEL SYSTEM:

1. Check for proper level.
2. Check for impurities in diesel fuels.
3. Determine/repair any leaks for liquid or high pressure systems.
4. Perform system checks on regulators (LP, Natural Gas).

G. TELEMETRY SYSTEM:

1. Perform simulation of alarms on stations RTU's.
2. Check voltage of charger and batteries on RTU's.
3. Check antennas condition.
4. Perform check of relays.
5. Check fuses.

H. STRUCTURAL:

1. Repair or replace all doors, hatches, flap gates; hoists, awning, gates, valves (water & fuel), backflows, screening, hangers and locks.

J. MISCELLANEOUS:

1. Miscellaneous repairs not covered by Work Methods A thru H.

When using this activity, use of a suffix letter is required in order to designate components repaired within the pump station.

Work location must always be reported.

Notes:

1. Use Expenditure Tab to enter any materials used.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required (JSA)	Program Number: 160 Activity Number: 1690 Effective Date: 7/1/11
Activity:		
Other Drainage Maintenance and Repair		<u>Check Environmental BMP</u>
Description and Purpose:		
All work in support of drainage maintenance which is of insufficient scope to justify an independent activity, shall be reported on this activity.		
Performance Guideline:		
Included are activities performed for miscellaneous drainage maintenance that are not covered by Activities 1601 through 1611 , such as:		
<ul style="list-style-type: none"> A. Minor Sand Drift Removal B. Repair Minor Scouring C. Installation of New Drainage. D. Retaining Wall, Cribbing Repair E. Work on Gunite Slopes F. Repair or Replacement of Minor Structures or Drainage Installations G. Emergency Monitoring of Pump Maintenance Telemetry System / Pagers H. Clean Pipe and Drop Inlets with Special Equipment I. Scale Cuts J. Clean and Reshape Grader Ditches (Crown Ditches) ² K. Clean Behind Jersey Barrier and Rock Fences M. Emergency Bridge / Structure Inspection N. Clean or Repair Erosion, etc, on Freeway Pumps, Drains R. Re-establish River Banks / Erosion Repair 		
This list is not all-inclusive. Other unclassified drainage maintenance may be charged to this activity.		
Statewide Average Accomplishments - Labor Hours		
Notes:		
<ol style="list-style-type: none"> 1. 404 Permits required. Contact your District Environmental Coordinator for clarification and/or compliance. 2. Reseeding will be required. 		

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	(JSA)	Program Number: 170 Activity Number: 171 Effective Date: 7/1/11
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Activity:

Plow Snow and/or Apply Abrasives / De-icers **Check Environmental BMP**

Description and Purpose:

Plow snow and/or apply de-icing agents to the roadway as conditions warrant under the ADOT District Snow and Ice Control Plan. **(Stipend Activity)**

Performance Guideline:

Plow and/or apply abrasives / de-icers to locations where needed. Abrasive material may be treated with de-icing agents.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 1	<ol style="list-style-type: none"> 1. Plow and/or apply abrasives or de-icer to assigned routes. 2. Warning signs shall be placed or erected as needed.
---	---

Equipment Options

Code	Description	Code	Description
01	Pickup	42	Spreader
02/03/04	Truck	50	Water Tank
09	Truck, Misc.	56	Arrow / Messageboard
10	Grader		
11	Loader		
13	Dozer		
40	Snow Blower		
41	Snow Plow		

Material Options

Code	Description	Code	Description	Code	Description
03M	Sand Produced	11M	Cinders (Fine)	21X	Magnesium Chloride-Dry
03X	Salt	12M	Cinders Purchased	22X	CMA (Calc. Mag. Acetate)
04M	Sand Purchased	16X	Calcium Chloride	23X	Misc De-Icer - Liquid
05M	Cinders (Course)	20X	Magnesium Chloride-Liq.	24X	Misc De-Icer - Dry
				29X	Brine

Statewide Average Accomplishment - Mile

Notes:

1. One employee will be designated at the start of each shift to perform PM (Preventative Maintenance) check list on the loader to be used and to record usage hours.
2. Mileage will begin upon leaving the yard, and will end upon entering the yard at the end of the shift.
3. When more than one shift is necessary to accommodate snow activity, report under the appropriate suffix letter:
171-A: First Shift 171-B: Second Shift
4. Drift control to be reported as **Activity 171-T**.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)	Program Number: 170 Activity Number: 172 Effective Date: 7/1/11
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Activity:

Winter Storm Patrol **Check Environmental BMP**

Description and Purpose:

Conduct winter patrol of snow and ice areas of the road to determine the possible development of hazardous conditions requiring maintenance attention. **(Non Stipend Activity)**

Performance Guideline:

Winter storm patrol shall be used as weather forecasts and conditions warrant.

Statewide Average Crew Size	Work Method						
Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 1	<ol style="list-style-type: none"> 1. Patrol snow and ice areas. 2. Determine maintenance required. 3. Call out assistance, if needed. 4. Place warning signs as needed. 						
Equipment Options <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 10%;">Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Pickup</td> </tr> <tr> <td>02/03/04</td> <td>Truck</td> </tr> </tbody> </table>		Code	Description	01	Pickup	02/03/04	Truck
Code		Description					
01	Pickup						
02/03/04	Truck						
Material Options <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 10%;">Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td></td> <td>N/A</td> </tr> </tbody> </table>	Code	Description		N/A			
Code	Description						
	N/A						

Statewide Average Accomplishment - Miles Patrolled

Notes:

1. This Activity is for patrolling only in anticipation of a winter storm. If plowing snow and/or applying abrasives is required, use **Activities 171 or 173**.
2. Mileage will begin upon leaving the yard, and will end upon entering the yard at the end of the shift.
3. When more than one shift is necessary to accommodate snow activity report under the appropriate suffix letter:

171-A: First Shift 171-B: Second Shift

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	(JSA)	Program Number: 170 Activity Number: 173 Effective Date: 7/1/11
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Activity:

Spot Ice Control **Check Environmental BMP**

Description and Purpose:

The application of abrasives, treated abrasives, de-icing or anti-icing agents to areas where ice exists.
(Stipend Activity)

Performance Guideline:

This activity is to be used when weather or storm conditions are such that require the application of abrasives, treated abrasives, de-icing or anti-icing agents to ice spots on roadways.

Statewide Average Crew Size	Work Method															
Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 1	<ol style="list-style-type: none"> Apply abrasives, treated abrasives, and/or liquid deicers/anti-icing agents where needed along assigned routes. Warning signs shall be placed, erected, or dropped as needed. 															
Equipment Options <table border="1" style="width: 100%;"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>1</td><td>Pickup</td></tr> <tr><td>02/03/04</td><td>Truck</td></tr> <tr><td>10</td><td>Grader</td></tr> <tr><td>11</td><td>Loader</td></tr> <tr><td>41</td><td>Snow Plow</td></tr> <tr><td>42</td><td>Spreader</td></tr> <tr><td>50</td><td>Water Tank</td></tr> </tbody> </table>		Code	Description	1	Pickup	02/03/04	Truck	10	Grader	11	Loader	41	Snow Plow	42	Spreader	50
Code	Description															
1	Pickup															
02/03/04	Truck															
10	Grader															
11	Loader															
41	Snow Plow															
42	Spreader															
50	Water Tank															

Material Options

Code	Description	Code	Description	Code	Description
03M	Sand Produced	11M	Cinders (Fine)	21X	Magnesium Chloride-Dry
03X	Salt	12M	Cinders Purchased	22X	CMA (Calc. Mag. Acetate)
04M	Sand Purchased	16X	Calcium Chloride	23X	Misc De-Icer - Liquid
05M	Cinders (Course)	20X	Magnesium Chloride-Liq.	24X	Misc De-Icer - Dry
				29X	Brine

Statewide Average Accomplishment - Miles Treated

Notes:

- When more than one shift is necessary to accommodate snow activity report under the appropriate suffix letter.
173-A: First Shift 173-B: Second Shift
- Mileage will begin upon leaving the yard, and will end upon entering the yard at the end of the shift.
- For Spot Ice Control required on Bridge Decks, report as **Activity 173-D**.
- One employee will be designated at the start of each shift to perform PM (Preventative Maintenance) check list on the loader to be used and to record usage hours.
- Drift control to be reported as **Activity 173-T**.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)	Program Number: 170 Activity Number: 174 Effective Date: 7/1/11
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Activity:

Anti-Icing w/ Deicers **Check Environmental BMP**

Description and Purpose:

The application of Anti-icing agents to Roadway in advance of winter storms or when weather conditions warrant.
(Stipend Activity)

Performance Guideline:

Activity should be used to reduce chances of ice forming on roadway.

Statewide Average Crew Size	Work Method										
Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 1	<ol style="list-style-type: none"> 1. Apply anti-icing agents to areas where needed along assigned routes. Use pre-determined calibrated amounts. 2. Warning signs shall be placed, erected, or dropped as needed. 										
Equipment Options <table border="1" style="width: 100%;"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Pickup</td> </tr> <tr> <td>02/03/04</td> <td>Truck</td> </tr> <tr> <td>50</td> <td>Water Tank</td> </tr> <tr> <td>57</td> <td>Attenuator</td> </tr> </tbody> </table>		Code	Description	01	Pickup	02/03/04	Truck	50	Water Tank	57	Attenuator
Code		Description									
01	Pickup										
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Code	Description										
20X	Magnesium Chloride - Liquid										
23X	Misc. De-Icier - Liquid										
29X	Brine										

Statewide Average Accomplishment - Lane Miles

Notes:

1. Supervisors are encouraged to perform in daytime for visibility.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)		Program Number: 170 Activity Number: 175 Effective Date: 7/1/11				
Activity:						
Cleaning of All Snow Related Equipment		Check Enviromental BMP				
Description and Purpose:						
To remove de-icer from equipment to prevent excessive corrosion. (Non Stipend Activity)						
Performance Guideline:						
Clean and inspect equipment. As washed, perform adjustments to equipment as needed. (Plow bits, spreader chain, etc.)						
Statewide Average Crew Size		Work Method				
Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 2		<ol style="list-style-type: none"> 1. Wear all Personal Protection Equipment as required for cleaning. 2. Unload de-icer to stockpiles 3. Wash all equipment. 4. Remove spreader & plow. Store in proper areas. 				
Equipment Options						
Varies						
Material Options						
<table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td></td> <td>N/A</td> </tr> </tbody> </table>		Code	Description		N/A	
Code	Description					
	N/A					
Statewide Average Acomplishment - Equipment Units²						
Notes:						
<ol style="list-style-type: none"> 1. When the equipment is cleaned at a facility outside of ADOT requiring payment, report on Expenditure Tab to record equipment cleaning costs 2. Equipment Unit = 1 piece of equipment (w/ ADOT Equipment Services #). 						

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required (JSA)	Program Number: 170 Activity Number: 179 Effective Date: 7/1/11
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Activity:

Other Snow and Ice Control (Non Stipend Activity) **Check Environmental BMP**

Performance Guideline:

This activity shall be used only for snow and ice control and related support work which cannot be performed as **Activity 171 - 175**. Proper safety devices and signs shall be used in every case where work exposure to traffic.

The following suffix letters shall be used:

- A. First Shift**
- B. Second Shift**
- C. Transport of Anti De-Icing Materials to Location
- D. Prepare Equipment Before Storm (Mount Plows, Spreaders, Calibrate Equip, etc.)
- E. Remove Equipment After Storm
- F. Emergency Radio Operation
- G. Set up, Man, and/or Maintain Temporary Road Blocks.
- H. After Storm Clean Up Using Loader, Snowblower, Grader, etc.
- I. Mix De-Icing Agents with Abrasives
- J. Erect, Dismantle, Repair and otherwise Maintain Snow Fence
- K. Sweep / Remove Cinders / Sand Related to Snow and Ice Control
- L. Open or Close Snow, Ice and other Related Warning Signs (includes Maintenance Supervisor's Time)
- M. Snow Marker Maintenance / Snow Signs (if Work is Performed by Hwy Maint ORG)
- N. Close, Barricade and/or Inspect Closed Highway *
- Q. Production of Brine
- S. Shift Supervisor
- U. Fuel and Service Equipment in Field
- V. Receiving and Stockpiling Snow Related Materials**

Statewide Average Accomplishment - Labor Hours

Suffix letter "N" shall be used when any highway or portion of a highway is closed and barricaded because of heavy snow. The entire length of the closed highway shall be inspected for stranded vehicles and motorists following the closure. Inspection will start as soon as conditions permit, utilizing any form of transportation, including air transportation.*

Inspection of a closed highway will be documented in the comment section of the completed Daily Work Report. The comments shall include the following:

Date of inspection; Route inspected with the beginning and ending mileposts; Name of employee(s) making the inspection, and results of this inspection.

"CONSULT DISTRICT SNOW PLAN"

Notes:

1. Enter "YARD" as Job # on Crew Work Report when suffix letter is used for work not being accomplished on the roadway. Report the nearest location to the yard on the Crew Work Report.
2. **NOTE: Use multiple suffixes when shifts are involved.**

Arizona Department of Transportation	Suffix Required	Program Number:	180
ITD - Highway Maintenance		Activity Number:	180
Performance Guideline - PeCoS	(JSA)	Effective Date:	7/1/11

Activity:

Major Damage and Disaster Maintenance

Performance Guideline:

This activity shall be used only for those failures and damages which are of such magnitude that they exceed the scope of any routine activity and/or when a project number has been assigned for reimbursement purposes.

Please review **Activity 181** before reporting on this activity.

EQUIPMENT METERS ARE REQUIRED

The types of work covered under this activity are major slides, undercuts / undermines, washouts, flooding, structural damage, traffic signal damage, etc., of extraordinary size and scope.

(See Suffix letters below)

Use this activity when the estimated expenditures within one mile of highway is \$5,000 or more.

For tracking purposes, Districts may assign a Job Number temporarily for use on work reports, if reimbursement is anticipated. Once the appropriate "H" project number has been assigned, District is responsible for contacting the Orgs if applicable. District will keep a record of number(s) assigned.¹

The following suffix letters are assigned for use on this activity:

- A. First Shift
- B. Second Shift
- C. Fires
- D. Floods
- E. Slides
- F. Undercutting / Undermining**
- G. Structural Damage
- H. Traffic Signal Damage
- T. Transport Driver

This list is not all inclusive. Other unclassified Major Damage & Disaster Maintenance support work may be charged to this activity.

Statewide Average Accomplishment - Labor Hours

Notes:

1. Report under actual Suffix that best describes activity being performed, even when an H Project Number has been assigned by District.
2. **Meter entries are required for all equipment reported on this activity.**
3. **See SAF 6.01-Emergency Response Policy for any additional guidance or requirements.**

Arizona Department of Transportation	Suffix Required	Program Number: 180
ITD - Highway Maintenance		Activity Number: 181
Performance Guideline - PeCoS	(JSA)	Effective Date: 7/1/11

Activity:

Emergency Response Administration

Performance Guideline:

This activity shall be used only for declared emergencies that may be reimburseable.

Maintenance Org Supervisors, Maintenance Superintendents, Maintenance Leadpersons, Maintenance Analysts and/or Maintenance Administrative Assistants must use this activity to track their time and location of the declared emergency.

If the District has assigned a Project Number, use of the Project Number is required when reporting this activity.

EQUIPMENT METERS ARE REQUIRED

The following suffix letters shall be used:

- A. Supervision
- B. Lead Person
- C. Paper Work
- D. Field Work
- E. Contractor Work - Field Review or Writing of Contract

Districts may call Maintenance Management Services to request a new suffix letter be assigned.

Statewide Average Accomplishment - Labor Hours

- Notes:
1. Each location will require a new work report.
 2. Meter entries are required for all equipment reported on this activity.
 3. See SAF 6.01-Emergency Response Policy for any additional guidance or requirements.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required	Program Number: 190 Activity Number: 191 Effective Date: 7/1/11
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Activity:

Bluestake and Encroachment Permit

Description and Purpose:

A. Bluestake Marking¹ B. Encroachment Permits¹ E. Electronic Bluestake Ticket Generator¹

Performance Guideline:

N/A

Statewide Average Crew Size	Work Method						
Traffic Signals Tech II HOT 1 / 2 / 3 / 4 Traffic Signals Ops Unit Mgr I Average Crew Size: 1	<p>A. BLUESTAKE MARKING</p> <ol style="list-style-type: none"> 1. Place safety devices and signs, as needed. 2. Locate and measure lines. 3. Mark lines in approved manner. 4. Remove safety devices and signs. 5. Make report to supervisor. <p>B. ENCROACHMENT PERMITS</p> <ol style="list-style-type: none"> 1. Monitor / inspect / correct permit compliance. 2. Report status to supervisor. 3. Sign-off on permit upon completion. 4. Forward documents to district. <p>E. ELECTRONIC BLUESTAKE TICKET GENERATOR</p> <ol style="list-style-type: none"> 1. Place safety devices and signs, as needed. 2. Locate and mark work zone. 3. Enter information into Electronic Bluestake website 4. Confirm all work zone markings are displayed on site. 						
<p>Equipment Options</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Pickup</td> </tr> <tr> <td>02</td> <td>Truck</td> </tr> </tbody> </table>		Code	Description	01	Pickup	02	Truck
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Code	Description						
	Varies						

Statewide Average Accomplishment - Labor Hours

Notes:

1. Report only one method per Crew work report. Use appropriate suffix letter to designate method used as follows:
 - When using **Work Method A** report under **Activity 191-A**.
 - When using **Work Method B** report under **Activity 191-B**.
 - When using **Work Method E** report under **Activity 191-E**.
2. If there is a need to report route and milepost, please enter them in **Location Tab**.
3. Verification of Right of Way.
4. When performing Office Work / Resolution work, report under **Activity 191-C**.
5. Record Permit # in **Tracking Tab** of CWR.
6. **Materials & Supplies NOC (Not Otherwise Charged) should be reported on Expenditure Tab**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required	Program Number: 200 Activity Number: 209 Effective Date: 7/1/11
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Activity:

Interstate Rest Area Maintenance **Check Environmental BMP**

Description and Purpose:

Recommended activity frequency is 12 times per year; this activity shall be used only for interstate rest area and related work. This shall include work performed by state personnel at rest areas under contract.

Performance Guideline:

- The following suffix letters and/or number shall be used:
- A. Water Filtration Plant Repairs
 - B. Well Work
 - C. Sewage Facility Repairs
 - D. Painting
 - E. Equipment Replacement, (i.e. Hot Water Heaters, Heating Units, etc.)
 - F. Building and Residence Repair
 - G. Emergency Closure of Rest Area
 - H. Water Line Repairs or Replacement
 - I. Hauling Water
 - J. General Cleanup of Rest Areas / Parking (includes Landfill Fees)
 - K. Pumping Septic Tanks
 - L. Vegetation Control Other than Routine or Chemical
 - M. Snow and Ice Control
 - N. Vandalism Repair
 - O. Water Samples
 - Q. Chemical Spraying, by Licensed Personnel
 - S. Seeding
 - T. Special Signing in Rest Area
 - U. Hauling & Handling of Materials
 - V. Accident Repair
 - W. Emergency Repair
 - Y. Pavement and Sidewalk Repair

 - 3. Safety Inspections
 - 4. Routine Inspections

This list is not all inclusive. Other unclassified interstate rest area support work may be charged to this activity.

Statewide Average Accomplishment - Labor Hours

- Notes:**
1. Utilities for all rest areas will be reported on **Activity 220-R**.
 2. All chemical application shall be done in accordance with the recommendations of the **District Environmental Coordinator**, and performed by licensed personnel.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required	Program Number: 200 Activity Number: 220 Effective Date: 7/1/11
Activity:		
Utilities, Roadway	<u>Check Environmental BMP</u>	
Description and Purpose:		
N/A		
Performance Guideline:		
<p>This activity shall be used to report all roadway utility charges.</p> <p>Any utility which is utilized on the road by a highway maintenance or landscape Org shall be reported under this activity. This includes all utility charges for rest areas.</p> <p>In order to track payments being made using this Activity, the following suffix letters will be used to designate the type of utility payments being made:</p> <ul style="list-style-type: none"> E. Electric (If not reported as part of the other systems / utilities listed below) - Activity 220-E F. Phone Systems (Emergency phones; Lines for equipment on roadway) - Activity 220-F H. Pump House Utilities (All utilities within pump house) - Activity 220-H I. Irrigation Systems Utilities - Activity 220-I L. Lighting Systems (Any utility for roadway lighting) - Activity 220-L M. Org Equipment Bays with Separate Meters - Activity 220-M. R. Rest Area Utilities (Any utility for a Rest Area) - Activity 220-R T. Tunnel Utilities - Activity 220-T W. Water (Not part of irrigation system; Includes water rights being paid with maintenance monies) - Activity 220-W <p>This list is not all inclusive. Other unclassified roadway utilities may be charged to this activity.</p>		
Statewide Average Accomplishment - Dollars		
Notes:		
<ol style="list-style-type: none"> 1. This activity is planned as an Expenditure Activity. Dollar Resources are planned on the Expenditure Tab. The inventory will be dollars and are planned for the entire year. 2. Any materials used on this activity are reported on the Expenditure Tab 3. Report location of utilities when possible. (All Rest Area utilities are reported on primary direction location). 		

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required	Program Number: 200 Activity Number: 259 Effective Date: 7/1/11
Activity:		
Rest Area Maintenance (with Location)		<u>Check Environmental BMP</u>
Description and Purpose:		
Recommended activity frequency is 52 times per year; routine inspections are to be conducted.		
Performance Guideline:		
This activity shall be used only for non-interstate rest area and related work. This shall include work performed by state personnel at rest areas under contract.		
<ul style="list-style-type: none"> A. Water Filtration Plant Repairs B. Well Work C. Sewage Facility Repairs D. Painting E. Equipment Replacement, (i.e. Hot Water Heaters, Heating Units, etc.) F. Building and Residence Repair G. Emergency Closure of Rest Area. H. Water Line Repairs or Replacement I. Hauling Water J. General Cleanup of Rest Areas / Parking Areas (includes Landfill Fees) K. Pumping Septic Tanks L. Vegetation Control Other than Routine or Chemical M. Snow and Ice Control N. Vandalism Repair O. Water Samples Q. Chemical spraying, by Licensed Personnel ² S. Seeding T. Special Signing in Rest Area U. Hauling & Handling of Materials V. Accident Repair W. Emergency Repair Y. Pavement and Sidewalk Repair 3. Safety Inspections 4. Routine Inspections 		
This list is not all inclusive. Other unclassified interstate rest area support work may be charged to this activity.		
Statewide Average Accomplishment - Labor Hours		
Notes:		
<ol style="list-style-type: none"> 1. Utilities for all rest areas will be reported on Activity 220-R. 2. All chemical application shall be done in accordance with the recommendations of the regional District Environmental Coordinator, and performed by licensed personnel. 		

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 300 Activity Number: 310 Effective Date: 7/1/11
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Activity:

Landscape Chipping

Description and Purpose:

Drag and chip stems, limbs and trunks, scatter chips in order to avoid landfill misuse. Recycle resources and avoid unsightly debris within landscape.

Performance Guideline:

Coordinate chipping with thinning, or tree and brush removal wherever it is necessary.

Statewide Average Crew Size	Work Method								
Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 4	<ol style="list-style-type: none"> 1. Inspect chipper and cutters as required. 2. Place safety devices and signs. 3. Personnel required to wear proper personal protection equipment. 4. Start chipper to insure proper operation. 5. Commence dragging stems, limbs or slash to chipper and begin feeding. 6. Remove safety devices and signs. 								
Equipment Options <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Pickup</td> </tr> <tr> <td>02/03/04</td> <td>Truck</td> </tr> <tr> <td>38</td> <td>Chipper</td> </tr> </tbody> </table>		Code	Description	01	Pickup	02/03/04	Truck	38	Chipper
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02/03/04	Truck								
38	Chipper								
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Code	Description								
	N/A								

Statewide Average Accomplishment - Labor Hours

Notes:

N/A

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)	Program Number: 300 Activity Number: 311 Effective Date: 7/1/11
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Activity:

Trim Trees

Description and Purpose:

Trim trees in landscaped areas.

Performance Guideline:

Different conditions and/or tree varieties require trimming at different times during the year.
Branches shall be trimmed to a minimum of 4' feet above ground for inspection and litter removal, except palms, which shall be trimmed to a minimum of 10' (feet) for fire prevention.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Highway Worker
HOT 1 / 2 / 3 / 4
Average Crew Size: 4

1. Place safety devices and signs.
2. **Workers should use proper trimming techniques.**
3. Trim Tree²
4. Pile trimmings for pickup or chip on site.
5. Load trimmings, if not chipped on site, and secure load.
6. Remove safety devices and signs.

Equipment Options

Code	Description
02/03/04	Truck
38	Brush Chipper
57	Attenuator w/ Arrowboard

Material Options

Code	Description
	N/A

Statewide Average Accomplishment - Trees¹

Notes:

1. One & a half (1 1/2) inch or larger caliper limb equals one (1) tree.
2. One worker drives truck to disposal site while other worker continues.
3. **Landfill / Dump Fees are reported on the Expenditure Tab**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 300 Activity Number: 314 Effective Date: 7/1/11
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Activity:

Replace Trees **Check Environmental BMP**

Description and Purpose:

Replace trees lost due to traffic damage, lightning or disease.

Performance Guideline:

Trees shall be replaced in the landscaped area if they are dead, severely damaged or diseased, except if they are located in an overgrown grouping, or negatively impact public safety.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 4	<ol style="list-style-type: none"> 1. Place safety devices and signs. 2. Mark irrigation lines.¹ 3. Prepare planting pit. 4. Add amendments to backfill. 5. Remove container & set tree to proper depth. 6. Install stakes, guys and emitters. 7. Clean and rake area. 8. Remove safety devices and signs.
---	---

Equipment Options

Code	Description
01	Pickup
02/03/04	Truck
11	Skid Steer w/ Attachments
57	Attenuator w/ Arrowboard

Material Options

Code	Description	Code	Description
03D	Gabions (Rock Baskets All Sizes)	12L	Tree, Palm
05D	Rip Rap Wire	13L	Tree, Eucalyptus
07M	Stone (Rip Rap, etc.)	14L	Tree, Other
08L	Soil Amendments	23F	Fence, Silt (Filter Fabric)
11D	Wattles	92L	Miscellaneous Landscape Materials
11L	Tree, Native	93L	Sand Bags
12D	Stakes		

Statewide Average Accomplishment - Trees

Notes:

1. Bluestaking is reported under **Activity 191-A**.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)	Program Number: 300 Activity Number: 315 Effective Date: 7/1/11
---	---

Activity:

Remove Trees **Check Environmental BMP**

Description and Purpose:

Remove trees inhibiting sight distance, loss due to traffic damage, lightning, or disease.

Performance Guideline:

Trees shall be removed from the landscape when they negatively impact public safety, loss due to traffic damage, lightning or disease.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Highway Worker
HOT 1 / 2 / 3 / 4

Average Crew Size: 4

1. Place safety devices and signs.
2. Mark irrigation lines.¹
3. Remove tree.
4. Cut / chip into manageable lengths and load onto truck.
5. Repair soil, rake and remove debris.
6. Cap off unused irrigation lines.
7. Remove safety devices and signs.

Equipment Options

Code	Description
02/03/04	Truck
11	Loader / Skid Steer w/ Attachments
38	Chipper
57	Attenuator w/ Arrowboard

Material Options

Code	Description
92L	Miscellaneous Landscape Materials

Statewide Average Accomplishment - Trees

Notes:

1. Bluestaking is reported under **Activity 191-A**.
2. **Landfill / Dump Fees are reported on the Expenditure Tab**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)	Program Number: 300 Activity Number: 321 Effective Date: 7/1/11
---	---

Activity:

Trim Shrubs / Ground Cover

Description and Purpose:

Trim shrubs and ground cover in landscaped areas to maintain sight distance, or to improve plant barrier density.

Performance Guideline:

Various conditions and/or shrub varieties require pruning at different times during the year.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Highway Worker
HOT 1 / 2 / 3 / 4

Average Crew Size: 4

1. Place safety devices and signs.
2. Trim as recommended by the Phoenix District landscape architect.²
3. Pile trimmings for pickup.
4. Load/chip trimmings and secure load.
5. Remove safety devices and signs.

Equipment Options

Code	Description
02/03/04	Truck
11	Skid Steer w/ Attachments
38	Brush Chipper
57	Attenuator w/ Arrowboard

Material Options

Code	Description
	N/A

Statewide Average Accomplishment - Plants ¹

Notes:

1. One-half (1/2") to one (1") inch = 1 plant for accomplishment purposes.
2. One worker drives truck to disposal site while other workers continue.
3. **Landfill / Dump Fees are reported on the Expenditure Tab**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 300 Activity Number: 323 Effective Date: 7/1/11
---	---

Activity:

Replace Shrubs / Ground Cover **Check Environmental BMP**

Description and Purpose:

Replace shrubs and ground cover lost through traffic damage or disease in landscaped areas.

Performance Guideline:

Replace shrubs and ground cover plants which function as screening or are an integral part of a coherent landscape mass.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 4	<ol style="list-style-type: none"> 1. Place safety devices and signs. 2. Add amendments such as gypsum, organic matter, chelated iron as needed. 3. Rake material lightly into soil. 4. Remove safety devices and signs.
---	--

Equipment Options

Code	Description
02/03/04	Truck
11	Loader / Skid Steer w/ Attachments
31	Mower
32	Mower / Attachment
57	Attenuator w/ Arrowboard

Material Options

Code	Description	Code	Description
03D	Gabions (Rock Baskets All Sizes)	17L	Shrubs
05D	Rip Rap Wire	19L	Ground Cover Plants
07M	Stone (Rip Rap, etc.)	23F	Fence Silt (Filter Fabric)
08L	Soil Amendments	92L	Miscellaneous Landscape Materials
11D	Wattles	93L	Sand Bags
12D	Stakes		

Statewide Average Accomplishment - Shrubs

Notes:

N/A

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 300 Activity Number: 324 Effective Date: 7/1/11
---	---

Activity:

Remove Shrubs / Ground Cover **Check Environmental BMP**

Description and Purpose:

Remove shrubs / ground cover that interfere with sight distance, hazard markers, or have been lost through traffic damage or disease. This includes over-planted areas which need thinning for irrigation inspection and repair functions.

Performance Guideline:

Remove shrubs and ground cover plants, cap off irrigation and clean up area.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

<p>Highway Worker HOT 1 / 2 / 3 / 4</p> <p>Average Crew Size: 4</p>	<ol style="list-style-type: none"> 1. Place safety devices and signs. 2. Have approved dust control plan and permit, as required. 3. Bluestake required. 4. Remove target plants. 5. Rake, level and remove debris from area or chip on-site. 6. Cap off unnecessary irrigation lines. 7. Dispose of shrubs and debris. 8. Remove safety devices and signs. 												
Equipment Options													
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 10%;">Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>02/03/04</td> <td>Truck</td> </tr> <tr> <td>09</td> <td>Water Truck</td> </tr> <tr> <td>11</td> <td>Loader / Skid Steer w/ Attachments</td> </tr> <tr> <td>38</td> <td>Chipper</td> </tr> <tr> <td>57</td> <td>Attenuator w/ Arrowboard</td> </tr> </tbody> </table>		Code	Description	02/03/04	Truck	09	Water Truck	11	Loader / Skid Steer w/ Attachments	38	Chipper	57	Attenuator w/ Arrowboard
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Code	Description												

Statewide Average Accomplishment - Shrubs

Notes:

1. **Landfill / Dump Fees are reported on the Expenditure Tab**
2. **Blue Staking is reported under Activity 191-A**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 300 Activity Number: 332 Effective Date: 7/1/11
---	---

Activity:

Irrigation Inspection [Check Environmental BMP](#)

Description and Purpose:

Assure proper operation of all irrigation systems. This includes inspection of emitters, sprinkler heads distribution tubing, radio-controlled irrigation components, and testing of backflow prevention systems annually.

Performance Guideline:

Activate valves, visually inspect emission points, distribution tubing, bubblers, sprinklers, leaks and broken lines, test solenoids, controllers and backflow prevention devices. Minor repairs shall be made at time of inspection.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Highway Worker
HOT 1 / 2 / 3 / 4

Average Crew Size: 1

1. Place safety devices and signs.
2. Test all meters, control panels, valves radios and backflow prevention devices.
3. Activate valves. (Data Industrial)
4. Inspect distribution lines for leaks.
5. Make minor repairs as needed.
6. Inspect / adjust sprinkler heads.
7. Inspect / clean / replace drip emitters and/or bubblers.
8. Prepare work order for non-scheduled maintenance and repairs.
9. Maintain inspection log of test data.

Equipment Options

Code	Description
01	Pickup
57	Attenuator

Material Options

Code	Description
22L	Minor Irrigation Components

Statewide Average Accomplishment - Units¹

- Notes:**
- | | | | | | | | | | | | | | |
|---|--|---------------------|---|--------|------------------|---|---------|---------|---|--------|------------------|---|--------|
| <ol style="list-style-type: none"> 1. Controller = (1.0 # of Stations) = 1 Unit Backflow = 1 Unit Regulator = 1 Unit Valve = 1 Unit | <table style="width: 100%; border: none;"> <tr> <td>Single Port Emitter</td> <td>=</td> <td>1 Unit</td> </tr> <tr> <td>6 - Port Emitter</td> <td>=</td> <td>6 Units</td> </tr> <tr> <td>Bubbler</td> <td>=</td> <td>1 Unit</td> </tr> <tr> <td>Impact Sprinkler</td> <td>=</td> <td>1 Unit</td> </tr> </table> | Single Port Emitter | = | 1 Unit | 6 - Port Emitter | = | 6 Units | Bubbler | = | 1 Unit | Impact Sprinkler | = | 1 Unit |
| Single Port Emitter | = | 1 Unit | | | | | | | | | | | |
| 6 - Port Emitter | = | 6 Units | | | | | | | | | | | |
| Bubbler | = | 1 Unit | | | | | | | | | | | |
| Impact Sprinkler | = | 1 Unit | | | | | | | | | | | |
| <ol style="list-style-type: none"> 2. Have backflow preventers inspected annually. | | | | | | | | | | | | | |

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 300 Activity Number: 333 Effective Date: 7/1/11
---	---

Activity:

Irrigation Repair **Check Environmental BMP**

Description and Purpose:

Assure proper operation of all irrigation lines. This includes repair / replacement of major / minor distribution lines and laterals under full operating pressure. Assure proper operation of all irrigation appliances. This includes repair of backflow prevention devices, controller devices, solenoids, bubbler heads, valves, sprinkler heads and emitter replacement.

Performance Guideline:

Replace, repair or rebuild components and irrigation lines to maintain system in good operating condition. Maintain rebuilt or repaired components and repair kits in inventory for immediate replacement of defective devices.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Highway Worker
HOT 1 / 2 / 3 / 4

Average Crew Size: 2

1. Bluestake prior to activity.
2. Place safety devices and signs.
3. Have approved dust control plan and permit, as required.
4. Shut off water supply to damaged area.
5. Make repairs as needed.
6. Test for proper operation.
7. Remove safety devices and signs.

Equipment Options

Code	Description
01	Pickup
02/03/04	Truck
09	Water Truck
57	Attenuator

Material Options

Code	Description
22L	Minor Irrigation Components
40L	Backflow
41L	Master Valve
42L	Controller
43L	Filter
44L	Cabinet
45L	Remote Control Valve
46L	Valve Boxes
47L	Sensors

Statewide Average Accomplishment - Labor Hours

Notes:

1. **Blue Staking is reported under Activity 191-A**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 300 Activity Number: 341 Effective Date: 7/1/11
---	---

Activity:

Granite Erosion Control **Check Environmental BMP**

Description and Purpose:

Repair damage to granite mulch slopes / median caused by storms, broken water supply lines or vehicular damage.

Performance Guideline:

Prepare specified aggregate with stabilizer, if needed. Shape rills and gullies. Add granite to damaged areas, shape and compact.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 4	<ol style="list-style-type: none"> 1. Place safety devices and signs. 2. Have approved dust control plan and permit, as required. 3. Prepare granite aggregate and load. 4. Shape rills and gullies. 5. Add fill material to rills. 6. Add granite mulch to damaged area. 7. Shape and compact granite to slope. 8. Identify need of water spillways. 9. Remove safety devices and signs.
---	--

Equipment Options

Code	Description
01	Pickup
02/03/04	Truck
11	Loader
31	Mower / Roadside / Tractor
42	Hydraulic Spreader
51/52	Trailer
57	Attenuator

Material Options

Code	Description	Code	Description
03D	Gabion (Rock Baskets All Sizes)	23F	Fence, Silt (Filter Fabric)
05D	Rip Rap Wire	31L	Granite, Landscape Aggregate
07M	Stone (Rip Rap, etc.)	32L	Soil Stabilizers - Dry
11D	Wattles	92L	Miscellaneous Landscape Materials
12D	Stakes	93L	Sand Bags

Statewide Average Accomplishment - Tons

Notes:

N/A

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 300 Activity Number: 343 Effective Date: 7/1/11
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Activity:

Non-Granite Erosion Control **Check Environmental BMP**

Description and Purpose:

Repair damage to native soil slopes / median caused by storms, broken water supply lines, and by vehicular damage.

Performance Guideline:

Prepare specified fill material with stabilizer, if needed. Shape rills and gullies. Add fill to damaged areas, shape and compact.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Highway Worker
HOT 1 / 2 / 3 / 4

Average Crew Size: 2

1. Place safety devices and signs.
2. Have approved dust control plan and permit, as required.
3. Prepare fill material and load.
4. Shape rills and gullies.
5. Add fill to rills and gullies.
6. Shape and compact fill to slope contour.
7. Remove safety devices and signs.

Equipment Options

Code	Description
01	Pickup
02/03/04	Truck
11	Loader
31	Mower / Roadside / Tractor
57	Attenuator

Material Options

Code	Description
09A	Geo Grid
32L	Soil Stabilizers - Dry
92L	Miscellaneous Landscape Materials

Statewide Average Accomplishment - Cubic Yards

Notes:

N/A

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 300 Activity Number: 351 Effective Date: 7/1/11
---	---

Activity:

Herbicide Vegetation Control - Swath Application Treatment **Check Environmental BMP**

Description and Purpose:

Apply chemicals in the landscape to prevent and / or control the growth of weedy vegetation.

Performance Guideline:

This activity shall be used for landscape treatments which can be accomplished with a large chemical truck, landscape tractor or hydroseeder using swath or band spray methods.

All personnel safety regulations shall be adhered to.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 2	<ol style="list-style-type: none"> 1. Place safety devices and signs. 2. Insure crew is trained and certified in the use of herbicide application. 3. Check calibration and adjust as necessary. 4. Check to ensure that proper chemical labels and MSDS Sheets are in truck. 5. Mix.apply chemicals at prescribed rates in targeted areas according to MSDS and labels. 6. Clean and maintain equipment. 7. Remove safety devices and signs.
---	--

Equipment Options

Code	Description
02/03/04	Truck
09	Truck, Misc.
56	Arrowboard / Message
57	Attenuator w/ Arrowboard

Material Options

Code	Description
	Use only those herbicides approved for landscape / right-of-way use.

Statewide Average Accomplishment - Acres

Notes:

1. Office of Pest Management (OPM) certified personnel only.
2. When pre-emergents are used, report as **Activity 351-B**.
- 3. When Pre-Emergents and Post-Emergents are combined, report as Activity 351-C**
4. Report quantities used in units of unmixed material.
5. Record liquid herbicides in gallons and dry materials in pounds except as otherwise noted on the PeCoS Highway Maintenance Material List or PeCoS Chemical Code Material List.
- 6. Complete all required paperwork.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 300 Activity Number: 353 Effective Date: 7/1/11
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Activity:

Herbicide Vegetation Control - Spot Application Treatment **Check Environmental BMP**

Description and Purpose:

Apply chemicals in the landscape to prevent and/or control the growth of weedy vegetation.

Performance Guideline:

This activity shall be used for landscape treatments which can be accomplished with a chemical truck using spot treatment methods.

All personnel safety regulations shall be adhered to.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Highway Worker
HOT 1 / 2 / 3 / 4

Average Crew Size: 3

1. Place safety devices and signs.
2. Insure crew is trained and certified in the use of herbicide application.
3. Mix herbicide according to the manufacture's specifications.
- 4. Check to ensure that proper chemical labels and MSDS sheets are in truck.**
5. Apply chemical's at prescribed rate in scheduled areas.
6. Clean and maintain equipment.
7. Remove safety devices and signs.

Equipment Options

Code	Description
02/03/04	Truck
09	Truck, Misc.
57	Attenuator w/ Arrowboard

Material Options

Code	Description
	Use only those herbicides approved for landscape / right-of-way use.

Statewide Average Accomplishment - Acres

Notes:

1. For chemical control using small hand sprayer or by dry broadcast, report as **Activity 353-E**.
2. When pre-emergents are used, report as **Activity 353-B**.
- 3. When Pre-Emergents and Post-Emergents are combined, report as Activity 351-C**
4. Record liquid herbicides in gallons and dry materials in pounds except as otherwise noted on the PeCoS Highway Maintenance Material List or PeCoS Chemical Code Material List.
5. Comply with Federal and State rules and regulations.
- 6. Complete all required paperwork.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 300 Activity Number: 354 Effective Date: 7/1/11
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Activity:

Chemical Control of Vegetation (Other) **Check Environmental BMP**

Description and Purpose:

Apply chemicals along roadsides and other areas as required to eradicate, prevent or retard the growth of unwanted vegetation.

Performance Guideline:

This activity shall be used to plan, control and report application of herbicides.

The following suffix letters shall be used as indicated:

B.	Dept. of Corrections	F.	ADOT Maintenance Yards
D.	ADOT Construction	G.	ADOT District Locations
E.	ADOT Motor Vehicle Division		

Caution shall be exercised to prevent chemicals from being carried away from designated areas by wind or flowing water, or other natural or artificial causes.

Statewide Average Crew Size	Work Method						
Highway Worker NR Mgr 1 & 2 HOT 1 / 2 / 3 / 4 Average Crew Size: 2	<ol style="list-style-type: none"> 1. Place safety devices and signs. 2. Mix herbicides according to manufacturer specifications. 3. Check calibration and adjust as necessary. 4. Check to ensure that proper chemical labels and MSDS sheets are in truck. 5. Apply chemicals at prescribed rate in authorized areas.² 6. Clean and maintain equipment. 7. Remove safety devices and signs. 						
Equipment Options <table border="1" style="width: 100%;"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Pickup</td> </tr> <tr> <td>09</td> <td>Truck, Misc.</td> </tr> </tbody> </table>		Code	Description	01	Pickup	09	Truck, Misc.
Code		Description					
01	Pickup						
09	Truck, Misc.						
Material Options <table border="1" style="width: 100%;"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td></td> <td>Use only those herbicides approved for landscape / right-of-way use.</td> </tr> </tbody> </table>	Code	Description		Use only those herbicides approved for landscape / right-of-way use.			
Code	Description						
	Use only those herbicides approved for landscape / right-of-way use.						

Statewide Average Accomplishment - Acres

Notes:

1. Material quantities shall be reported as units of unmixed chemicals:

 Report LIQUID chemicals in Gallons.
 Report DRY chemicals in Pounds / Ounces.
2. Office of Pest Management (OPM) certified personnel only.
- 3. Complete all required paperwork.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 300 Activity Number: 355 Effective Date: 7/1/11
---	---

Activity:

Landscape Roadway Communication Equipment **Check Environmental BMP**

Description and Purpose:

Assure proper operation of Central Control Computer, FIU, Radios, Antennas, Field Units and Sensors. This includes repair of poor communication between sites.

Performance Guideline:

Replace, repair or rebuild components to maintain system in good operating condition. Maintain rebuilt or repaired components, and repair kits, in inventory for immediate replace of defective devices.

Maintain records of faults and actions taken.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 1	<ol style="list-style-type: none"> 1. Place safety devices and signs 2. Shut off water supply to damaged area if needed. 3. Make repairs as needed. 4. Test proper operation. 5. Remove safety devices and signs
---	---

Equipment Options	Material Options
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<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 10%;">Code</th> <th style="width: 90%;">Description</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Pickup</td> </tr> <tr> <td>02/03/04</td> <td>Truck</td> </tr> </tbody> </table>	Code	Description	01	Pickup	02/03/04	Truck	
Code	Description						
01	Pickup						
02/03/04	Truck						

Material Options	Statewide Average Accomplishment - Labor Hours
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<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 10%;">Code</th> <th style="width: 90%;">Description</th> </tr> </thead> <tbody> <tr> <td></td> <td>N/A</td> </tr> </tbody> </table>	Code	Description		N/A	
Code	Description				
	N/A				

Notes:

1. For Water Conservation report on Activity 355-A

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 300 Activity Number: 363 Effective Date: 7/1/11
---	---

Activity:

Weed Control **Check Environmental BMP**

Description and Purpose:

Hoe, cut and haul grass and weeds growing around trees, shrubs and ground cover beds.

Performance Guideline:

Remove weeds with manual tools appropriate to do the task.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Highway Worker
HOT 1 / 2 / 3 / 4

Average Crew Size: 2

1. Place safety devices and signs.
2. Assign workers to independent work areas.
3. Weed bed areas and leave in piles for pickup.
4. Weeds accumulated in piles shall be picked up before the end of the shift.
5. Remove safety devices and signs.

Equipment Options

Code	Description
01	Pickup
02/03/04	Truck
57	Attenuator

Material Options

Code	Description
04X	Barrel Liners

Statewide Average Accomplishment - Labor Hours

Notes:

1. Areas requiring weeding are to be plotted showing units in each area.
2. Work should be scheduled by designated areas.
3. **Landfill / Dump Fees are reported on the Expenditure Tab**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required	Program Number: 300 Activity Number: 369 Effective Date: 7/1/11
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Activity:

Other Landscape Maintenance

Description and Purpose:

N/A

Performance Guideline:

This activity shall be used for landscape - related work which cannot be reasonably performed as **Activities 310 through 363**.

Proper safety devices and signs shall be used in every case where work involves exposure to traffic.

The following suffix letters shall be used:

- A. Landscape Mowing
- C. Manual Irrigation
- D. Litter Pickup
- F. Stake / Tie Trees
- G. Fertilize Trees and Shrubs
- H. Landscape Rodent Control (Chemical)
- I. Repair Berms and Basins
- K. Apply Insecticides
- L. Hand Rake Granite Surface
- M. Hand Rake Non-Granite Surface
- N. Adopt-A-Highway
- R. Miscellaneous Hauling of Debris
- T. Transient Run with Local Authorities
- V. Transport / Distribution of Pesticides to Contractors

- 3. Stump Grinding

This list is not all-inclusive. Other unclassified landscaping support work may be charged to this activity.

Statewide Average Accomplishment - Labor Hours

Notes:

N/A

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required	Program Number: 400 Activity Number: 401 Effective Date: 7/1/11
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Activity:

Maintain Delineators

Description and Purpose:

Maintain delineators as required to insure readability, visibility, good appearance and alignment.

Performance Guideline:

All delineators shall be installed and maintained according to current

[ADOT Standard Specifications for Road and Bridge Construction-2008.](#)

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Highway Worker
HOT 1 / 2 / 3 / 4

Average Crew Size: 1

1. The regional Traffic Engineer and signing and striping Maintenance Supervisor should develop circuit routes for each roadway in the region.
2. Each circuit should be scheduled for maintenance.
3. Place safety devices and signs.
4. An installer should work the assigned portion to completion even though delineators replaced the previous day have been damaged.
5. Remove safety devices and signs.

Equipment Options

Code	Description
01	Pickup
02	Truck
70	Compressor

Material Options

Code	Description
08T	Delineator Post/Std (w/ Nuts, Bolts,etc.)
09T	Square Perforated Sign Post
11T	Barrier Markers
15T	Delineator Square
20T	Flexible Delineator Post
21T	High Intensity Sticker - 4" X 4" Sq.
21T1	Prismatic Sticker 3" X 12"
22T	Sign Post
30T	360 ° PVC Delineator / White
31T	360 ° PVC Delineator / Yellow

Statewide Average Accomplishment - Delineators

Notes:

1. Material code "15T" (Delineator square) does not include code "21T" (High intensity sticker). Make sure both codes are reported when applicable.
2. The following suffix letters should be used to designate type of work being accomplished:

A. Interstate Delineators (401-A)	H. Snow Plow Damage (401-H)
B. Snow Markers (401-B)	J. Washing Delineators (401-J)
C. Guardrail Tabs (New) (401-C)	K. Wildlife Reflectors (401-K)
D. Barrier Wall Reflectors (401-D)	S. Secondary Roadways (401-S)
E. Contractor Damage (401-E)	WL. Wide Load (401-WL)
F. State Forces Damage (401-F)	X. DPS Crossovers (401-X)

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)	Program Number: 400 Activity Number: 402 Effective Date: 7/1/11
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Activity:

Paint Guidelines (Small Striper)

Description and Purpose:

Paint traffic lines which include center lines, lane lines, no passing stripes, gore stripes and edge stripes on roadways, frontage roads, all re-paved or sealed roadways and other pavement markings.

Performance Guideline:

Striping should be scheduled to follow seal coats.
Coordinate with Maintenance Org Supervisor for sweeping.¹

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Highway Worker
HOT 1 / 2 / 3 / 4

Average Crew Size: 5

1. Place all necessary safety devices and signs.
2. Load paint and beads.
3. Broom ahead of striping machine. if necessary. ¹
4. Stripe guidelines as required,
Operating paint train as follows:
Advance warning truck (if necessary) Striping machine with a follow up truck.
5. Clean up and service equipment.
6. Pickup safety devices and signs.

Equipment Options

Code	Description
01	Pickup
03/04	Truck
25	Striping Machine
26	Striping Truck
51/52	Trailer
56	Arrow / Messageboard
57	Attenuator w/ Arrowboard

Material Options

Code	Description
01T	Paint - White (water-base)
02T	Paint - Yellow (water-base)
03T	Beads, Reflective

Statewide Average Accomplishment Gallons

Notes:

1. Maintenance ORGS are responsible for sweeping, reported on **Activity 1507**.
2. When performing the following activities report under:
 - Chip Seal, report under **Activity 402-H**
 - Micro Seal, report under **Activity 402-M**
 - Crack Seal, report under **Activity 402-R**
 - Oil Flush, report under **Activity 402-S**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 400 Activity Number: 403 Effective Date: 7/1/11
---	---

Activity:

Special Pavement Marking

Check Environmental BMP

Description and Purpose:

Paint / tape crosswalks, channelization and other pavement messages, markings, and construction / maintenance detour markings and parking lots.

Performance Guideline:

Special pavement marking shall be installed in accordance with ADOT specifications and drawings.

Statewide Average Crew Size	Work Method														
Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 4	<ol style="list-style-type: none"> 1. Place all necessary safety devices and signs. 2. Broom, layout and mark areas as required. 3. Remove safety devices and signs after work is completed. 4. Clean up and service equipment. 														
Equipment Options															
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Statewide Average Accomplishment - Square Feet

Notes:

1. When paint is being used, use **Suffix letter "T"**
2. Convert materials measured by gallons or pounds to Sq. Feet.
3. When performing the following activities report under:
 - Chip Seal, report under **Activity 403-H**
 - Micro Seal, report under **Activity 403-M**
 - Crack Seal, report under **Activity 403-R**
 - Oil Flush, report under **Activity 402-S**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 400 Activity Number: 404 Effective Date: 7/1/11
---	---

Activity:

Sign Work Order

Description and Purpose:

Installation of new signs and/or removal as requested by Traffic Engineer on sign work orders. Proper safety devices and signs shall be used in every case where work involves exposure to traffic.

Performance Guideline:

Complete work order in accordance with ADOT specifications and drawings.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 2	1. Coordinate sign request or work order with routine work schedules.
---	---

Equipment Options

Code	Description
02/03/04	Truck
71	Compressor

Material Options

Code	Description
08T	Delineator Post / Std (w/ Nuts, Bolts, etc.)
09T	Telespar (Sq. Sign Tubing)
13T	Sign (Sq. Ft.)
22T	Sign Post (Linear Ft.)
26T	Slip Base Assembly

Statewide Average Accomplishment - Square Feet

Notes:

1. Initial signing on new roadways shall be reported as **Activity 404-C**.
2. Signs damaged by accident shall be reported on **Activity 1500-J**.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 400 Activity Number: 405 Effective Date: 7/1/11
---	---

Activity:

Inspection, Signs / Pavement Markings

Description and Purpose:

Conduct day or night inspection of existing signs.

Performance Guideline:

To ensure signs and pavement markings are performing as required.

Designate type of inspection by using one of the following suffix letters:

- A. Signs
- B. Pavement Marking / Stripe

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Highway Worker
HOT 1 / 2 / 3 / 4

Average Crew Size: 2

1. Schedule night inspection annually and when condensation is not present.
2. Circuits should be scheduled so all assigned roadways are worked monthly.
3. Record any signing and pavement marking areas needing maintenance.

Equipment Options

Code	Description
01	Pickup
02	Truck

Material Options

Code	Description
	N/A

Statewide Average Accomplishment - Miles

Notes:

1. Report to Org Supervisor areas of deficiency.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 400 Activity Number: 406 Effective Date: 7/1/11
---	---

Activity:

Sign Maintenance

Description and Purpose:

Repair and replace existing signs.

Performance Guideline:

Assigned sign routes should be worked at least once a month to locate and correct sign deficiencies. Suffix letters will be used to designate reason for maintenance of sign.¹

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 2	<ol style="list-style-type: none"> Place all necessary safety devices and signs. Circuits should be scheduled so all assigned roadways are worked monthly. Coordinate sign request with routine work schedules. Remove safety devices and signs.
---	--

Equipment Options

Code	Description
02	Truck
56	Arrowboard
57	Attenuator w/ Arrowboard
71	Compressor

Material Options

Code	Description
09T	Telespar (Sq. Sign Tubing)
22T	Sign Post (Lin. Ft.)
26T	Slip Base Assembly
64T	Foundation Stubs
SO	Special Order Sign (Sq. Ft.)

Statewide Average Accomplishment - Square Feet Sign

Notes:

- The following suffix letters should be used to designate reason for maintenance of sign:

B. Snow Plow Damage (406-B)	G. Graffiti/Vandalism damage (406-G)
C. Wind Damage (406-C)	J. Washing Signs (406-J)
D. Sun Damage (406-D)	K. Changing Posts to New Specs (406-K)
F. State Forces Damage (406-F)	P. Straighten Post (406-P)
FM. Base/Foundation Maintenance (406-FM)	W. Other Weather Damage (406-W)
	WL. Wide Load (406-WL)

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required	Program Number: 400 Activity Number: 407 Effective Date: 7/1/11
---	------------------------	---

Activity:

Pavement Preparation **Check Environmental BMP**

Description and Purpose:

Prepare pavement surfaces prior to new striping. All work shall be accomplished according to current ADOT standards.

Performance Guideline:

Suffix letters will be used to designate type of preparation being accomplished. ²
Coordinate with Maintenance Org Supervisor for sweeping. ³

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Highway Worker
HOT 1 / 2 / 3 / 4

Average Crew Size: 4

1. Place all necessary safety devices and signs.
2. Broom, remove grindings, layout and mark areas as required. ³
3. Remove safety devices and signs after work is completed.
4. Clean up and service equipment.

Equipment Options

Code	Description
01	Pickup
02/04	Truck
21	Broom, SP
56	Arrowboard
57	Attenuator w/ Arrowboard
71	Compressor

Material Options

Code	Description
18T	Foil Backed Pavement Tape
24T	Temporary Pavement Markers (TABS)

Statewide Average Accomplishment - Linear Feet²

Notes:

1. All grindings shall be picked up and disposed of properly.
2. Statewide Average Accomplishment can vary greatly depending on type of work being accomplished. Use the following Suffix letters to designate type of preparation being accomplished:
 - C. Spotting centerline & edgeline prior to striping, including layout time **(407-C)**.
 - D. Sweeping for striping **(407-D)**.
 - I. Removal of highway paint **(407-I)**.
3. Maintenance Orgs may be used for Sweeping, reporting under on **Activity 1507**.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required	Program Number: 400 Activity Number: 408 Effective Date: 7/1/11
---	------------------------	---

Activity:

Raised / Recessed Pavement Marking

Description and Purpose:

Remove and/or install pavement markings.

Performance Guideline:

Regional Traffic Engineer assigns areas to be done.

Statewide Average Crew Size	Work Method
------------------------------------	--------------------

Highway Worker
HOT 1 / 2 / 3 / 4

Average Crew Size: 5

- Work Method "B" ¹**
1. Place all necessary safety devices and signs.
 2. For raised pavement markers arrange for use of blade or loader from maint. ORG for removal.
 3. For recessed pavement markers use a digging bar for removal.
 4. Clean road surface after removal.
 5. Remove all safety devices and signs.

Equipment Options

Code	Description
01	Pickup
02/03/04	Truck
10	Grader
11	Loader
21	Broom
56	Arrowboard / Message
57	Attenuator w/ Arrowboard
72	Generator

- Work Method "C" ¹**
1. Preheat glue machine at yard while loading signs, materials and generator.
 2. Place all necessary safety devices and signs.
 3. Broom, layout and mark area as needed.
 4. Remove all safety devices and signs.
 5. Clean and service equipment.

Material Options

Code	Description
07T	Pavement Buttons (includes Adhesive)
ORPM	Recessed Pavement Marker
ORPMC	Recessed Pavement Marker Cover

Statewide Average Accomplishment - Pavement Markers

Notes:

1. Report only one method per Crew work report. Use appropriate suffix letter to designate Work Method used as follows:
 When using **Work Method B** report as **Activity 408-B**.
 When using **Work Method C** report as **Activity 408-C**.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required	Program Number: 400 Activity Number: 409 Effective Date: 7/1/11
---	------------------------	---

Activity:

Other Traffic Maintenance

Description and Purpose:

N/A

Performance Guideline:

This activity shall be used only for sign or striping - related work which cannot be reasonably performed as **Activities 401 through 408**.

Proper safety devices and signs shall be used in every case where work involves exposure to traffic.

The following suffix letters shall be used:

- B. Opening / Closing Warning Signs, etc.
- D. Loading / Unloading Trucks Preparing for Following Work Day. ²
- G. **Making Signs / Bases** ²
- M. Preparing Foundation
- N. Special Pavement Marking (Non-Standard)
- Q. **Removing Brush from Around Signs or Delineators**

This list is not all inclusive. Other unclassified traffic maintenance support work may be charged to this activity.

Statewide Average Accomplishment - Labor Hours

Notes:

1. Charge to route where the majority of work will be performed. DO NOT enter hours in the 'Travel' column of Daily work report.
2. When using suffix letter D, G for work in a Yard, use the closest valid location to the yard where the work is being accomplished.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 400 Activity Number: 421 Effective Date: 7/1/11
---	---

Activity:

Statewide Stripe Inspection

Description and Purpose:

Inspection of centerline and edgeline stripes, establishing priority for maintenance striping of all state highways.

Performance Guideline:

All highways shall be inspected a minimum of once each year. Rating results of Good, Fair or Poor shall be determined. If poor, re-striping will be scheduled.

For LOS and Feature Inventory^{3 4}

Statewide Average Crew Size	Work Method					
Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 2	<ol style="list-style-type: none"> 1. Visually inspect highway, as required. 2. Retro-reflectometer readings may be taken to establish a numerical value for the rating. Take a reading every 10 miles; or, whenever there is a distinct change. 					
Equipment Options						
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Code	Description					
	N/A					

Statewide Average Accomplishment - Driving Inspection Miles

Notes:

1. When performing visual inspection, report as **Activity 421-A**.
2. When establishing ratings with a retro-reflectometer, report as **Activity 421-B**.
3. LOS on roadway, report as **Activity 421-C**.
4. Feature Inventory on roadway, report as **Activity 421-D**.
5. Report ratings shall be entered in the comments section of the work report.
6. **All travel associated with Activity 421 shall be reported on this activity.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)	Program Number: 400 Activity Number: 422 Effective Date: 7/1/11
--	---

Activity:

Guideline Painting (Large Striper) Tucson Crew

Description and Purpose:

Paint centerline, lane lines, no-passing stripes, edge stripe and channelization on all routes where the large striper can be used efficiently.

Performance Guideline:

Striping responsibilities are outlined by the state striping inventory.

Statewide Average Crew Size	Work Method																
Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 6	<ol style="list-style-type: none"> 1. Load paint and beads. 2. Place all necessary traffic control devices and signs. 3. Stripe guidelines as required: 4. Remove safety devices and signs after paint is dried. 5. Clean and service equipment. 																
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Statewide Average Accomplishment - Gallons

Notes:

1. Breakdown or standby time of 1 hour or less while working on this activity shall be reported on this activity.
2. Breakdown or standby time exceeding 1 hour shall be reported on the applicable activity.
3. All travel time associated with **Activity 422** shall be reported on this activity.
4. When performing the following activities report under:
 - Chip Seal, report under **Activity 422-H**
 - Micro Seal, report under **Activity 422-M**
 - Crack Seal, report under **Activity 422-R**
 - Oil Flush, report under **Activity 422-S**
5. **When using Activity 422, do no use Activity 459-D**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)	Program Number: 400 Activity Number: 423 Effective Date: 7/1/11
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Activity:

Guideline Painting (Large Striper) Holbrook Crew

Description and Purpose:

Paint centerline, lane lines, no passing stripes, edge stripe and channelization on all routes where the large striper can be used efficiently.

Performance Guideline:

Striping responsibilities are outlined by the state striping inventory.

Statewide Average Crew Size	Work Method																
Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 6	<ol style="list-style-type: none"> 1. Load paint and beads. 2. Place all necessary traffic control devices and signs. 3. Stripe guidelines as required: 4. Remove safety devices and signs after paint is dried. 5. Clean and service equipment. 																
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Statewide Average Accomplishment - Gallons

Notes:

1. Breakdown or standby time of 1 hour or less while working on this activity is reported on this activity.
2. Breakdown or standby time exceeding 1 hour shall be reported on the applicable activity.
3. All travel time associated with **Activity 423** shall be reported on this activity.
4. When performing the following activities report under:
 - Chip Seal, report under **Activity 423-H**
 - Micro Seal, report under **Activity 423-M**
 - Crack Seal, report under **Activity 423-R**
 - Oil Flush, report under **Activity 423-S**
5. **When using Activity 423, do no use Activity 459-D**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)	Program Number: 400 Activity Number: 425 Effective Date: 7/1/11
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Activity:

Guideline Painting (Large Striper) Phoenix Crew

Description and Purpose:

Paint centerline, lane lines, no-passing stripes, edge stripe and channelization on all routes where the large striper can be used efficiently.

Performance Guideline:

Striping responsibilities are outlined by the state striping inventory.

Statewide Average Crew Size	Work Method															
Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 6	<ol style="list-style-type: none"> 1. Load paint and beads. 2. Place all necessary traffic control devices and signs. 3. Stripe guidelines as required: 4. Remove safety devices and signs after paint is dried. 5. Clean and service equipment. 															
Equipment Options																
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Statewide Average Accomplishment - Gallons

Notes:

1. Breakdown or standby time of 1 hour or less while working on this activity is reported on this activity.
2. Breakdown or standby time exceeding 1 hour shall be reported on the applicable activity.
3. All travel time associated with **Activity 425** shall be reported on this activity.
4. When performing the following activities report under:
 - Chip Seal, report under **Activity 425-H**
 - Micro Seal, report under **Activity 425-M**
 - Crack Seal, report under **Activity 425-R**
 - Oil Flush, report under **Activity 425-S**
5. **When using Activity 425, do not use Activity 459-D**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 400 Activity Number: 450 Effective Date: 7/1/11
---	---

Activity:

Accident Interstate Sign Repair / Replacement

Description and Purpose:

Repair and/or replace interstate signs which have been damaged by accidents.

Performance Guideline:

All effort expended by maintenance personnel as the direct result of an accident shall be reported on this activity.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Highway Worker
HOT 1 / 2 / 3 / 4

Average Crew Size: 3

1. Place all necessary traffic control devices and signs.
2. Replace broken letters, border, copy background, rivets and bolts as required.
3. Replace damaged aluminum panels as required.
4. Repair or replace posts and structures as required.
5. Remove traffic control devices and signs.

Equipment Options

Code	Description
02/03	Truck
08	Truck, Platform
09	Truck, Misc.
51/52	Trailer
73	Welder
83	Mixer

Material Options

Code	Description
09T	Telespar
10T	Breakaway Sign Posts
13T	Signs
26T	Slip Base Assembly
27T	Aluminum Overlay Panels
55T	Demountable Copy
17Z	Interstate Sign Panel
91Z	Misc Sign Mat'l
SO	Special Order Sign (Sq. Ft.)

Statewide Average Accomplishment - Square Feet (of Signs)

Notes:

1. Specific work performed shall be described in comments section on the daily work report.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required	Program Number: 400 Activity Number: 451 Effective Date: 7/1/11
---	------------------------	---

Activity:

Interstate Sign Inspection

Description and Purpose:

Inspect all signs on mainline interstate highways, cross roads and ramps for sign face condition, longevity of installations and damage or other factors which may affect readability. ¹

Performance Guideline:

Inspection shall be accomplished by interstate personnel during routine daily duties.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

<p>Highway Worker HOT 1 / 2 / 3 / 4</p> <p>Average Crew Size: 2</p>	<p style="text-align: center;">Method A: ²</p> <ol style="list-style-type: none"> 1. Stop and conduct inspection of sign conditions and all mounting hardware. 2. Loosen and cross torque all breakaway sign bolts on fuse plate and base plate as required. 3. Clean out around bases as required. <p style="text-align: center;">Method B: ²</p> <ol style="list-style-type: none"> 1. Driving inspection only.
---	---

Equipment Options

Code	Description
01	Pickup
03	Truck

Material Options

Code	Description
	N/A

Statewide Average Accomplishment - Signs

Notes:

1. Report only one method per Crew work report. Use appropriate suffix letter to designate Method used as follows:

Work Method A report as **Activity 451-A.**
Work Method B report as **Activity 451-B.**

A new work report is required when changing routes.
2. LOS on roadway, report as **Activity 451-C.**
3. Feature Inventory on roadway, report as **Activity 451-D.**
4. Some sign structures not on the mainline Interstate require special equipment and are maintained by the Interstate sign crew.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required	Program Number: 400 Activity Number: 452 Effective Date: 7/1/11
---	------------------------	---

Activity:

Interstate Sign Repair

Description and Purpose:

Repair and replace mainline interstate signs and/or sign structures.

Performance Guideline:

Regulatory signs should be repaired as soon as possible for motorist safety.

Statewide Average Crew Size	Work Method
------------------------------------	--------------------

Highway Worker
HOT 1 / 2 / 3 / 4

Average Crew Size: 3

1. Place safety devices and signs.
2. Replace broken letters, border, copy background, rivets and bolts as required.
3. Replace damaged aluminum panels.
4. Repair or replace bent posts and other structural members as required.
5. Clean out around bases as required.
6. Remove safety devices and signs.

Equipment Options

Code	Description
02	Truck
08	Truck, Platform
09	Truck, Misc
51/52	Trailer
73	Welder
83	Mixer

Material Options

Code	Description
09T	Telespar (Sq. Sign tubing)
10T	Breakaway Sign Posts
13T	Signs
25T	Luminaire Bracket
26T	Slip Base Assembly
27T	Aluminum Overlay Panels
55T	Demountable Copy
17Z	Sign Panels

Statewide Average Accomplishment - Square Feet (of Signs Repaired)

Notes:

1. Use the following suffix letters to designate any of the following type of work:
 - B. Repair of Damage Due to Snow Plows, Graders, Mowers, etc. use **Activity 452-B.**
 - C. District Sign Work use **Activity 452-C.**
 - D. Design Change use **Activity 452-D.**

WD. Repair of Damage of Damage Due to Wind Damage use Activity 452-WD.
2. Some sign structures not on the mainline interstate require special equipment and are maintained by the Interstate Sign Crew.
3. Signs damaged by accident shall be repaired and/or replaced on **Activity-450.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 400 Activity Number: 454 Effective Date: 7/1/11
---	---

Activity:

Interstate Night Sign Inspection

Description and Purpose:

Inspect all signs on mainline interstate highways, cross roads and ramps, to determine their reflectivity.

Performance Guideline:

Night driving inspection of all signs should be made at least once a year. Night driving inspection shall be performed only when condensation is not present on sign faces.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 2	<ol style="list-style-type: none"> 1. Drive route observing reflectivity of signs. 2. Record signs with poor reflectivity on log sheet.
---	---

Equipment Options

Code	Description
01	Pickup
02	Truck

Material Options

Code	Description
	N/A

Statewide Average Accomplishment - Signs

Notes:

1. Daytime inspection shall be reported on **Activity 451**.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 400 Activity Number: 456 Effective Date: 7/1/11
---	---

Activity:

Wash Interstate Signs **Check Environmental BMP**

Description and Purpose:

Wash permanent & temporary regulatory, warning, route marker and mainline guide signs on a periodic basis to remove oxidation, road film and other foreign material from sign face.

Performance Guideline:

Signs shall be washed as needed to insure readability.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 3	<ol style="list-style-type: none"> 1. Place traffic control signs and devices as required. 2. Wash sign. 3. Make emergency repairs as needed. 4. Remove safety devices and signs.
---	---

Equipment Options

Code	Description
02	Truck
09	Truck, Misc.

Material Options

Code	Description
16T	Sign Soap
40T	Vandalism Remover
41T	Graffiti Cover Paint

Statewide Average Accomplishment - Square Feet (of Sign)

Notes:

1. When Material Code " 40T " Vandalism Remover and "41T" Black Out Paint are used, report as **Activity 456-A.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 400 Activity Number: 458 Effective Date: 7/1/11
---	---

Activity:

Install Interstate Signs

Description and Purpose:

Remove, modify, fabricate and install interstate signs as requested by the Traffic Engineer on sign work orders. Install and remove clearance signs.

Performance Guideline:

Signs shall be erected in accordance with ADOT Standard Specifications and Drawings.

Statewide Average Crew Size	Work Method													
Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 3	<ol style="list-style-type: none"> 1. Place all necessary traffic control devices and signs. 2. Fabricate new sign and/or posts in yard; fabricate rebar cages. 3. Make footings as required. 4. Remove or install sign, breakaway post, or structure. 5. Remove traffic control devices and signs. 													
Equipment Options														
<table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>02/03</td> <td>Truck</td> </tr> <tr> <td>08</td> <td>Truck, Platform</td> </tr> <tr> <td>09</td> <td>Truck, Misc.</td> </tr> <tr> <td>56</td> <td>Arrow / Messageboard</td> </tr> <tr> <td>73</td> <td>Welder</td> </tr> <tr> <td>83</td> <td>Mixer</td> </tr> </tbody> </table>		Code	Description	02/03	Truck	08	Truck, Platform	09	Truck, Misc.	56	Arrow / Messageboard	73	Welder	83
Code	Description													
02/03	Truck													
08	Truck, Platform													
09	Truck, Misc.													
56	Arrow / Messageboard													
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Material Options														
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Code	Description													
	Varies													

Statewide Average Accomplishment - Square Feet

Notes:

1. Sign damage shall be repaired or replaced on **Activity 452**.
2. Some sign structures not on the mainline interstate require special equipment and are maintained by the interstate sign crew.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required Program Number: 400 Activity Number: 459 Effective Date: 7/1/11
Activity:	
Other Interstate Sign / Stripe Maintenance	
Description and Purpose:	
N/A	
Performance Guideline:	
<p>This activity shall be used only for Interstate sign and stripe - related work which cannot be reasonably performed as Activities 421 through Activities 458.</p> <p>Proper safety devices and signs shall be used in every case where work involves exposure to traffic.</p> <p>The following suffix letters shall be used:</p> <ul style="list-style-type: none"> B. Prepare Foundation D. Loading / Unloading Trucks Preparing for Following Work Day² E. Assisting Fabrication Sign Shop² F. Paint Interstate Sign Structures G. Prepare Signs in Yard² H. Prepare Special Use Signs in Yard for Contractor² W. Welding <p>This list is not all inclusive. Other unclassified interstate sign and stripe support work may be charged to this activity.</p>	
Statewide Average Accomplishment - Labor Hours	
Notes: <ol style="list-style-type: none"> 1. Charge to route where the majority of work will be performed. DO NOT enter hours in the 'Travel' column of Daily work report. 2. When using suffix letter D, E, G, or H for work in a Yard, use the closest valid location to the yard where the work is being accomplished. 	

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 500 Activity Number: 501 Effective Date: 7/1/11
---	---

Activity:

Substrate Material Cutting

Description and Purpose:

Prepare and cut substrate materials for signage.

Performance Guideline:

Cutting shall be performed in accordance with ADOT sign specifications.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Hwy. Sign Fabricator II

Average Crew Size: 1

1. Check work order to determine which stock will minimize scrap waste.
2. Cut stock to size and radius aluminum blanks as required, by punching or saw cutting.
3. Deburr all aluminum edges with file and sand paper.
4. Load on cart and deliver to applicator shop.

Equipment Options

Code	Description
	N/A

Material Options

Code	Description
02Z	Aluminum
26Z	Aluminum Plastic Composite
91Z	Sign Mat'l Misc. / NOC

Statewide Average Accomplishment - Square Feet

Notes:

1. To calculate accomplishments, count total Square feet of raw stock (sheets brought to shear).
2. To calculate Material Use, count only stock sent to applicator. Waste or extra can be used and counted on next or different job.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 500 Activity Number: 503 Effective Date: 7/1/11
---	---

Activity:

Screen Printing **Check Environmental BMP**

Description and Purpose:

Print standard messages, symbols and borders on traffic sign blanks or cut to size reflective sheeting

Performance Guideline:

Signs shall be printed in accordance with ADOT sign specifications.

Statewide Average Crew Size	Work Method
------------------------------------	--------------------

Hwy. Sign Fabricator II
Average Crew Size: 1

1. **Check Spelling, MOAS, MUTCD, and sign order.**
 2. Select proper screen and set up machine.
 3. Prepare screening ink.
 4. Print sign faces on blanks. Place printed faces or signs on dry racks.
 5. Remove excess ink from screens and equipment.
 6. Transport carts to drying room, carefully.
- Work Method A: Small Clam Shell Press⁵**

Equipment Options

Code	Description
	N/A

- Work Method B: Large Format Press⁵**

Material Options

Code	Description
05Z	Screen Ink
06Z	Screen Ink, Transparent
11Z	Reflective Sheeting / Engr Grade (Type 1)
25Z	Reflective Sheeting / Prismatic (Type 9)
91Z	Sign Matr'l Misc. / NOC

Accomplishment - Square Feet

Notes:

1. **When using the Small Clam Shell Press, report as Activity 503 - A.**
2. **When using the Large Format Press, report as Activity 503 - B.**
3. **Accounting for Accomplishments: Count Total Square Feet of Completed Signs.**
4. **When reporting Materials, report Screen Ink when gallons are opened.**
5. **When using either the Clam Shel Small Press or the Large Format Press, the Activity suffix will designate which press/work method being reported but the presses will not be entered on the Crew Work Report. These presses are Capital Equipment and should be part of the cost of the sian produced.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 500 Activity Number: 504 Effective Date: 7/1/11
---	---

Activity:

Design and Fabricate Print Screens

Description and Purpose:

Design sign messages and symbols and fabricate screens for sign production.

Performance Guideline:

Sign messages, letters and symbols shall conform to ADOT sign specifications.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Hwy. Sign Fabricator II
Average Crew Size: 1

1. Prepare design and artwork.
2. Check Spelling.
3. Tension fabric to manufacturer specs and adhere fabric to screen frame.
4. Apply photo emulsion to tensioned screen.
5. Transfer design onto screen using light source and exposure table.
6. Gently wash away excess emulsion.
7. Block out excess open areas in screen with block out.
- 8. Label Frame.**
- 9. Reclaim screens as needed.**

Equipment Options

Code	Description
	N/A

Material Options

Code	Description
36Z	Polyester Screen Mesh 42"
37Z	Polyester Screen Mesh 52"
38Z	Polyester Screen Mesh 62"
39Z	Polyester Screen Mesh 80"
56Z	Screen Emulsions
91Z	Sign Mat'l Misc. / NOC

Statewide Average Accomplishment - Square Feet

Notes:

1. Report Accomplishments by adding Total Square Feet of each frame completed each day.
2. When reporting Materials, report total of mesh width of mesh roll x length cut from roll.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 500 Activity Number: 506 Effective Date: 7/1/11
---	---

Activity:

Apply Reflective Sheeting (Square Feet)
DO NOT USE

Description and Purpose:

Adhere reflective sheeting to sign substrate materials using squeeze roll application machines. Use the same process to affix letters, borders and symbols.

Performance Guideline:

Reflective and opaque sheeting shall be applied in accordance with manufacturer's specifications.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Hwy. Sign Fabricator II
Average Crew Size: 1

1. Load conveyor with precut substrates.
2. Feed substrates through applicator.
3. Trim excess sheeting from edges.
4. Deliver covered panels / sign blanks to area.
5. Adjust and maintain as required.
6. Clean Area / Equipment Daily

Equipment Options

Code	Description
	N/A

Material Options

Code	Description
02Z	Aluminum
11Z	Reflective Sheeting / Engr Grade
13Z	Film Sheeting
20Z	Refurbished Aluminum
25Z	Reflective Sheeting / Prismatic
91Z	Sign Matr'l Misc. / NOC

Statewide Average Accomplishment - Square Feet

Notes:

N/A

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 500 Activity Number: 507 Effective Date: 7/1/11
---	---

Activity:

Fabricate Screen Frame
DO NOT USE

Description and Purpose:

Cut aluminum tubing, welding according to sign specifications.

Performance Guideline:

Used for Fabrication of screen frames

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Hwy. Sign Fabricator II
Average Crew Size: 1

1. Cut Aluminum Tubing
2. Welding
3. Grinding in Preparation for applying substrate

Equipment Options

Code	Description
73	Welder
PE98	Grinder
PE98	Aluminum Modification Cutter

Material Options

Code	Description
21Z	Aluminum Tubing

Statewide Average Accomplishment - Labor Hours

Notes:

N/A

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required	Program Number: 500 Activity Number: 509 Effective Date: 7/1/11
---	------------------------	---

Activity:

Other Sign Fabrication **Check Environmental BMP**

Description and Purpose:

This activity shall be used only for sign fabrication and related work which cannot be reasonably performed as **Activities 501 through 504 or 509 through 530.**

Performance Guideline:

The following suffix letters shall be used:

- F. Hinge Folding Signs¹
- H. Material Handling**
- K. Miscellaneous Fabrication
- N. Manufacture Bar-Code Labels
- PF. Printing Failure (Bad Screen, ink, trouble shooting)¹**
- PS. Printing, Setup & Cleaning¹**

This list is not all inclusive. Other unclassified work in support of sign fabrication may be charged to this activity.

Statewide Average Accomplishment - Labor Hours

Notes:

- When reporting work under Suffix F, maximum time per hinge should be 0.40 hr or less.
When reporting work under Suffix PF, maximum time per incident should be 0.50 hr or less.
When reporting work under Suffix PS, maximum time per set-up should be 0.70 hr or less.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 500 Activity Number: 510 Effective Date: 7/1/11
---	---

Activity:

Electronic Cutting, Design, Layout, and Plotting

Description and Purpose:

Cut various graphics and sign legends for Highway signs and Special sign projects.

Performance Guideline:

Highway signs shall meet State and Federal specifications. Special signs shall meet customer requirements.

Statewide Average Crew Size	Work Method										
Highway Sign Fabricator II Average Crew Size: 1	<ol style="list-style-type: none"> 1. Check spelling, MOAS, MUTCD and sign order. 2. Load roll or sheet of proper material to be cut. 3. Cut sign, graphic, legend. 										
Equipment Options											
<table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td></td> <td>N/A</td> </tr> </tbody> </table>	Code	Description		N/A							
Code	Description										
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Material Options											
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Code	Description										
11Z	Reflective Sheeting / Engr Grade (Type 1)										
13Z	Film Sheeting / E-Cut Film										
25Z	Reflective Sheeting / Prismatic										
91Z	Sign Matr'I Misc. / NOC										

Statewide Average Accomplishment - Square Feet

Notes:

1. **To account for accomplishments: Count total square feet of materials used, including waste.**
2. **When reporting materials used, count total square feet of material used including waste; account for each type of material used separately.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 500 Activity Number: 511 Effective Date: 7/1/11
---	---

Activity:

Weeding and Application (Labor Hours)
DO NOT USE

Description and Purpose:

Layout, plot, weed, apply various sign legends for Highway signs and Special Project signs.

Performance Guideline:

Highway signs shall conform to ADOT manual and MUTCD specifications. Special project signs shall meet customer requirements.

Statewide Average Crew Size	Work Method
Hwy. Sign Fabricator II Average Crew Size: 1	<ol style="list-style-type: none"> 1. Weed and apply transfer tape. Apply to substrate. 2. Check spelling.
Equipment Options	
Code Description N/A	
Material Options	
Code Description N/A	

Statewide Average Accomplishment - Labor Hours

Notes:

N/A

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required	Program Number: 500 Activity Number: 513 Effective Date: 7/1/11
Activity:		
Print Screen Inventory		
Description and Purpose:		
Maintain print screen inventory.		
Performance Guideline:		
All print screens shall be physically inventoried, numbered, checked and repaired quarterly.		
Statewide Average Crew Size		Work Method
Highway Sign Fabricator II Average Crew Size: 1		<p>Method A: New Screens¹</p> <ol style="list-style-type: none"> 1. Prepare and apply number tags to all screens. 2. Fill out and turn in New Screen Form to update catalog. 3. Place new screen in storage rack. <p>Method B: Existing Screens¹</p> <ol style="list-style-type: none"> 1. Make minor repairs or schedule remake as reported by Printer or Repair Ticket. 2. Take quarterly physical inventory of print screens. 3. Remove outdated screens. Reuse frames when possible.
Equipment Options		
Code	Description	
	N/A	
Material Options		
Code	Description	
	N/A	
Statewide Average Accomplishment - Labor Hours		
Notes:		
<ol style="list-style-type: none"> 1. Report only one method per Crew Work Report. Use appropriate suffix letter to designate method used as follows: <ul style="list-style-type: none"> When using Work Method A report under Activity 513-A. When using Work Method B report under Activity 513-B. 		

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS		Program Number: 500 Activity Number: 514 Effective Date: 7/1/11
Activity:		
Sign Packaging (Labor Hours) DO NOT USE		
Description and Purpose:		
Prepare signs for pick up by District.		
Performance Guideline:		
All signs intended for roadway use shall be bar coded. All signs shall be protected for shipment or storage.		
Statewide Average Crew Size		Work Method
Fabricator Average Crew Size: 1		<ol style="list-style-type: none"> 1. Check sign for quality. 2. Apply bar code to sign. 3. Apply clear overlay to bar code. 4. Place foam sheet over sign face or between signs. 5. Place packaged sign in District bin for pick up or stack on pallet. 6. Initial S.F.O. for completion. 7. At pick up, obtain District signature. 8. Distribute S.F.O. copies according to current method.
Equipment Options		
Code	Description	
	N/A	
Material Options		
Code	Description	
	N/A	
Statewide Average Accomplishment - Labor Hours		
Notes:		
N/A		

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS		Program Number: 500 Activity Number: 515 Effective Date: 7/1/11
Activity:		
Aluminum Washing (Labor Hours) DO NOT USE		
Description and Purpose:		
Draw aluminum, wash as needed and dry.		
Performance Guideline:		
Clean aluminum as required.		
Statewide Average Crew Size		Work Method
Highway Sign Fabricator II Average Crew Size: 2		<ol style="list-style-type: none"> 1. Wash with green scrub pad as needed and dry. 2. Deliver to applicator room.
Equipment Options		
Code	Description	
	N/A	
Material Options		
Code	Description	
91Z	Sign Mat'l Misc. / NOC	
Statewide Average Accomplishment - Labor Hours		
Notes:		
N/A		

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS		Program Number: 500 Activity Number: 521 Effective Date: 7/1/11
Activity:		
Aluminum Washing - Extruder Only (Linear Feet) {NEW}		
Description and Purpose:		
Draw aluminum, wash as needed and dry.		
Performance Guideline:		
Clean aluminum as required.		
Statewide Average Crew Size		Work Method
Highway Sign Fabricator II Average Crew Size: 2		<ol style="list-style-type: none"> 1. Wash with green scrub pad as needed and dry. 2. Put on carts in organized stacks by size and color. 3. Deliver to applicator room.
Equipment Options		
Code Description N/A		
Material Options		
Code Description 91Z Sign Mat'l Misc. / NOC		
Statewide Average Accomplishment - Linear Feet		
Notes:		
<ol style="list-style-type: none"> 1. To account for accomplishments, count linear feet of signs washed and loaded on cart. 2. When reporting materials using Material Code 91Z, include items such as soap, scrub pads, gloves, etc. 		

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 500 Activity Number: 522 Effective Date: 7/1/11
---	---

Activity:

Apply Sheeting (Linear Feet) {NEW}

Description and Purpose:

Adhere reflective sheeting to sign substrate materials using squeeze roll application machines. Use the same process to affix letters, borders and symbols.

Performance Guideline:

Reflective and opaque sheeting shall be applied in accordance with manufacturer's specifications.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Hwy. Sign Fabricator II Average Crew Size: 1	<ol style="list-style-type: none"> 1. Load conveyor with precut substrates. 2. Feed substrates through applicator. 3. Trim excess sheeting from edges. 4. Deliver covered panels / sign blanks to next production area. 5. Do not stack on top of each other; stand on end in a bin
---	---

Equipment Options

Code	Description	
	N/A	<ol style="list-style-type: none"> 6. Adjust and maintain applicator as required. 7. Clean Area / Equipment Daily

Material Options

Code	Description	Code	Description
02Z	Aluminum	40Z	Graffiti Film 24"
11Z	Reflective Sheeting / Engr Grade	41Z	Graffiti Film 30"
12Z	Reflective Sheeting / Type 4	42Z	Graffiti Film 36"
25Z	Reflective Sheeting / Prismatic	43Z	Graffiti Film 48"
26Z	Aluminum / Plastic Composite Material	91Z	Sign Matr'l Misc. / NOC

Statewide Average Accomplishment - Linear Feet

Notes:

1. **To account for accomplishments: Use perimeter linear feet.**
2. **When reporting, count each roll when box is "opened." Count each aluminum sheet as square feet and count total square feet of aluminum covered.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 500 Activity Number: 523 Effective Date: 7/1/11
---	---

Activity:

Fabricate Screen Frame (Linear Feet) {NEW}

Description and Purpose:

Cut aluminum tubing, welding according to sign specifications.

Performance Guideline:

Used for Fabrication of screen frames

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Hwy. Sign Fabricator II Average Crew Size: 1	<ol style="list-style-type: none"> 1. Cut Aluminum Tubing 2. Welding 3. Grinding in Preparation for applying substrate
---	---

Equipment Options

Code	Description
73	Welder
PE98	Grinder
PE98	Aluminum Modification Cutter

Material Options

Code	Description
34Z	Aluminum Tubing 2"
35Z	Aluminum Tubing 3"

Statewide Average Accomplishment - Linear Feet

Notes:

1. To account for accomplishments, report total linear feet of completed frames finished per day.
2. When reporting materials, report total linear aluminum tubing used to complete frames per day.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 500 Activity Number: 527 Effective Date: 7/1/11
---	---

Activity:

Weeding and Application (Square Feet) {NEW}

Description and Purpose:

Layout, plot, weed, apply various sign legends for Highway signs and Special Project signs.

Performance Guideline:

Highway signs shall conform to ADOT manual and MUTCD specifications. Special project signs shall meet customer requirements.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Hwy. Sign Fabricator II
Average Crew Size: 1

1. Clean panel.
2. Check spelling, MOAA, MUTCD, sign order.
3. Weed and apply transfer tape. Apply to substrate.

Equipment Options

Code	Description
	N/A

Material Options

Code	Description
61Z	Transfer Tape 24" (Medium)
62Z	Transfer Tape 30" (Medium)
63Z	Transfer Tape 36" (Medium)
64Z	Transfer Tape 48" (Medium)
65Z	Clear Transfer Tape 24"
66Z	Clear Transfer Tape 30"
67Z	Clear Transfer Tape 36"

Statewide Average Accomplishment - Square Feet

Notes:

1. To account for accomplishments, count total square feet of substrate (aluminum) panels and total square feet of copy material, including waste.
2. When reporting materials used, count each newly opened roll of transfer tape.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 500 Activity Number: 530 Effective Date: 7/1/11
---	---

Activity:

Sign Packaging (Square Feet) {NEW}

Description and Purpose:

Prepare signs for pick up by District.

Performance Guideline:

All signs intended for roadway use shall be bar coded. All signs shall be protected for shipment or storage.

Statewide Average Crew Size	Work Method
------------------------------------	--------------------

Fabricator Average Crew Size: 1	<ol style="list-style-type: none"> 1. Check sign for quality. 2. Apply bar code to sign. 3. Place slip sheet over sign face or between signs. 4. Place packaged sign in District bin for pick up or stack on pallet, standing up. 5. Initial S.F.O. for completion. 6. At pick up, must obtain clear District signature. 7. Distribute S.F.O. copies according to current method.
--	--

Equipment Options

<table border="1"> <tr> <th>Code</th> <th>Description</th> </tr> <tr> <td></td> <td>N/A</td> </tr> </table>	Code	Description		N/A	<p>Work Method A: Prepping of Sign Packing Material¹</p> <ol style="list-style-type: none"> 1. Cut packing material to size needed for signs to be packed. 2. Organize slip and foam sheets in stacks for quick packing.
Code	Description				
	N/A				

Material Options

<table border="1"> <tr> <th>Code</th> <th>Description</th> </tr> <tr> <td>45Z</td> <td>Packing Slipsheets SCW 568 24"</td> </tr> <tr> <td>46Z</td> <td>Packing Slipsheets SCW 568 30"</td> </tr> <tr> <td>47Z</td> <td>Packing Slipsheets SCW 568 36"</td> </tr> <tr> <td>48Z</td> <td>Packing Slipsheets SCW 568 48"</td> </tr> <tr> <td>49Z</td> <td>Packing Foamsheeting Nonperf 12"</td> </tr> <tr> <td>50Z</td> <td>Packing Foamsheeting Nonperf 24"</td> </tr> <tr> <td>51Z</td> <td>Packing Foamsheeting Nonperf 30"</td> </tr> <tr> <td>52Z</td> <td>Packing Foamsheeting Nonperf 36"</td> </tr> <tr> <td>53Z</td> <td>Packing Foamsheeting Nonperf 48"</td> </tr> </table>	Code	Description	45Z	Packing Slipsheets SCW 568 24"	46Z	Packing Slipsheets SCW 568 30"	47Z	Packing Slipsheets SCW 568 36"	48Z	Packing Slipsheets SCW 568 48"	49Z	Packing Foamsheeting Nonperf 12"	50Z	Packing Foamsheeting Nonperf 24"	51Z	Packing Foamsheeting Nonperf 30"	52Z	Packing Foamsheeting Nonperf 36"	53Z	Packing Foamsheeting Nonperf 48"	<p>Work Method B: Packing Signs²</p> <ol style="list-style-type: none"> 1. Check spelling, MOAS, MUTCD and sign order. 2. Apply bar codes to correct signs per work order. 3. Place release side of slipsheet against sign face. Place two signs face-to-face with foam sheet between them. Tape together.
Code	Description																				
45Z	Packing Slipsheets SCW 568 24"																				
46Z	Packing Slipsheets SCW 568 30"																				
47Z	Packing Slipsheets SCW 568 36"																				
48Z	Packing Slipsheets SCW 568 48"																				
49Z	Packing Foamsheeting Nonperf 12"																				
50Z	Packing Foamsheeting Nonperf 24"																				
51Z	Packing Foamsheeting Nonperf 30"																				
52Z	Packing Foamsheeting Nonperf 36"																				
53Z	Packing Foamsheeting Nonperf 48"																				

Statewide Average Accomplishment - Square Feet (of signs packed)

Notes:

1. When reporting Work Method A: Prepping of Sign Packing Material, report Work Method A as Activity 530-A. Accomplishment is calculated from total square feet of slip and foam sheets cut. Materials used equals total square feet of slip and foam sheets.
2. When reporting Work Method B: Packing Signs; report Work Method B as Activity 530-B. Accomplishments: only count sign square footage after bar code, packing and sign being placed in District's bin have been completed.
3. When reporting work under Work Method A: Prepping of Sign Packing Material, report as Activity 530-A.
4. When reporting work under Work Method B: Packing Signs, report as Activity 530-B.
5. If 5 screens are set-up in a day, no more than 0.75 hrs./set-up.
If there is a printing problem, spend no more than 0.50 hrs. attempting to fix; then move onto next job.
When hinging signs, spend no more than 0.40 hrs/ hinge.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required	Program Number: 510 Activity Number: 5102 Effective Date: 7/1/11
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Activity: Page 1 of 3

Routine Signal and Lighting Maintenance / Inspection

Description and Purpose:

Inspect, clean, repair and adjust to maintain unit at optimum designed efficiency.

Performance Guideline:

Call Box Locations:	Every 6 Months
Ramp Metering:	Every 6 Months
Signal Locations:	Every 6 Months
Lighting Locations:	Every 6 Months

Statewide Average Crew Size	Work Method
------------------------------------	--------------------

Traffic Signal Lighting Tech I & II Traffic Signal Lighting Supervisor Average Crew Size: 1	<ol style="list-style-type: none"> 1. Set up required traffic control devices. 2. Request local police to direct traffic as required 3. Perform maintenance and repairs in accordance with instructions on the following pages of this activity. 4. Remove traffic control devices.
---	---

Equipment Options

Code	Description
01	Pickup
02/03	Truck

Material Options

Code	Description
99S	Miscellaneous

Statewide Average Accomplishment - Maintenance Units

Notes:

(Continued On Page 2)

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required	Program Number: 510 Activity Number: 5102 Effective Date: 7/1/11
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Activity: Page 2 of 3

Signal Maintenance and Repair

(Continued)

Description and Purpose:

(Refer To Page 1)

Control box:

1. Check timing of all controllers as per timing card.
2. Clean all fixed components and wiring harnesses.
3. Tighten and secure all mounting hardware and terminal connection screws.
4. Check ventilating fans and thermostats. Install new dust filters.
5. Lubricate locks, ventilating fan motors and graphite the cabinet locks.
6. Check voltage and current for abnormal readings.
7. Solid state controllers, signal load units, detector amplifiers and flashers shall not be replaced on Activity 5102. Such units shall only be replaced when a failure occurs or when inspection of system reveals abnormalities. All equipment so replaced will have a report submitted to the control room with complete information regarding reason for replacement.
8. Recaulk controller cabinet, if necessary.
9. Remove graffiti from cabinet.⁴
10. Touch up cabinet paint.
11. **Check video detection alignment and operation.**

Field:

1. Check alignment and operation of signal heads. Assure proper orientation of optically programmed and louvered signal heads.
2. Assure that all poles have hand hole covers.
3. Check condition of all pull boxes and covers.
4. Check condition and operation of all detectors.
5. Check pedestrian push buttons for proper operation.
6. Check that all push button stations have proper directional indications.
7. Replace inoperative LED's report under **Activity 5203-L**.
8. Make minor repairs to loops.
9. Check pole structures for rust or metal fatigue annually.
10. Check for missing pedestrian information stickers, replace any missing and/or damaged stickers.
11. **Video detection scheduled maintenance report under Activity 5108.**

Lighting P. M. I.

1. Use insulated tools where needed to tighten all breaker and contactor connections per manufacturer's specifications.
2. Check fan for proper operation if so equipped.
3. Cover PEC to energize lighting.
4. Measure voltage and current, record on cabinet PMI card.
5. Note any critical outages and report to supervisor for repair. Note non-critical outages for scheduled repair.
6. Clean out cabinet, clean or replace filter. Remove graffiti and lubricate locks.

(Continued on Page 3)

Signal Maintenance and Repair

(Continued)

Description and Purpose:

(Refer To Page 1)

Signal Loop Repairs

1. Locate and repair fault.
2. Reseal roadway as required.
3. Notify proper personnel to check system.
4. For a new loop, submit maintenance needed card for work beyond the scope of this activity to the supervisor.

Call Box Inspection and Repairs

1. Check voltage / amperes on batteries and solar panel and check all connectors.
2. Clean head piece and spray for insects.
3. Notify proper personnel to check system.
4. Inspect signing and clean debris and weeds around the call box.

UPS Inspection

1. **Check voltage / amperes on batteries**
2. **Clean battery connectors**
3. **Test system operation**
4. **Clean and vacuum cabinet**

Statewide Average Accomplishment - Maintenance Units

Notes:

1. When performing this Activity on cabinets that use the new type "AMECO" relays, check all relays. Checks all relays visually and replace any with burned contacts.
2. The exceptions shall be any cabinets using these relays to flash intersection during preemption, shall be changed twice yearly.
- 3.. Attach repair tag with full description of failure for each defective or marginal component replaced. Return the item replaced to the electrical supply center for exchange.
4. All maintenance/inspection work to be reported as **Activity 5102** unless specified with the following suffix letters:

- | | |
|--|--|
| 5102 - A Monitor / Change Out
5102 - B Lighting
5102 - C Call Boxes
5102 - D Traffic Signals Maint.
5102 - E Flashers | 5102 - G Graffiti
5102 - M Extended Maint. Signal
5102 - U UPS
5102 - V Video Detection |
|--|--|

5. For extended signal maintenance - Semi Annual use **Activity 5203 - M**.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 510 Activity Number: 5103 Effective Date: 7/1/11
---	--

Activity:

Routine Variable Message Sign Maintenance / Inspection

Description and Purpose:

Inspect, clean & adjust to maintain unit at optimum designed efficiency.

Performance Guideline:

VMS Signs Minor: Every 6 months (2.5 hrs) per unit
Major: Every 6 months (5 hrs) per unit

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Traffic Signal Lighting Tech I & II
Traffic Signal Lighting Supervisor

Average Crew Size: 3

1. Set up required traffic control devices.
2. Contact tunnel control & inform the the sign may be off during P.M.I.
3. Perform maintenance in accordance with manufacturers guidelines.
4. Document maintenance on maintenance card.
5. Test & observe all control systems.
6. Run test patterns.
7. Perform in accordance with the following instructions:
 - a. Clean and inspect the interior and exterior of sign, remove all graffiti.
 - b. Replace all filters.
 - c. Check P.E.C. Units.
 - d. Check telephone lines.
 - e. Check voltages and current for abnormal readings.
 - f. Run controller test and display patterns.
8. Remove traffic control devices.

Equipment Options

Code	Description
01	Pickup
02/03/04	Truck
57	Attenuator w/ Arrowboard

Material Options

Code	Description
99S	Miscellaneous

Statewide Average Accomplishment - Maintenance Units

Notes:

1. After hours response are to be reported on **Activity 5204**.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 510 Activity Number: 5104 Effective Date: 7/1/11
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Activity:

Routine Vehicle Loop Monitoring Systems, Maintenance / Inspect / Repair (FMS System)

Description and Purpose:

Inspect, clean & adjust to maintain unit at optimum designed efficiency.

Performance Guideline:

Monitoring systems - Every 6 Months.

Statewide Average Crew Size	Work Method					
Traffic Signal Lighting Tech I & II Traffic Signal Lighting Supervisor Average Crew Size: 1	<ol style="list-style-type: none"> 1. Set up required traffic control devices. 2. Make repair, replacement on damaged or failed equipment. 3. Prepare repair tags for equipment returned for refurbishing. 4. Complete all required documentation including maintenance logs. 5. Perform in accordance with the following instructions: <ol style="list-style-type: none"> a. Check controllers as per timing card. b. Clean all fixed components and wiring harnesses. c. Tighten all terminal connection screws. d. Lubricate locks, fan motors, graphite the cabinet lock. e. Check ventilating fans and thermostats, install new dust filters. f. Check voltages and current for abnormal readings. 6. Remove traffic control devices. 					
Equipment Options						
<table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Pickup</td> </tr> <tr> <td>02</td> <td>Truck</td> </tr> </tbody> </table>		Code	Description	01	Pickup	02
Code	Description					
01	Pickup					
02	Truck					
Material Options						
<table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>05S</td> <td>Repair Controller and Accessories</td> </tr> <tr> <td>99S</td> <td>Miscellaneous</td> </tr> </tbody> </table>	Code	Description	05S	Repair Controller and Accessories	99S	Miscellaneous
Code	Description					
05S	Repair Controller and Accessories					
99S	Miscellaneous					

Statewide Average Accomplishment - Features

Notes:

1. In events involving vehicular damage to state property, the area manager will see that a damage report, including estimated repair costs, is forwarded to Risk Management.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 510 Activity Number: 5105 Effective Date: 7/1/11
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Activity:

Coordinated Signal Systems Operations Review

Description and Purpose:

Monitor coordinated systems for optimum operational efficiency and fine tune as necessary.

Performance Guideline:

Review and adjust coordination programs.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Traffic Signal Lighting Tech I & II
Traffic Signal Lighting Supervisor

Average Crew Size: 2

1. Drive systems during peak hours and make notes of possible trouble areas.
2. Inspect controller and coordination equipment for correct programming and make adjustments as necessary. Record changes.
3. Drive the system and note effects of change.
4. Make additional changes as necessary and record changes.

Equipment Options

Code	Description
00	Sedan
01	Pickup

Material Options

Code	Description
99S	Miscellaneous

Statewide Average Accomplishment - Coordinated System Per Day

Notes:

N/A

Arizona Department of Transportation	Program Number: 510
ITD - Highway Maintenance	Activity Number: 5108
Performance Guideline - PeCoS	Effective Date: 7/1/11

Activity:

Routine Closed Circuit / Detection Video, Maintenance / Inspection

Description and Purpose:

Vehicle Detection & Closed Circuit System: Inspect and clean to maintain unit at optimum designed efficiency.

Performance Guideline:

Closed circuit / detection video - every (4) four months.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Traffic Signal Lighting Tech I & II
 Traffic Signal Lighting Supervisor

 Average Crew Size: 2

1. Set up required traffic control devices.
2. Perform maintenance in accordance with the following instructions:
 - a. Clean all fixed components and lenses.
 - b. Tighten and secure all mounting hardware and terminal connections.
 - c. Test and adjust all control systems.
 - d. Graphite the cabinet locks.
 - e. Check voltage and current for abnormal readings.
 - f. Replace equipment only when a failure occurs or when inspection of system reveals abnormalities.
3. Complete all required documentation, including maintenance logs.
4. Remove traffic control devices.

Equipment Options

Code	Description
01	Pickup
02	Truck
09	Truck, Misc.
56	Arrow / Messageboard
57	Attenuator w/ Arrowboard

Material Options

Code	Description
05S	Repair Controller & Accessories
99S	Miscellaneous

Statewide Average Accomplishment - Features

Notes:

N/A

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 510 Activity Number: 5110 Effective Date: 7/1/11
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Activity: Page 1 of 2

LED Maintenance in Traffic Signals

Description and Purpose:

Maintain units at optimum designed efficiency.

Performance Guideline:

Wash, clean, adjust and relamp traffic signals as required. Flashers, other than those on illuminated signs, are to be included in this activity.

Repair or replacement of any inoperative luminaries installed on signal poles, are reported on **Activity 5255**.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Traffic Signal Lighting Tech I & II
Traffic Signal Lighting Supervisor

Average Crew Size: 2

1. Set up required traffic control devices.
2. Wash and clean backplates, visors reflectors, lenses and replace lamps.
3. Make inspection and adjustments in accordance with check list on the 2nd page of this activity.
4. Do visual inspection of intersection.
5. Submit maintenance needed card for work required beyond the scope of this activity to the supervisor.
6. Remove traffic control devices.

Equipment Options

Code	Description
01	Pickup
02/03/04	Truck
56	Arrow / Messageboard
57	Attenuator w/ Arrowboard

Material Options

Code	Description
35S	Traffic Signal LEDs
40S	LED's
99S	Miscellaneous

Statewide Average Accomplishment - LED's

(Continued on Page 2)

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 510 Activity Number: 5110 Effective Date: 7/1/11
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Activity: Page 2 of 2

LED Maintenance in Traffic Signals

Description and Purpose:

Refer to Page 1 (Continued)

**Activity 5110 Checklist
(Inspection Only) ¹**

1. Hardware:
 - A. Apply lubricant to the threads of items being removed and replaced during the course of maintenance.
 - B. Check backplate & visor mounting screws for tightness.

2. Mountings:

Determine if heads are held rigidly in proper position.

3. Wiring:

Inspect for abrasions which might develop shorts or grounds.

4. Aerial Junction Boxes:

Check for weatherproofing and corrosion.

5. Signal Heads:
 - A. Check alignment and operation of optically programmed signal heads.
 - B. If span wire mounted, check for hanger wear for 15' to 19' vertical clearance.

6. Pedestrian Walk Systems:

Check operation and alignment.

Notes:

1. Repairs being accomplished, report on **Activity 5203**.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 510 Activity Number: 5111 Effective Date: 7/1/11
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Activity: Page 1 of 2

Maintain High Mast Lighting

Description and Purpose:

Inspect all high mast lighting assemblies.

Performance Guideline:

Insure all locking mechanisms are greased and operate smoothly; indicator flags cleaned or painted; lowering / raising cables adjusted to ensure smooth operation; refractors washed, and lamps are replaced.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Traffic Signal Lighting Tech I & II Traffic Signal Lighting Supervisor Average Crew Size: 2	<ol style="list-style-type: none"> 1. Set up traffic control. 2. See Check List (Page 2) 3. Remove traffic control devices.
---	--

Equipment Options

Code	Description
01	Pickup
02	Truck
09	Truck, Misc
56	Arrow / Messageboard
57	Attenuator w/ Arrowboard

Material Options

Code	Description
99S	Miscellaneous

Statewide Average Accomplishment - Features

(Continued On Page 2)

Maintain High Mast Lighting

Description and Purpose:

WORK METHOD CHECK LIST

1. Check base bolts and base for corrosion, and that nuts are tight.
2. Check cotter key in swivel assembly, making sure it is spread apart.
3. Check twist locks for corrosion.
4. Check that strain relief is adjusted properly.
5. Check cable for broken strands, kinks and flat spots. (Oil as needed)
6. Check ring for proper assembly and that it is level.
7. Check strand vice assembly for proper installation.
8. Check luminaries, mounting arms for alignment and that the bolts are tight.
9. Check cable clamps for proper installation.
10. Clean and grease locking pins.
11. Check strain relief on power cable at the J box on ring.
12. Check the cable on drum for alignment while raising ring.
13. Make sure locking pins engage into the locked position.

Notes:

1. Due to the variation of pole locations, traffic control will be discussed prior to work.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 510 Activity Number: 5117 Effective Date: 7/1/11
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Activity:

Paint Traffic Signals / Highway Lighting Poles **Check Environmental BMP**

Description and Purpose:

Paint to protect non-galvanized surfaces from the effects of corrosion and to restore proper appearance.

Performance Guideline:

Only 20% of an ORG feature inventory, (T/S-rounded off to even intersections), will be painted in any one year. This includes service to structures for highway lighting.
Non-galvanized freeway flashers, other than those on an illuminated sign, are to be included in this activity.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Traffic Signal Lighting Tech I & II
Traffic Signal Lighting Supervisor

Average Crew Size: 2

1. Set up required traffic control devices.
2. Remove deteriorated paint to expose original surface.
3. Apply primer and paint to traffic signal features:
 - a. Poles - Aluminum
 - b. Signal heads and mounting, brackets and fittings, visors, pedestrian push button housings, pedestrian heads and backplates - flat black.
4. Highway lighting
 - a. Use solvent to clean pole and mast arm free of grease, scale and foreign material.
 - b. Apply primer to bare spots.
 - c. Paint service structure as needed.
5. Submit maintenance needed card for work required beyond the scope of this activity.
6. Remove traffic control devices.

Equipment Options

Code	Description
01	Pickup
02/03/04	Truck
08	Truck, Platform
09	Truck, Misc.
56	Arrow / Messageboard
57	Attenuator w/ Arrowboard
71	Compressor

Material Options

Code	Description
99S	Miscellaneous

Statewide Average Accomplishment - Features

Notes:

N/A

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 510 Activity Number: 5122 Effective Date: 7/1/11
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Activity:

Replace Roadway Detection

Description and Purpose:

Replacement of roadway detection and/or loop lead-in in order to restore signal units to normal operating condition.

Performance Guideline:

Replace / Repair roadway detection not in operating condition.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Traffic Signal Lighting Tech I & II
Traffic Signal Lighting Supervisor

Average Crew Size: 3

1. Set up required traffic control devices
2. Measure and mark road for loop dimensions.
3. Saw loop and blow dry.
4. Install wire and cover with loop sealant.
5. Clean and secure area.
6. Remove traffic control devices.

Equipment Options

Code	Description
01	Pickup
02/03/04	Truck
50	Water Tank
51	Trailer
56	Arrow / Messageboard
57	Attenuator w/ Arrowboard
71	Compressor
97	Concrete Saw

Material Options

Code	Description
06S	Wire F/Loops
99S	Miscellaneous

Statewide Average Accomplishment - Loops

Notes:

N/A

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 510 Activity Number: 5126 Effective Date: 7/1/11				
Activity:					
Control Equipment Testing and Evaluation					
Description and Purpose:					
Testing items from cabinets that are removed for repair or testing using ADOT and NEMA standards.					
Performance Guideline:					
This activity is limited to quality control testing and evaluation of furnished traffic signal controllers and related equipment prior to installation; and/or turning in equipment to Warehouse.					
Statewide Average Crew Size	Work Method				
Traffic Signal Lighting Tech I & II Traffic Signal Lighting Supervisor Average Crew Size: 1	See Cabinet Testing Procedures				
Equipment Options					
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 10%;">Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">N/A</td> <td></td> </tr> </tbody> </table>		Code	Description	N/A	
Code		Description			
N/A					
Material Options					
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 10%;">Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>99S</td> <td>Miscellaneous</td> </tr> </tbody> </table>	Code	Description	99S	Miscellaneous	
Code	Description				
99S	Miscellaneous				
Statewide Average Accomplishment - Units					
Notes:					
<ol style="list-style-type: none"> Quality testing of cabinets in field prior to turning in to warehouse, report as Activity 5126-C. Accomplishment would be 100% for each cabinet turned in. 					

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS		Suffix Required	Program Number: 510 Activity Number: 5130 Effective Date: 7/1/11										
Activity:													
Repair FMS Equipment													
Description and Purpose:													
Evaluate condition and age of equipment, repair and return to original working condition, if cost effective to do so.													
Performance Guideline:													
Insure that all equipment is evaluated and tested and that all non-warranty equipment is returned to proper operating conditions which meet all manufacturers as well as ADOT Performance Guidelines.													
Statewide Average Crew Size		Work Method											
Traffic Signal Lighting Tech I & II Traffic Signal Lighting Supervisor Average Crew Size: 1		<ol style="list-style-type: none"> 1. Obtain suspected defective equipment from electrical warehouse. 2. Evaluate condition and age of equipment. 3. Return to electrical warehouse, if under warranty. 4. Repair defective equipment, if cost effective to do so. 5. Return repaired and tested equipment to electrical warehouse. 											
Equipment Options													
Code Description													
N/A													
Material Options													
Code Description													
99S Miscellaneous													
Statewide Average Accomplishment - Units													
Notes:													
<ol style="list-style-type: none"> 1. Use the following suffix letter when reporting: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A. Loop Monitor Station</td> <td style="width: 50%;">G. FMS Updates (i.e., Changing Message, Database, etc.)</td> </tr> <tr> <td>B. Camera System</td> <td>H. Data Communications</td> </tr> <tr> <td>C. Ramp Metering</td> <td>J. Passive Acoustic Detection</td> </tr> <tr> <td>D. Transformer Cabinet</td> <td>K. Wire Theft / Vandalism</td> </tr> <tr> <td>E. Node Room</td> <td></td> </tr> </table> 				A. Loop Monitor Station	G. FMS Updates (i.e., Changing Message, Database, etc.)	B. Camera System	H. Data Communications	C. Ramp Metering	J. Passive Acoustic Detection	D. Transformer Cabinet	K. Wire Theft / Vandalism	E. Node Room	
A. Loop Monitor Station	G. FMS Updates (i.e., Changing Message, Database, etc.)												
B. Camera System	H. Data Communications												
C. Ramp Metering	J. Passive Acoustic Detection												
D. Transformer Cabinet	K. Wire Theft / Vandalism												
E. Node Room													

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required	Program Number: 510 Activity Number: 5150 Effective Date: 7/1/11
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Activity: Page 1 of 2

Other Traffic Signal / Lighting Roadway Activities

Description and Purpose:

This activity shall be used only for traffic signal / lighting related work which cannot be reasonably performed as **Activities 5102 through 5171**. Proper safety devices and signs shall be used in every case where work involves exposure to traffic.

Performance Guideline:

The following suffix letters shall be used:

- B. Safety Inspections not included in other activities.
- C. Review, Update & Maintain schematics, prints, mylars & manuals
- E. Signal Monitoring:
 1. Check daily alarms and event reports
 2. Report any emergency repairs to area shop
 3. Periodical review of signal systems
 4. Program new system data as required
 5. Locate system malfunctions
 6. Maintain computer to optimum operating conditions
 7. To be performed twice daily, once each a.m. and p.m.
- F. Traffic signal / lighting intersections inspection will be conducted as follows:
 1. Drive all approaches to traffic signal intersections to insure proper alignment of signal heads.
 2. Schedule enough TI's each month to insure that all TI's are inspected twice annually during night time hours
 3. Schedule enough TI's each month to insure that all TI's are inspected once annually during day time hours.
- G. Locate, Clean and Mark Pull Boxes.
- H. Field Modifications (excluding cabinet). Requires authorization and submitting of as-builts. Includes minor revamp to signal or illumination systems.
- I. Field Modifications to Control / Lighting Cabinets. Requires authorization and submitting of as-builts. **Wiring in T/S control or service cabinets.**
- J. Non-Scheduled Signal Operations Timing Checks / Changes due to floods, road repair, accidents, citizen requests, etc.
- K. Assembly:

1. Disassemble	4. Repair
2. Assemble	5. Fabricate
3. Clean and Repair	6. Manufacture

All work charged to this activity number must be described in the comments section of the Daily Work Report, followed by the number of pieces or other measure of each item disassembled, assembled, repaired, cleaned, fabricated or manufactured.

- L. Encroachment Work: Blue Staking of existing conduits or pull boxes. ¹

(Continued on Page 2)

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required	Program Number: 510 Activity Number: 5150 Effective Date: 7/1/11
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Activity: Page 2 of 2

Other Traffic Signal / Lighting Roadway Activities

Description and Purpose:

Refer to Page 1

Suffix letters - (Continued from Page 1)

- M. Signal Design and Review:
This activity covers the in-shop design and review of new and/or existing signalized intersections relating to the operation and functional capabilities of the system. This includes, but is not limited to:
 1. Field plan and cabinet/control equipment compatibility
 2. Phasing diagrams and programming compatibility
 3. Logic circuits
 4. Cabinet prints

- N. Field Review of Construction As-Builts:
This activity covers the review of all maintenance unit installations to insure that the construction engineering plan as-builts reflect what is currently at each location. This includes, but is not limited to:
 1. Identification of feature numbers, as assigned for field application
 2. Location and size of pull boxes and conduit runs
 3. Location and type of poles, mast arms, pedestrian stations, signal heads, pedestrian heads and related mounts.
 4. Wires per conduit run.
 5. Type of service cabinet.
 6. Type of luminaries.

- O. Feature Numbering:
 1. Set up required traffic control devices.
 2. To attach number:
 - A. Apply numbers at a height of 4' to the center and 45 degrees to approaching traffic.

- S. Signal Monitoring

Statewide Average Accomplishment - Units

Notes:

1. Bluestaking by maintenance forces to be reported under **Activity 191-A**. Bluestaking by contract is reported on contract **Activity 9799**.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 510 Activity Number: 5163 Effective Date: 7/1/11
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Activity:

Maintain Roadway Lighting Bases

Description and Purpose:

Inspect all slip-away bases, break-away bases and coupler devices.

Performance Guideline:

Insure that all slip-base devices, break-away and coupling devices are secure and set to function properly. Inspect all pole structures in the same area, including standard base poles, for damage, rust and/or deterioration. Any damage in evidence will be reported and replacement scheduled.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Traffic Signal Lighting Tech I & II
Traffic Signal Lighting Supervisor

Average Crew Size: 2

- Break-Away Bases and Coupler Devices:**
1. Inspect for cracked or broken bases and fractured couplings.
 2. Test and tighten loose nuts-both top and bottom.
 3. Inspect for rust or metal fatigue.
- Slip-Base Light Standards:**
1. Clean pole base and slip-base nuts with stiff brush or broom.
 2. Adjust nut to required torque of 208 Ft.-lbs.
 3. Document each pole, on crew work report

Equipment Options

Code	Description
01	Pickup
02	Truck
56	Arrow / Messageboard
57	Attenuator w/ Arrowboard

Material Options

Code	Description
	N/A

Statewide Average Accomplishment - Features

Notes:

1. Ensure torque wrench has been calibrated to meet current specifications.
2. After annual completion of this activity, maintain record at ORG.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 510 Activity Number: 5171 Effective Date: 7/1/11
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Activity:

Maintain Tunnel Lighting **Check Environmental BMP**

Description and Purpose:

Wash and clean fixtures to provide maximum light distribution and as necessary, correct outages to restore system to normal condition.

Performance Guideline:

Phoenix Central Tunnel: ⁴ Schedule three (3) times per year during the month indicated.
 Queen Creek Tunnel: ² Schedule one (1) time per year during the month indicated.
 Mule Pass Tunnel: ³ Schedule one (1) time per year during the month indicated.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Traffic Signal Lighting Tech I & II Traffic Signal Lighting Supervisor Average Crew Size: 9	<ol style="list-style-type: none"> 1. Set up required traffic control. ¹ 2. Wash and clean all luminaries, including portal lighting. 3. Remove traffic control devices.
---	--

Equipment Options

Code	Description
01	Pickup
02/03	Truck
08	Truck, Platform
56	Arrowboard / Message
57	Attenuator w/ Arrowboard

Material Options

Code	Description	Code	Description
03D	Gabions (Rock Baskest All Sizes)	23F	Fence, Silt (Filter Fabric)
05D	Rip Rap Wire	36S	Lighting Lamps
07M	Stone (Rip Rap, etc.)	93L	Sand Bags
11D	Wattles	99S	Miscellaneous
12D	Stakes		

Statewide Average Accomplishment - Fixtures (Rural)

Notes:

1. Repairs other than lamps, should be reported under **Activity 5271**.
2. Use suffix letter **"A"** for **Queen Creek Tunnel**.
3. Use suffix letter **"B"** for **Mule Pass Tunnel**.
4. Use suffix letter **"E"** for **Phoenix Central Tunnel**.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 510 Activity Number: 5203 Effective Date: 7/1/11
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Activity:

Repair Traffic Signals

Description and Purpose:

Repair traffic signal systems, detections and features to optimal operating condition.

Performance Guideline:

This activity to completed at earliest opportunity after notification and shall include traffic signal, flasher, ramp metering, and call boxes.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Traffic Signal Lighting Tech I & II
Traffic Signal Lighting Supervisor

Average Crew Size: 2

1. Advise local police of malfunction and obtain assistance with vehicular traffic as required.
2. Setup required traffic control.
3. Make repair, replacement on damaged or failed equipment.
4. Document cause of failure and corrective measures involving control equipment related failures on cabinet trouble call card.
5. Prepare repair tag with full description of failure for equipment being returned for refurbishing.
6. Remove traffic control devices.

Equipment Options

Code	Description
01	Pickup
02/03/04	Truck
08	Truck, Platform
09	Truck, Misc
56	Arrowboard / Message

Material Options

Code	Description	Code	Description	Code	Description
05S	Repair T/S Equipment	12S	T/S Mounts Complete	18S	Poles 15' & Less
06S	Wire F/Loops	13S	T/S & Ped Signal Heads	19S	Poles B,C,D,E,F,G
10S	Visors	14S	Ped Modules	20S	Poles, Other
11S	T/S Signals & Backplates	17S	T/S Lenses	35S	T/S LED's
				99S	Miscellaneous

Statewide Average Daily Production - Features

Notes:

1. In events involving vehicular damage to state property report as **Activity 5203-D**. The assigned personnel will see that a damage report, including estimated repair costs, is forwarded to Risk Management.
2. **Any emergency work performed for Emergency Signal Repairs, report as Activity 5203-E.**
3. **Replace inoperative LED's report as Activity 5203-L.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 510 Activity Number: 5204 Effective Date: 7/1/11
---	--

Activity:

Repair DMS

Description and Purpose:

Repair and adjust to maintain unit at optimum designed efficiency.

Performance Guideline:

This activity should be completed at earliest opportunity after notification.

Statewide Average Crew Size	Work Method
------------------------------------	--------------------

Traffic Signal Lighting Tech I & II
Traffic Signal Lighting Supervisor

Average Crew Size: 3

1. Set up required traffic control devices.
2. Make repair, replacement on damaged or failed equipment.
3. Document cause of failure & corrective measures involving control equipment on trouble call card.
4. Prepare repair tag with full description of failure for equipment being returned for refurbishing.
5. Test & observe all control systems for proper operation.
6. Complete all documentation.
7. Remove traffic control devices.

Equipment Options

Code	Description
01	Pickup
02/03/04	Truck
57	Attenuator w/ Arrowboard

Material Options

Code	Description
62S	VMS Control Board
63S	VMS Power Supply
64S	VMS Module
65S	VMS Front Panel
66S	VMS PC Board

Statewide Average Accomplishment - Features

Notes:

N/A

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required	Program Number: 510 Activity Number: 5205 Effective Date: 7/1/11
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Activity:

Repair FMS Equipment

Description and Purpose:

Repair and adjust to maintain at optimum designed efficiency.

Performance Guideline:

This activity to be completed at earliest opportunity after notification.

Statewide Average Crew Size	Work Method
------------------------------------	--------------------

Traffic Signal Lighting Tech I & II
Traffic Signal Lighting Supervisor

Average Crew Size: 2

1. Set up required traffic control devices.
2. Make repair, replacement on damaged or failed equipment.
3. Document cause of failure & corrective measures involving control equipment on trouble call card.
4. Prepare repair tag with full description of failure for equipment being returned for refurbishing.
5. Test & observe all control systems for proper operation.
6. Complete all documentation.
7. Remove traffic control devices.

Equipment Options

Code	Description
01	Pickup
02/03/04	Truck

Material Options

Code	Description
67S	Transformer Cabinet
68S	341 Control Cabinet w/ Camera
99S	Miscellaneous

Statewide Average Accomplishment - Features

Notes:

1. Use the following suffix letter when reporting:

A. Loop Monitor Station	G. FMS Updates (i.e., Changing Message, Database, etc.)
B. Camera System	H. Data Communications
C. Ramp Metering	J. Passive Acoustic Detection
D. Transformer Cabinet	K. Wire Theft / Vandalism
E. Node Room	

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 510 Activity Number: 5206 Effective Date: 7/1/11
---	--

Activity:

FMS Knockdown

Description and Purpose:

Remove damaged equipment, fabrication & assemble, install new equipment.

Performance Guideline:

This activity to be completed at earliest opportunity after notification.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Traffic Signal Lighting Tech I & II
Traffic Signal Lighting Supervisor

Average Crew Size: 2

1. Set up required Traffic Control devices.
2. Remove all damaged equipment.
3. Procure, fabricate, and assemble replacement equipment.
4. Install replacement equipment.
5. Test and observe all equipment for proper operation.
6. Complete all documentation.
7. Remove traffic control.

Equipment Options

Code	Description
01	Pickup
02/04	Truck

Material Options

Code	Description
10S	Visors
11S	T/S Signals and Backplates
12S	T/S Mounts
18S	Poles 15' and Less
67S	Transformer Cabinet
68S	341 Cabinet
99S	Miscellaneous

Statewide Average Accomplishment - Features

Notes:

N/A

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 510 Activity Number: 5255 Effective Date: 7/1/11
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Activity:

Repair Malfunctioning or Damaged Roadway & Sign Lighting **Check Environmental BMP**

Description and Purpose:

Restore malfunctioning system, luminaries, or fixture to designed optimum efficiency. Repair damage or replace knocked down features and accessories to designed efficiency. Realign, wash as required, repair or replace parts of damaged roadway and sign lighting features or systems.

Performance Guideline:

This activity is to be completed at earliest opportunity after notification.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Traffic Signal Lighting Tech I & II
Traffic Signal Lighting Supervisor
Traffic / Signal Lighting Tech II Contr.

Average Crew Size: 3

- For Outages:**
1. Set up required traffic control devices.
 2. Check electrical service, fuses, etc., and correct problem.
 3. Restore power and test.
 4. Remove traffic control devices.

Equipment Options

Code	Description
01	Pickup
02/03/04	Truck
08	Truck, Platform
09	Truck, Misc
56	Arrow / Messageboard
57	Attenuator w/ Arrowboard
71	Compressor

- For Knockdown:**
1. Set up required traffic control devices.
 2. Remove power from circuit, assemble and erect feature.
 3. Paint and renumber feature, restore power and test.
 4. Remove traffic control devices.

Material Options

Code	Description
18S	Poles 15' and Less
19S	Poles B,C,D,E,F,G
20S	Poles, Other
23S	Ballasts
29S	Luminaries
36S	Lighting Lamps
43S	Lighting Contactors
61S	Mast Arms
99S	Miscellaneous

Statewide Average Accomplishment - Features

Notes:

1. In events involving vehicular damage to state property, report as **Activity 5255-D**. The assigned personnel will see that a damage report, including estimated repair costs, is forwarded to Risk Management.
2. Material for Rest Areas will be provided by the Maintenance Org.
3. For Wire Theft report as **Activity 5255-A**.
4. **Any emergency work performed for Emergency Signal Repairs, report as Activity 5255-E.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 510 Activity Number: 5271 Effective Date: 7/1/11
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Activity:

Restore Tunnel Lighting Outage

Description and Purpose:

Restore fixtures to designed optimum efficiency.

Performance Guideline:

Provide repairs to restore system to normal operation. This includes vehicle damage, single outage or whole circuit outage. Debris to be cleared ASAP. Repairs to be accomplished at the earliest opportunity after notification.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Traffic Signal Lighting Tech I & II
Traffic Signal Lighting Supervisor

Average Crew Size: 4

1. Set up required traffic control devices.
2. Remove debris, as necessary.
3. Check equipment for proper operation.
4. Replace defective equipment.
5. Test system and perform visual inspection.
6. Remove traffic control devices.

Equipment Options

Code	Description
01	Pickup
02/03/04	Truck
08	Truck, Platform
56	Arrowboard w/ Message
57	Attenuator w/ Arrowboard

Material Options

Code	Description
09S	Electrical Wire
23S	Ballasts
29S	Luminaries
36S	Lighting Lamps
99S	Miscellaneous

Statewide Average Accomplishment - Fixtures

Notes:

1. Use the following suffix letters to designate the tunnel work is being accomplished on:
Queen Creek Tunnel - **Activity 5271-A**
Mule Pass Tunnel - **Activity 5271-B**
Phoenix Central Tunnel - **Activity 5271-E**
2. In events involving vehicular damage to state property, report on **Activity 5271-D**. The assigned personnel will see that a damage report, including estimated repair costs, is forwarded to Risk Management.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 540 Activity Number: 5401 Effective Date: 7/1/11
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Activity:

Tunnel: Weekly Scheduled Maintenance **Check Environmental BMP**

Description and Purpose:

Recommended activity frequency is 52 times per year maintain safe air supply in tunnel.

Performance Guideline:

This activity will be scheduled and performed on a weekly basis.

Statewide Average Crew Size	Work Method					
Traffic Signal Lighting Tech II HOT 4 Highway Operations Supervisor Average Crew Size: 3	<ol style="list-style-type: none"> 1. Clean all equipment and switch gear. 2. Check / run required test for all fans. 3. Record all malfunctions to be repaired later. 4. Relamp lights or indicators as required. 					
Equipment Options						
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 10%;">Code</th> <th style="width: 90%;">Description</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Pickup</td> </tr> </tbody> </table>		Code	Description	01	Pickup	
Code	Description					
01	Pickup					
Material Options						
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 10%;">Code</th> <th style="width: 90%;">Description</th> </tr> </thead> <tbody> <tr> <td>05X</td> <td>Diesel Fuel</td> </tr> <tr> <td>94Z</td> <td>Tunnel Matr'l Misc / N.O.C.</td> </tr> </tbody> </table>	Code	Description	05X	Diesel Fuel	94Z	Tunnel Matr'l Misc / N.O.C.
Code	Description					
05X	Diesel Fuel					
94Z	Tunnel Matr'l Misc / N.O.C.					

Statewide Average Accomplishment - Labor Hours

- Notes:**
1. When working in Vent Room 1 - report as **Activity 5401-A.**
 2. When working in Vent Room 2 - report as **Activity 5401-B.**
 3. When working in Vent Room 3 - report as **Activity 5401-C.**
 4. When working in Vent Room 4 - report as **Activity 5401-D.**
 5. When working in Control Room - report as **Activity 5401-E.**
 6. When working in Generator Room - report as **Activity 5401-F.**
 7. **When working on the Lighting System - report as Activity 5401-L**
 8. **When performing work for Carbon Monoxide Sensor Maintenance - report as Activity 5401-M**
 9. **When working on PLC Issues - report as Activity 5401-P**
 10. **When working on the Fan Controls - report as Activity 5401-Q**
 11. **When working on Computer Issues - report as Activity 5401-R**
 12. **When working on the Hydraulics System - report as Activity 5401-S**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 540 Activity Number: 5402 Effective Date: 7/1/11
---	--

Activity:

Tunnel: Semi-Annual Scheduled Maintenance

Description and Purpose:

Recommended activity frequency is 2 times per year; maintain safe air supply in tunnel.

Performance Guideline:

This activity will be scheduled and performed on a semi-annual basis.

Statewide Average Crew Size	Work Method
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Traffic Signal Lighting Tech II
HOT 4
Highway Operations Supervisor
Average Crew Size: 3

1. **Clean, replace and calibrate all carbon monoxide sensors.**
2. Replace all evaporative cooler filters and clean all ductwork.
3. Lubricate all supply and exhaust fans. Replace belts as necessary.

Equipment Options

Code	Description
01	Pickup

Material Options

Code	Description
94Z	Tunnel Material Miscellaneous / N.O.C.

Statewide Average Accomplishment - Labor Hours

Notes:

1. When working in Vent Room 1 - report as **Activity 5402-A.**
2. When working in Vent Room 2 - report as **Activity 5402-B.**
3. When working in Vent Room 3 - report as **Activity 5402-C.**
4. When working in Vent Room 4 - report as **Activity 5402-D.**
5. When working in Generator Room - report as **Activity 5402-F.**
6. **Replace carbon monoxide sensors annually.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 540 Activity Number: 5403 Effective Date: 7/1/11
---	--

Activity:

Tunnel: Emergency Repairs

Description and Purpose:

Repair and/or replace existing systems.

Performance Guideline:

Call Manufacture's rep when necessary.
This activity is to be completed at the earliest opportunity to insure the safety and convenience of the public.

Statewide Average Crew Size	Work Method
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Traffic Signal Lighting Tech II HOT 4 Highway Operations Supervisor Average Crew Size: 3	<ol style="list-style-type: none"> 1. Evaluate the situation. 2. Inform TOC of the situation. 3. Notify upper management of the situation. 4. Proceed with corrective measures. 5. Note location by suffix.
---	--

Equipment Options

Code	Description
01	Pickup

Material Options

Code	Description
94Z	Tunnel Material Miscellaneous / N.O.C.

Statewide Average Accomplishment - Labor Hours

Notes:

1. When working in Vent Room 1 - report as **Activity 5403-A.**
2. When working in Vent Room 2 - report as **Activity 5403-B.**
3. When working in Vent Room 3 - report as **Activity 5403-C.**
4. When working in Vent Room 4 - report as **Activity 5403-D.**
5. When working in Control Room - report as **Activity 5403-E.**
6. When working in Generator Room - report as **Activity 5403-F.**
7. When working on the Lighting System - report as **Activity 5403-L**
8. When performing work for Carbon Monoxide Sensor Maintenance - report as **Activity 5403-M**
9. When working on PLC Issues - report as **Activity 5403-P**
10. When working on the Fan Controls - report as **Activity 5403-Q**
11. When working on Computer Issues - report as **Activity 5403-R**
12. When working on the Hydraulics System - report as **Activity 5403-S**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required	Program Number: 540 Activity Number: 5404 Effective Date: 7/1/11
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Activity:

Tunnel: Contract Maintenance **Check Environmental BMP**

Description and Purpose:

Cleaning of tile, light lens, fire and phone cabinets is required by contract. Cleaning and calibrating high voltage switch gear, roadway supply and exhaust fans.

Performance Guideline:

Performed quarterly by vendor and monitored by ADOT. (See **Work Method A**)
 Performed annually by vendor and ADOT, monitored by ADOT. (See **Work Method B**)

Statewide Average Crew Size	Work Method			
Traffic Signal Lighting Tech II HOT 4 Highway Operations Supervisor Average Crew Size: 2	<p>WORK METHOD A: ¹</p> <ol style="list-style-type: none"> 1. Coordinate scheduling between vendor, City and ADOT for traffic control. 2. Monitor vendor for compliance with contract. 3. Oversee traffic control for safety to the motoring 4. Notify traffic operations at the start and finish of contract work. <p>WORK METHOD B: ¹</p> <ol style="list-style-type: none"> 1. Monitor vendor for compliance with contract. 2. Notify traffic operations at the start and finish. 			
<table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Pickup</td> </tr> </tbody> </table>		Code	Description	01
Code	Description			
01	Pickup			

Material Options			
Code	Description	Code	Description
03D	Gabions, Rock Baskets All Sizes	23F	Fence, Silt (Filter Fabric)
05D	Rip Rap Wire	93L	Sand Bags
11D	Wattles	07M	Stone (Rip Rap, etc.)
12D	Stakes	94Z	Tunnel Matr'l Misc / N.O.C.

Statewide Average Accomplishment - Labor Hours

Notes:

1. Report only one method per Crew work report. Use appropriate suffix letter to designate method used as follows:
 - When using Work Method A report under **Activity 5404-A.**
 - When using Work Method B report under **Activity 5404-B.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required	Program Number: 540 Activity Number: 5409 Effective Date: 7/1/11
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Activity:

Tunnel: Miscellaneous

Description and Purpose:

Any tunnel maintenance that does not have any other activity associated with the work being done.

Performance Guideline:

This activity shall be used only for tunnel related work which cannot be reasonably performed as **Activities 5401 through 5404**.

The following suffix letters can be used:

- A. Government
- B. Engineering
- C. Light Rail
- D. Other

Statewide Average Accomplishment - Labor Hours

Notes:

N/A

Arizona Department of Transportation	Suffix Required	Program Number: 600
ITD - Highway Maintenance		Activity Number: 603
Performance Guideline - PeCoS	(JSA)	Effective Date: 7/1/11

Activity:

Building and Yard Maintenance

Description and Purpose:

This activity shall be used for repair and upkeep of maintenance yards and buildings when performed by maintenance Org personnel.

Performance Guideline:

All work charged to this activity must be described in the comments section of the Crew Work Report. Describe the specific work performed.

The following suffix letters shall be used for the work indicated:

- A. Water Samples at Maintenance Facilities
- B. Hauling Water for Maintenance Yard
- C. Generator Usage (in Yard, i.e. No Electric in Camp)
- G. Grounds Keeping / General Clean Up ²
- H. Clean Mitigations for Storm Water Pollution Prevention Plan
 - I. Install Mitigations for Storm Water Pollution Prevention Plan
- P. Maintenance of Tools & Purchased Equipment
- R. Haul Rubber
- S. Security Response
- V. Light Duty Assignment
- W. Inspection for Storm Water Pollution Prevention Plan
- Y. Power / Water Outage (In Yard Emergencies)

Statewide Average Accomplishment - Labor Hours

Notes:

1. When chemical control of vegetation for building or yard is being accomplished report on **Activity 354-F**.
2. **When reporting expenditures for this activity, it should be entered on the Crew Work Report as an expenditure on the Expenditure Tab.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required Program Number: 600 Activity Number: 605 Effective Date: 7/1/11
Activity:	
Training	
Description and Purpose	
N/A	
Performance Guideline:	
To provide training of ADOT personnel in all aspects of highway maintenance, safety, management and practice. All maintenance personnel within an Org shall charge their time to this activity when attending, or traveling to and from authorized training sessions.	
<ul style="list-style-type: none"> A. Policy and Procedure B. Levels of Service (LOS)² E. Conferences / Seminars / Workshops F. Work Method G. Safety (Formal Safety Training) H. Equipment Operation / Services (Includes CDL) J. Feature Inventory System Data Collection (FISDC), in classroom or field. K. Maintenance Management System (PeCoS) L. Material M. Other (i.e., New Employee Orientation) Q. Preparing or Conducting Training R. Online Training S. Train the Trainer T. Equipment Operator Training & Evaluation Program (EOTEP), in classroom or field. W. Simulator Training 5. When traveling the day before or the day after report under Activity 605-5. 	
Statewide Average Accomplishment - Labor Hours	
Notes: <ul style="list-style-type: none"> 1. When reporting the training on this activity, do not report any hours under the training column on Work Report. (The training column on a Work Report is only for OJT, On the Job Training, being accomplished while working on a roadway activity.) 2. Levels of Service performed on the roadway to be reported as Activity 1591-B. 	

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required	Program Number: 600 Activity Number: 606 Effective Date: 7/1/11
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Activity:

Leave

Description and Purpose:

N/A

Performance Guideline:

All personnel shall be shown on a leave card daily when leave is taken.
The appropriate suffix letter **MUST** be reported on the Work Report.

The following suffix letters shall be used:

Leave Activity Letter	Function Code	Type
A.	300	Annual Leave (New)
B.	303	Annual Leave (Old)
C.	310	Sick Leave
D.	320	Holiday Time
E.	340	Bereavement Time
F.	380	Military Leave
G.	350	Jury Duty Leave
H.	350	Civic Duty Leave
I.	310	Maternity Leave ²
J.	360	Educational Leave
K.	330	Compensatory Time Used
L.	375	Administrative Leave
M.	630	LWOP (Industrial) Leave Avail. (2 Hrs. Leave/6 Hrs. Industrial)
N.	630	LWOP (Industrial) No Leave Avail. (8 Hrs. Industrial)
P.	640	LWOP (Furlough)
Q.	641	LWOP (Unauthorized)
R.	640	LWOP (Authorized)
S.	311	Family Sick Leave
T.	100	Industrial (Day of Injury ONLY) ⁴
U.	322	Holiday Annual Leave
V.	370	Recognition Leave
W.	308	Donated Leave Taken
Y.	321	Holiday Leave Earned

Statewide Average Accomplishment - Labor Hours

Notes:

- Each type of leave shall be reported on a separate Work Report.
- Sick leave is used as maternity leave. There is no code with designation of maternity leave.
- In order to maintain historical data these codes are not in alpha/numeric order.
- For the day of the injury, record the number of hours worked under the activity performed (i.e., the activity of the injury). **The balance of hours for the day of the injury should be recorded under Activity 606-T. This suffix will appear on the pre-edit under the Reg column so that it will match the BTS.**
The second day, if they're still out & have sick & annual leave, employees have to use sick leave 1st then annual leave up to 40 hours. At this point, the Org starts reporting them on **Activity 606-M.**

[Workers' Compensation Frequently Asked Questions](#)

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required (JSA)	Program Number: 600 Activity Number: 607 Effective Date: 7/1/11
Activity:		
Standby		
Description and Purpose:		
N/A		
Performance Guideline:		
This activity shall be used only when fill-in activities cannot be substituted for planned activities.		
<p>Use this activity for reporting maintenance personnel time lost for any of the following reasons: The following suffix letters shall be used:</p> <ul style="list-style-type: none"> A. Equipment Breakdown B. Weather C. Other Reasons Beyond Control (List Reasons in Comments) G. Installation, Removal or Repair of Two-Way Radios in State Equipment <p>Equipment usage shall be recorded on standby only when a crew has begun work on an activity and is unable to complete the task, but remains at the job location.</p> <p>Standby time shall not be reported for equipment that is in the maintenance yard.</p>		
Statewide Average Accomplishment - Labor Hours		
Notes:		
1. Comments must be entered giving the reason(s)		

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required (JSA)	Program Number: 600 Activity Number: 609 Effective Date: 7/1/11
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Activity:

Work for Other Divisions, Departments or Agencies

Description and Purpose:

N/A

Performance Guideline:

This activity shall be used for work performed by maintenance personnel outside the identified responsibility of the state highway system and facilities. A description of the work and the Agency for which work was performed shall be recorded in the comments sections of the Work report.

The appropriate suffix **MUST** be reported on the Work Report.

Use the following suffix letters as indicated:

- A. Department of Public Safety (DPS yards, traffic control for DPS - non-accident)
- B. Work for Cities or Counties
- C. Work for Federal Agencies
- D. Work for Materials Division
- E. Motor Vehicle Division (Weighing stations, etc.)
- F. Work for Construction
- G. Work for Aeronautics
- H. Work for Administration (includes District Administration).
- J. General Pickup and Delivery of Supplies or Materials for Various Agencies.
- K. Work for Facilities Maintenance Crew.
- M. Work for R/W Section
- N. Oversize Permit Moves
- R. Work for Department of Corrections.
- S. Work for Other State Agencies.
- U. University (Other)
- V. Light Duty Assignment
- W. Natural Resource Planners - Review of Construction Plans (w/ Project #)

Statewide Average Accomplishment - Labor Hours

Notes:

1. DPS requested traffic control for accidents should be reported on **Activity 1580-S**.
2. If performing an Annual Fence Inspection on Reservation Lands, report on **Activity 1504-O**.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)		Program Number: 600 Activity Number: 611 Effective Date: 7/1/11
Activity:		
Material Handling		<u>Check Environmental BMP</u>
Description and Purpose:		
Haul and handle supplies and materials.		
Performance Guideline:		
Origin, destination and type of non-roadway material shall be written in the comments section of the work report.		
Statewide Average Crew Size		Work Method
Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 1		
Equipment Options		
Code	Description	
01	Pickup	
02/03/04	Truck	
05	Tractor	
52	Trailer, Large	
Material Options		
Code	Description	
	N/A	
Statewide Average Accomplishment - Labor Hours		
Notes:		
<ol style="list-style-type: none"> 1. When waiting for Materials Deliveries, report under Activity 611-D. 2. Use this activity for hauling scrap, including old signs. 3. Traffic Signals personnel report mobile maintenance service & other stock inventory as Activity 611-R. 4. If stockpiling snow material report using Activity 179-V 5. Use this activity for transporting equipment to Property Surplus. 		

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required (JSA)	Program Number: 600 Activity Number: 612 Effective Date: 7/1/11
Activity:		
Work for Equipment Services		<u>Check Environmental BMP</u>
Description and Purpose:		
N/A		
Performance Guideline:		
Mechanical work performed on assigned equipment by maintenance personnel. Transportation of equipment at the request of equipment services.		
<p>The following suffix letters shall be used as indicated:</p> <ul style="list-style-type: none"> A. Transport Equipment To or From Shop. B. Transport State Equipment to Turn in and Pick up. C. Make Minor Repairs D. Help Equipment Services with Repairs E. Maintain and Repair Equipment Services Facilities. F. Pick up Supplies from or for Equipment Services G. Change and Repair Tires. H. Work on Stripers / Sprayers. I. Wait for Fuel Delivery. J. Monitor Fuel and Related Work K. Miscellaneous P. Preventative Maintenance V. Loading or unloading tools and supplies from vehicles when turning into Equipment Services. W. Car Wash <u>Non-Snow</u> Vehicles 		
Statewide Average Accomplishment - Labor Hours		
Notes:		
<ol style="list-style-type: none"> 1. When reporting expenditures for this activity, it should be entered on the crew work report as an expenditure on the Expenditure Tab. 		

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required	Program Number: 600 Activity Number: 620 Effective Date: 7/1/11
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Activity:

Contract Administration - ROADWAY MAINTENANCE

Description and Purpose:

N/A

Performance Guideline:

This activity shall be used for any time involved in the administration of Roadway Maintenance contracts by the ORG supervisor or designated representative, such as: scheduling, soliciting, supervision, record keeping, inspections for compliance of contract.¹

The following suffix letters shall be used as indicated:

- A. Pavement Leveling
- B. Paving
- C. Seal Coat - State Traffic Control
Seal Coat - Contractor Traffic Control
- D. Pavement Milling and Replacement
- E. Pavement Profiling
- F. Crack Filling w/ Asphalt Rubber
- G. Hydro Vac
- H. Litter Pickup, Highway
- I. Roadway Mechanical Litter Pickup
- J. Guardrail Installation and Repair
- K. Fence Inspection and Minor Repair
- L. Bird Netting
- M. Mechanical Sweeping
- N. Resident Rest Area Maintenance ¹
Non-Residential Rest Area Maintenance ¹
- O. New Cattle Guard Installation
- P. Flushing
- Q. Pavement Striping
- R. Traffic Control
- S. Declared Emergency Contracts (when specific project # is assigned)
- T. Cable
- U. Miscellaneous Contract Maintenance
- V. New Fence Installation
- W. Sound Wall Repair
- Y. Concrete Repair

Statewide Average Accomplishment - Labor Hours

Notes:

1. Report routine rest area inspections on **Activity 209-4** or **Activity 259-4**. Do not report daily or weekly inspections of Rest Area's on this activity.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	SYSTEM CREATED	Program Number: 600 Activity Number: 622 Effective Date: 7/1/11
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Activity:

Loaned Personnel & Equipment

Description and Purpose:

Provides a record of all loaned personnel and equipment. **THIS IS SYSTEM GENERATED AND CANNOT BE MANUALLY ENTERED OR EDITED.**

Performance Guideline:

It is required that each maintenance worker and each piece of equipment be reported by the Org to which they are assigned, even though they may be loaned to another Org. This activity shall be used to report only maintenance personnel and equipment on temporary loan to another Org. Maintenance personnel and equipment on loan to another maintenance Org are also reported on the appropriate activity by the BORROWING ORG.

The following suffix letter shall be used as indicated:

NOTE: This section will be updated soon to reflect auto-622 details.

- A. **Loaning Personnel or Equipment to a Different District, Area or ORG Outside the PeCoS System. (See Suffix S below)**
 - a) All hours worked for the *borrowing* Org will be recorded under the appropriate activity in the usual RT, OT, CT, Training, Travel, & Traffic columns in a CWR for the borrowing Org.
 - b) These same RT, OT, CT hours recorded in the same columns will be reported under Activity 622 in the *home* Org.

DO NOT report Equipment (Suffix E, F, or G) on week-ends or Holidays. Report only on Orgs normally scheduled work days and normal work hours.

- E. **Org Equipment "in shop" for Repairs, Enhancements and/or Maintenance.**
Report the number of hours the equipment is "In" the Equipment Services shop. (Until the Equipment is returned to the Org **ready for use.**)

- F. **Org Equipment "turned in" to Equipment Services through Transfer.**
Report the number of hours the equipment has been "turned in" to Equipment Services, until equipment no longer appears on Orgs Pecos Equipment list.
Record Transfer number in comments.

- G. **Org Equipment "Transferred to" Another Org/District.**
Report the number of hours, 8 to 10 hours per day, depending on your Orgs normal hourly work day, the equipment has been "Transferred" to another Org/District until the equipment no longer appears on Orgs Pecos Equipment list.
Record Transfer number in comments.

- I. **Org Equipment in "Idle Status"**

- S. **Loaned Employees Receiving Stipend Pay.**

Statewide Average Accomplishment

Notes:

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required	Program Number: 600 Activity Number: 623 Effective Date: 7/1/11
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Activity:

Contract Administration - Natural Resources

Description and Purpose:

N/A

Performance Guideline:

This activity shall be used for any time involved in the administration of contracts by NRMG Org Manager, Org designated representative, or Contract Specialist, such as: bid preparation, pre-offer conferences, scheduling, soliciting, supervision, record keeping, inspections, etc.

The following suffix letters shall be used as indicated:

- A. Herbicide Spraying / Navajo Nation
- B. Herbicide Spraying / Safety Features
- C. Highway and Building Landscape--Winslow / Holbrook
- D. Building Landscape / Other
- G. Contract Mowing - 5' Swath
- H. Litter Pickup, Highway
- N. Noxious Weed Surveys ¹
- S. Declared Emergency Contracts (when specific project # is assigned)
- U. Miscellaneous Maintenance
- V. Tree Pruning / Landscape
- W. Tree Thinning
- Y. Chipping

Statewide Average Accomplishment - Labor Hours

Notes:

1. Noxious Weed Surveys being accomplished for Materials in source pits, will be recorded on **Activity 609-D.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required	Program Number: 600 Activity Number: 624 Effective Date: 7/1/11
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Activity:

Contract Administration - Landscape Maintenance

Description and Purpose:

N/A

Performance Guideline:

This activity shall be used for any time involved in the administration of contracts by Landscape Org Supervisor or designated representative, or Contract Specialist, such as: scheduling, soliciting, supervision, record keeping, inspections, bid preparation, pre-offer conferences, etc.

The following suffix letters shall be used as indicated:

- A. Sponsor Adopt-A-Highway
- B. Tree Maintenance
- C. Backflow Testing
- D. Irrigation Maintenance
- G. Graffiti Removal
- H. Litter Pickup, Highway
- K. Fence Inspection and Minor Repair
- N. Design Reviews Conducted in the Field (Partnering, Field Inspection, Final Walk-Throughs, etc.)**
- O. Landscape Maintenance
- R. Traffic Control
- S. Declared Emergency Contracts (when specific project # is assigned)
- U. Miscellaneous Maintenance
- V. New Fence Installation
- W. DOC Contract**

Statewide Average Accomplishment - Labor Hours

Notes:

N/A

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required	Program Number: 600 Activity Number: 625 Effective Date: 7/1/11
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Activity:

Contract Administration - Traffic Signals & Lighting

Description and Purpose:

N/A

Performance Guideline:

This activity shall be used for any time involved in the administration of contracts by Traffic Signals Maintenance Org supervisor or designated representative, or Contract Specialist, such as: scheduling, soliciting, supervision, record keeping, inspections, etc.

The following suffix letters shall be used as indicated:

- C. Uninterrupted Power Supplies
- D. DMS Signs
- F. Pole Foundation Installation
- H. High Mast Lighting
- R. Traffic Control
- S. Declared Emergency Contracts (when specific project # is assigned)
- T. Traffic Signal Video Detection
- U. Miscellaneous Maintenance

Statewide Average Accomplishment - Labor Hours

Notes:

N/A

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required	Program Number: 600 Activity Number: 626 Effective Date: 7/1/11
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Activity:

Contract Administration - Signing & Striping

Description and Purpose:

N/A

Performance Guideline:

This activity shall be used for any time involved in the administration of contracts by Signing & Striping Maintenance Org supervisor or designated representative, or Contract Specialist, such as: scheduling, soliciting, supervision, record keeping, inspections, etc.

The following suffix letters shall be used as indicated:

- R. Traffic Control
- S. Declared Emergency Contracts (when specific project # is assigned)
- U. Miscellaneous Maintenance

Statewide Average Accomplishment - Labor Hours

Notes:

N/A

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	(JSA)	Program Number: 700 Activity Number: 700 Effective Date: 7/1/11
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Activity:

Non-Routine Maintenance **Check Environmental BMP**

Description and Purpose:

N/A

Performance Guideline:

Maintenance work not classified in the routine work program is planned and reported in this activity. This includes the following:

1. Work of a size or scope which exceeds standard maintenance activities, but is too small to contract, not to exceed \$ 193,000 per project.
2. Projects that would improve roadway safety and appearance, reduce maintenance, eliminate maintenance trouble spots, the expansion or extension of existing features, and the installation of new features.

Each Org Supervisor shall prepare project proposals for submission to the district for approval. Each proposal shall give location, work description, general work method, planned crew size, planned equipment complement, anticipated material requirements, and number of working days required. Projects shall be of varying size and crew requirements to allow scheduling flexibility as as fill-in activities.

Projects for each Org shall be prioritized for scheduling and performance.

Activity numbers may be assigned at the option of the district, within the limits of the following table:

<p>*** 700 - 709 Surfacing</p> <p>*** 710 - 719 Roadside</p> <p>*** 720 - 729 Rest Areas</p> <p>*** 730 - 739 Landscape</p> <p>*** 740 - 749 Safety</p> <p>*** 750 - 759 Building and Yard</p> <p>*** 760 - 769 Drainage</p> <p>*** 770 - 779 Major Structure Repair</p> <p>*** 780 - 789 Miscellaneous</p> <p>*** 790 - 799 Reserved for assignment by Maintenance Management Services to Statewide Projects</p>	<p>*** NOTE: These activity #'s are to appear as the JOB NUMBER in the tracking tab on CWR in PeCoS.</p> <p>Suffix letters may be used, as necessary, to extend the number of work activities.</p>
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Districts may assign administrative job numbers when fiscal cost data is desired.

Material Options

Code	Description	Code	Description
03D	Gabions (Rock Baskets All Sizes)	12D	Stakes
05D	Rip Rap Wire	23F	Fence, Silt (Filter Fabric)
11D	Wattles	93L	Sand Bags
		07M	Stone (Rip Rap, etc.)

Statewide Average Accomplishment - Labor Hours

Notes:

1. For removal of large / unauthorized signs, use **Job # 790** (ARS 28-648).

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 710 Activity Number: 710 Effective Date: 7/1/11
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Activity:

Traffic Non-Routine Maintenance (ORG 7893 ONLY) **Check Environmental BMP**

Description and Purpose:

N/A

Performance Guideline:

Maintenance work not classified in the routine work program is planned and reported in this activity. This includes the following:

1. Work of a size or scope which exceeds standard maintenance activities, but is too small to contract, not to exceed \$ 193,000 per project.
2. Projects that would improve roadway safety and appearance, reduce maintenance, eliminate maintenance trouble spots, the expansion or extension of existing features, and the installation of new features.

The Org Supervisor shall prepare project proposals for submission to the District for approval. Each proposal shall give location, work description, general work method, planned crew size, planned equipment complement, anticipated material requirements, and number of working days required. Projects shall be of varying size and crew requirements to allow scheduling flexibility as fill-in activities.

Projects for each Org shall be prioritized for scheduling and performance.

* Activity numbers may be assigned at the option of the district, within the limits of the following table:

701	Cabinet Install
702	Revamp Signal
703	Revamp Lighting
704	New Signal Project
705	Install L.E.D.'s
706	Misc. NOC
707	Install Video Detection

* **The above activity numbers are to be entered as "Job Numbers" on Crew Work Reports on the Tracking Tab in PeCoS.**

District may assign administrative job numbers when fiscal cost data is desired.

Material Options

Code	Description
	See Material List

Statewide Average Accomplishment - Labor Hours

Notes:

1. When checking Org Feature Inventory, report under **Activity 602-A (In Office) or Activity 1591-A (On Roadway)**.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 720 Activity Number: 720 Effective Date: 7/1/11																																														
Activity:																																															
Traffic Non-Routine Maintenance (ORG 8199 ONLY) Check Environmental BMP																																															
Description and Purpose:																																															
N/A																																															
Performance Guideline:																																															
<p>Maintenance work not classified in the routine work program is planned and reported in this activity. This includes the following:</p> <ol style="list-style-type: none"> 1. Work of a size or scope which exceeds standard maintenance activities, but is too small to contract, not to exceed \$ 193,000 per project. 2. Projects that would improve roadway safety and appearance, reduce maintenance, eliminate maintenance trouble spots, the expansion or extension of existing features, and the installation of new features. 																																															
<p>The Org Supervisor shall prepare project proposals for submission to the District for approval. Each proposal shall give location, work description, general work method, planned crew size, planned equipment complement, anticipated material requirements, and number of working days required. Projects shall be of varying size and crew requirements to allow scheduling flexibility as as fill-in activities.</p> <p>Projects for each Org shall be prioritized for scheduling and performance.</p> <p>Activity numbers may be assigned at the option of the district, within the limits of the following table:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">701 Cabinet install</td> <td style="width: 33%;">703 Revamp Lighting</td> <td style="width: 33%;">710A Palo Verde</td> </tr> <tr> <td>702 Revamp Signal</td> <td>704 New Signal Project</td> <td>707 Install Video Detection</td> </tr> </table> <table border="0" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 25%;"><u>TUCSON</u></td> <td style="width: 25%;"><u>GLOBE</u></td> <td style="width: 25%;"><u>SAFFORD</u></td> <td style="width: 25%;"><u>REST AREA</u></td> </tr> <tr> <td>750A-Grant</td> <td>751A-Globe</td> <td>752A-Saf Mnt</td> <td>720A-Canoa</td> </tr> <tr> <td>750B-Dist</td> <td>751B-Roos.</td> <td>752B-Dist</td> <td>720B-Sac</td> </tr> <tr> <td>750C-Const</td> <td>751C-Supr.</td> <td>752C-3 Way</td> <td>722A-TxCyn</td> </tr> <tr> <td>750D-3 Pts</td> <td></td> <td>752D-Wil</td> <td>722B-San Simon</td> </tr> <tr> <td>750E-Noga.</td> <td></td> <td>752E-St.Dvd.</td> <td></td> </tr> <tr> <td>752G-Oracl.</td> <td></td> <td>752F-Doug</td> <td></td> </tr> <tr> <td>750H-Ca.Gr.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>750I-CG Old</td> <td></td> <td></td> <td></td> </tr> <tr> <td>750K-MVD</td> <td></td> <td></td> <td></td> </tr> </table> <p>The above activity numbers are to be entered as "Job Numbers" on Crew Work Reports on the Tracking Tab in PeCoS.</p> <p>Regions / Districts may assign administrative job numbers when fiscal cost data is desired.</p> <p>If assigned Activity #'s do not best describe work being accomplished, the Org / Regional Supervisor should contact Maintenance Management Services requesting additional Activity #'s be assigned, to avoid duplication.</p>		701 Cabinet install	703 Revamp Lighting	710A Palo Verde	702 Revamp Signal	704 New Signal Project	707 Install Video Detection	<u>TUCSON</u>	<u>GLOBE</u>	<u>SAFFORD</u>	<u>REST AREA</u>	750A-Grant	751A-Globe	752A-Saf Mnt	720A-Canoa	750B-Dist	751B-Roos.	752B-Dist	720B-Sac	750C-Const	751C-Supr.	752C-3 Way	722A-TxCyn	750D-3 Pts		752D-Wil	722B-San Simon	750E-Noga.		752E-St.Dvd.		752G-Oracl.		752F-Doug		750H-Ca.Gr.				750I-CG Old				750K-MVD			
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Material Options																																															
Code	Description																																														
	See Material List																																														
Statewide Average Accomplishment - Labor Hours																																															
Notes:																																															
<ol style="list-style-type: none"> 1. When checking Org Feature Inventory, report under Activity 602-A (In Office) or Activity 1591-A (On Roadway). 																																															

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 730 Activity Number: 730 Effective Date: 7/1/11
Activity:	
Traffic Non-Routine Maintenance (ORG 8899)	<u>Check Environmental BMP</u>
Description and Purpose:	
N/A	
Performance Guideline:	
<p>Maintenance work not classified in the routine work program is planned and reported in this activity. This includes the following:</p> <p style="text-align: center;">Projects that would improve roadway safety and appearance, reduce maintenance, eliminate maintenance trouble spots, the expansion or extension of existing features, and the installation of new features.</p> <p>The District Traffic Engineer shall prepare project proposals for submission to the Org Supervisor.</p> <p>Each proposal shall give location, work description, general work method, planned crew size, planned equipment complement, anticipated material requirements, and number of working days required. Projects shall be of varying size and crew requirements to allow scheduling flexibility as as fill-in activities.</p> <p style="padding-left: 40px;">707 Install Video Detection 708 Install UPS System</p> <p style="text-align: center;">The above activity numbers are to be entered as "Job Numbers" on Crew Work Reports on the Tracking Tab in PeCoS.</p> <p>If assigned Activity #'s do not best describe work being accomplished, the Org / Regional Supervisor should contact MMS requesting additional Activity #'s be assigned, to avoid duplication.</p>	
Material Options	
Code	Description
	See Material List
Statewide Average Accomplishment - Labor Hours	
Notes:	
1.	When checking Org Feature Inventory, report under Activity 602-A (In Office) or Activity 1591-A (On Roadway) .

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required	Program Number: 740 Activity Number: 740 Effective Date: 7/1/11
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Activity:

Traffic Non-Routine Maintenance (ORG 8599) Check Environmental BMP

Description and Purpose:

N/A

Performance Guideline:

Maintenance work not classified in the routine work program is planned and reported in this activity. This includes the following:

Projects that would improve roadway safety and appearance, reduce maintenance, eliminate maintenance trouble spots, the expansion or extension of existing features, and the installation of new features.

The District Traffic Engineer shall prepare project proposals for submission to the Org Supervisor.

Each proposal shall give location, work description, general work method, planned crew size, planned equipment complement, anticipated material requirements, and number of working days required. Projects shall be of varying size and crew requirements to allow scheduling flexibility as as fill-in activities.

Projects for each Org shall be prioritized for scheduling and performance.

* Activity numbers may be assigned at the option of the district, within the limits of the following table:

701 Cabinet install	703 Revamp Lighting	710A Palo Verde
702 Revamp Signal	704 New Signal Project	707 Install Video Detection

FLAGSTAFF

740-744 A-Z

SNOWFLAKE

745-749 A-Z

*** The above activity numbers are to be entered as "Job Numbers" on Crew Work Reports on the Tracking Tab in PeCoS.**

*** Suffixes A-Y (excluding O and P) are available and defined by user.**

District may assign administrative job numbers when fiscal cost data is desired.

If assigned Activity #'s do not best describe work being accomplished, the Org / Regional Supervisor should contact MMS requesting additional Activity #'s be assigned, to avoid duplication.

Material Options

Code	Description
	See Material List

Statewide Average Accomplishment - Labor Hours

Notes:

1. When checking Org Feature Inventory, report under **Activity 602-A (In Office)** or **Activity 1591-A (On Roadway)**.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 750 Activity Number: 750 Effective Date: 7/1/11
Activity:	
SIGN FACTORY - NON-ROUTINE MAINTENANCE (ORG 9673 ONLY) <u>Check Environmental BMP</u>	
Description and Purpose:	
N/A	
Performance Guideline:	
<p>Maintenance work which is not classified in the routine work program, is planned and reported in this activity. This includes the following:</p> <ol style="list-style-type: none"> 1. Projects which improve safe operating conditions or sign production by modifying existing equipment or designing and fabricating new equipment not available for purchase. 2. Projects to fabricate special materials or displays for other state use. 	
<p>The Sign Factory Supervisor shall review and approve all equipment modifications or fabrication.</p> <p>The Traffic Operations Engineer or their assignee shall approve all special requests to fabricate materials or displays.</p> <p>Org will assign Suffix letter designating various projects.</p> <ul style="list-style-type: none"> M. Maintenance on Tools N. Non-District Projects 	
Material Options	
Code	Description
	See Material List
Statewide Average Accomplishment - Labor Hours	
Notes:	
N/A	

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)	Program Number: 800 Activity Number: 891 Effective Date: 7/1/11
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Activity:

Make Premix Material Check Environmental BMP

Description and Purpose:

Windrow mineral aggregate, apply asphalt and mix.

Performance Guideline:

Aggregate shall be checked for proper moisture.

Statewide Average Crew Size	Work Method
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Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 2	<ol style="list-style-type: none"> 1. Determine the amount of asphalt needed for available aggregate. 2. Grade aggregate into a windrow. 3. Apply liquid asphalt to windrow in multiple applications. 4. Each application of asphalt is turned by grader following immediately behind the distributor. 5. After the final asphalt application continue mixing until the premix has obtained aeration of cutback. 6. Bring premix into a single windrow in preparation for storage.
--	--

Equipment Options

Code	Description
10	Grader
61	Oil Distributor
62	Distributor Truck

Material Options

Code	Description
06A	Salvaged AC pavement
05B	Emulsified Asphalt
08B	Liquid Asphalt (CIP)
09B	Emulsified Asphalt (CIP)
10B	Emulsified Petrol Resin (CIP)
17B	PASS (CIP)
31L	Granite Landscape Aggregate (mulch)
01M	Aggregate Produced
02M	Aggregate Purchased
03M	Sand Produced
04M	Sand Purchased
05M	Cinders - Coarse
09M	Chips Purchase / Cover Matr'l
11M	Cinders - Fines

Statewide Average Accomplishment - Cubic Yards

Notes:

1. **Exception to Zero Accomplishment Universal Suffix instructions;** when no accomplishments have been achieved due to the following reasons, report as:
 - A. Preparatory to Aeration work for production of premix material, report as **Activity 891-A.**
 - C. Drying Wet Material, report as **Activity 891-C.**
 - E. Adding Asphalt or Water to existing material, report as **Activity 891-E.**
 - H. Loading and Unloading material from mixing table, report as **Activity 891-H.**
 - I. Preparing Materials, report as **Activity 891-I.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)	Program Number: 800 Activity Number: 892 Effective Date: 7/1/11
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Activity:

Stockpile Material Check Environmental BMP

Description and Purpose:

Haul and stockpile AC mix, aggregate, chips, sand, salvaged AC pavement or cinders from a commercial source, crusher location, borrow pit or mixing table to a stockpile site.

Performance Guideline:

Normally, only one driver and one truck will be reported on a Daily Work Report. However, several trucks and drivers operating the same day may be placed on a single work report, if they haul from the same pit and all dump at the same location.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Highway Worker
HOT 1 / 2 / 3 / 4

Average Crew Size: 1

1. Record origin, destination and type of material in the comments section of the Daily Work Report.

***TO STOCKPILE SNOW MATERIAL
USE ACTIVITY 179-V**

Equipment Options

Code	Description
02/03/04	Truck
05	Tractor
11	Loader
52	Trailer, Large

Material Options

Code	Description
See Note #1 Below	
23F	Fence, Silt (Filter Fabric)
93L	Sand Bags

Statewide Average Accomplishment - Cubic Yard MILES

Notes:

1. The following PeCoS material codes shall be used to report/track type material being hauled.

01P AC Mix	04P Sand	07P Salvage AC pavement	20P Rock Mulch
02P Aggregate	05P Cinders	08P Borrow	31P Granite Aggregate
03P Chips	06P Blotter	11P Cinders, Fines	91P Miscellaneous

No cost for tracking material being hauled will be accrued if the above codes are used as listed in valid material code list. **(‘P’ codes are NOT to be entered in Org HMMI.)**
2. Hauling material **ONE** way:

Cubic Yard Mile = Cubic Yards hauled x Half of Actual Round Trip Miles

Upon completion of first trip, make note of # of actual miles from odometer.
3. Hauling material **BOTH** directions, report as **Activity 892-B**; ADP will be higher.

Cubic Yard Mile = Cubic Yards hauled x Actual Round Trip Miles
4. If transporting material for a specific job, report on job activity.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)	Program Number: 800 Activity Number: 897 Effective Date: 7/1/11
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Activity:

Screen Material Check Environmental BMP

Description and Purpose:

Screen Material for use on roadway.

Performance Guideline:

N/A

Statewide Average Crew Size	Work Method
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Highway Worker
HOT 1 / 2 / 3 / 4

Average Crew Size: 2

1. Load material onto screen with loader.
2. Place material in stockpile.

Equipment Options

Code	Description
03/04	Truck
11	Loader
52	Trailer, Large

Material Options

Code	Description
	See Note # 1 Below

Statewide Average Accomplishment - Cubic Yards

Notes:

1. The following codes shall be used to identify the type of material being screened:

02P Aggregate	04P Sand	06P Blotter
03P Chips	05P Cinders	07P Salvage AC Pavement
		20P Rock Mulch

No cost for tracking material being screened will be accrued if the above codes are used as listed in valid material code list. (**'P' codes are NOT to be entered in Org HMMI.**)

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required (JSA)	Program Number: 800 Activity Number: 899 Effective Date: 7/1/11
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Activity:

Other Material Operations **Check Environmental BMP**

Description and Purpose:

This activity shall be used only for work related to material production and which cannot be reasonably performed as **Activity 891** through **Activity 897**. Proper safety devices and signs shall be used in every case.

Performance Guideline:

Overhead and support work related to maintenance materials handling shall be reported on this activity.

The following suffix letters shall be used:

- A. Clean Storage Facilities**
- B. Salvage Reusable Material (Surface & Base Material)
- D. Blade and Maintain Pit and Material Storage Sites and Roads
- F. Pushing up a Stockpile
- J. Construct Mixing Table
- K. Stockpiling Material in Pit

This list is not all-inclusive. Other unclassified material overhead support work may be charged to this activity.

Statewide Average Accomplishment - Labor Hours

Notes:

1. **Pushing up or Stockpiling Snow Materials, report under Activity 179-V.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 900 Activity Number: 901 Effective Date: 7/1/11
Activity:	
Administrative Support	
Description and Purpose:	
N/A	
Performance Guideline:	
Maintenance Analysts, Administrative Assistants, Coordinators and other personnel regularly assigned to the administrative support of a maintenance Org shall be planned and reported under this activity.	
A separate Daily Work Report must be completed for each day worked.	
Maintenance personnel temporarily working for District Administration, Permits, Safety, etc. are reported as Activity 609-H .	
Actual work being accomplished & for whom shall be recorded in the comments section of the Daily Work Report	
Statewide Average Accomplishment - Labor Hours	
Notes:	
N/A	

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required	Program Number: 900 Activity Number: 902 Effective Date: 7/1/11
Activity:		
Other Support Activity		
Description and Purpose:		
N/A		
Performance Guideline:		
This activity shall be used for work performed in support of a maintenance ORG which is not related to roadway maintenance. ¹		
<p>The following suffix letters should be used:</p> <ul style="list-style-type: none"> A. Org Safety Representative Duties B. Panel Interviews C. State Service Job Interview D. State / Regional / District / Org Meetings, including Safety F. EPAS Review & Preparation G. Special Hearings (i.e. Incident Review Board, others) H. CDL (Testing, Physicals, Drug Screening)² J. Employee Appreciation K. Equipment Roadeo (See Exception)³ L. Miscellaneous M. Levels of Service (Meetings, etc. - Not on Roadway)⁴ N. Design Reviews (Partnering, etc., Conducted in an Office / Meeting Environment) Q. Prepare / Conduct Meeting R. Training Officer / Coordinator / Signal / Permits (ONLY-Being Paid by Maintenance) S. Natural Resource Contract Writing (Org 9140 ONLY) T. Equipment Certification - Monitor / Examiner / Trainer V. Computer Support W. General Environmental Clearance Review / Write (Planners ONLY) WD. Weather Related Data Gathering 		
Statewide Average Accomplishment - Labor Hours		
Notes:		
<ol style="list-style-type: none"> 1. When traveling day before or after actual meeting, training, etc, report under Activity 605-5. 2. CDL (equip. operation) training to be reported is reported on Activity 605-H. 3. The transportation of equipment related to the Equipment Roadeo shall be reported as Activity 905-K. 4. Levels of Service accomplished on the roadway is reported on Activity 1591-B. OES/NRMG report on Activity 1491-B. 5. All "field" work, such as field inspections, final walk-thrus, etc. report on Activity 1591-N. Work will be locations required. 		

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS		Program Number: 900 Activity Number: 903 Effective Date: 7/1/11
Activity:		
Supervision		
Description and Purpose:		
Manage, coordinate and assist in multiple work activities as supervisor of a Maintenance Org.		
Performance Guideline:		
Supervision shall be distributed between the Org Supervisor and the Lead Person. See below for guidelines in reporting supervision by a person. ¹		
Statewide Average Crew Size		Work Method
Supervisor Average Crew Size: 1		
Equipment Options		
Code Description 01 Pickup		
Material Options		
Code Description N/A		
Statewide Average Accomplishment - Labor Hours		
Notes:		
<ol style="list-style-type: none"> 1. When a Person has been designated acting Supervisor and has been given responsibility for the Org, their time shall be reported on this activity. 2. Whenever the Supervisor works on a roadway activity, report time under applicable activity. 3. When dealing with personnel issues, report as Activity 903-B. 		

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS		Program Number: 900 Activity Number: 904 Effective Date: 7/1/11
Activity:		
Lead Person (Supervision)		
Description and Purpose:		
Under the direction of the maintenance supervisor, assist in managing and coordinating work activities in a maintenance Org.		
Performance Guideline:		
The lead persons time will be reported on this activity only when working in the capacity of assisting the supervisor. When the lead person is acting in place of the supervisor, their time will be shown on Activity 903 .		
Statewide Average Crew Size		Work Method
Lead Person Average Crew Size: 1		
Equipment Options		
Code	Description	
01	Pickup	
Material Options		
Code	Description	
	N/A	
Statewide Average Accomplishment - Labor Hours		
Notes:		
1. Whenever the Lead Person works as part of a crew on a roadway activity, report time under that activity.		

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS (JSA)		Program Number: 900 Activity Number: 905 Effective Date: 7/1/11
Activity:		
Transport Equipment		
Description and Purpose:		
Transportation of equipment that is independent of any other work activity performance.		
Performance Guideline:		
Labor hours and equipment usage are to be reported on this activity when:		
<ol style="list-style-type: none"> 1. Equipment is Moved from Org to Org. 2. Equipment is Moved from District to District. 3. Equipment is Moved within Org Boundaries. 		
If you check the box on the Equipment Tab "<i>Equipment is transported and not used</i>" then the system will record equipment hours but not costs.¹		
Statewide Average Crew Size		Work Method
Highway Worker HOT 1 / 2 / 3 / 4 Average Crew Size: 1		
Equipment Options		
Code Description		
02/03/04 Truck		
05 Tractor		
52 Trailer, Large		
Material Options		
Code Description		
N/A		
Statewide Average Accomplishment - Labor Hours		
Notes:		
<ol style="list-style-type: none"> 1. Equipment transported for Equipment Certification shall be reported as Activity 905-C. 2. Equipment transporting, as part of "Reimbursable Transport Services", shall be reported as Activity 905-E. (Use of suffix is important for reimbursement tracking purposes.) 3. The transportation of equipment related to the Equipment Roadeo shall be reported as Activity 905-K. 4. The transportation of State equipment to/from Equip. Svcs. shop shall be reported on Activity 612-A. 		

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS		Program Number: 900 Activity Number: 906 Effective Date: 7/1/11								
Activity:										
District Management - {NEW}										
Description and Purpose:										
Provides a record of all district management that is not covered by other activities										
Performance Guideline:										
Maintenance Superintendents and ASO's (paid by maintenance) assigned to administrative support of maintenance shall be planned and reported under this activity. Examples are: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">District Engineer</td> <td style="width: 50%;">Landscape Architect</td> </tr> <tr> <td>Asst. District Engineer</td> <td>Transportation Engineer Specialist</td> </tr> <tr> <td>Maintenance Engineer</td> <td>Permit Supervisor</td> </tr> <tr> <td>Right of Way Agent</td> <td>Development Engineer</td> </tr> </table>			District Engineer	Landscape Architect	Asst. District Engineer	Transportation Engineer Specialist	Maintenance Engineer	Permit Supervisor	Right of Way Agent	Development Engineer
District Engineer	Landscape Architect									
Asst. District Engineer	Transportation Engineer Specialist									
Maintenance Engineer	Permit Supervisor									
Right of Way Agent	Development Engineer									
Statewide Average Crew Size		Work Method								
Average Crew Size: 1										
Equipment Options										
Code	Description									
	N/A									
Material Options										
Code	Description									
	N/A									
Statewide Average Accomplishment - No Statewide Average Accomplishment										
Notes:										
<ol style="list-style-type: none"> Any person performing district level management duties shall report their hours under this activity. 										

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 900 Activity Number: 907 Effective Date: 7/1/11				
Activity:					
Statewide Management - {NEW}					
Description and Purpose:					
Provides a record of all statewide management that is not covered by other activities.					
Performance Guideline:					
State Level administrative support for maintenance shall be planned and reported under this activity. Examples are: State Maintenance Engineer Asst. State Maintenance Engineer And all other positions in Central Maintenance					
Statewide Average Crew Size	Work Method				
Average Crew Size: 1					
Equipment Options					
<table border="1"> <thead> <tr> <th data-bbox="233 957 305 982">Code</th> <th data-bbox="315 957 444 982">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="315 1016 363 1041">N/A</td> <td></td> </tr> </tbody> </table>		Code	Description	N/A	
Code		Description			
N/A					
Material Options					
<table border="1"> <thead> <tr> <th data-bbox="233 1234 305 1260">Code</th> <th data-bbox="315 1234 444 1260">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="315 1293 363 1318">N/A</td> <td></td> </tr> </tbody> </table>	Code	Description	N/A		
Code	Description				
N/A					
Statewide Average Accomplishment - No Statewide Average Accomplishment					
Notes: 1. Any person performing state level management duties shall report their hours under this activity					

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 900 Activity Number: 908 Effective Date: 7/1/11
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Activity:

District Environmental Coordinator Tasks - {NEW}

Description and Purpose:

Provides a record of all district environmental coordination tasks that are not covered by other activities.

Performance Guideline:

District Level Environmental Coordination shall be planned and reported under this activity.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Average Crew Size: 1

Equipment Options

Code	Description
	N/A

Material Options

Code	Description
	N/A

Statewide Average Accomplishment - No Statewide Average Accomplishment

Notes:

- The District Environmental Coordinator shall report their hours under this activity.**

Arizona Department of Transportation ITD - Highway Maintenance	Suffix Required	Program Number: 900
Performance Guideline - PeCoS		Activity Number: 950
		Effective Date: 7/1/11
Activity:		
Contract Maintenance Services Manager - ORG 9850 ONLY		
Performance Guideline:		
This Activity is for use by the Contract Maintenance Services Manager or support persons working in the Manager position.		
The following suffix letters should be used:		
<ul style="list-style-type: none"> A. Contract Review & Support B. Research and Development C. Strategic Planning E. Budget F. IGA G. Personnel Issues H. EPAS Review S. Special Projects 		
This list is not all inclusive. There may be other unclassified support which may be charged to this activity. If additional suffix letters are required, Districts must coordinate with Maintenance Management Services to avoid duplication.		
Statewide Average Accomplishment - Labor Hours		
Notes:		
N/A		

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required Program Number: 900 Activity Number: 951 Effective Date: 7/1/11
Activity:	
Solicitation and Contract Support - ORG 9850 ONLY	
Performance Guideline:	
Manager and Specification Writers shall be planned and reported under this Activity.	
<p>The following suffix letters should be used:</p> <ul style="list-style-type: none"> A. Solicitation Development B. Specification Writing C. Pre-Offers D. Bid Openings and Evaluations E. Post Award Conference F. Amendments G. Procurement Issues H. Miscellaneous Contract Support <p>This list is not all inclusive. There may be other unclassified support which may be charged to this activity. If additional suffix letters are required, Districts must coordinate with Maintenance Management Services to avoid duplication.</p>	
Statewide Average Accomplishment - Labor Hours	
Notes: <p style="text-align: center;">N/A</p>	

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required Program Number: 900 Activity Number: 952 Effective Date: 7/1/11
Activity:	
Contract Maintenance Services - ORG 9850 ONLY	
Performance Guideline:	
Personnel regularly assigned to the administrative support of Contract Maintenance Services shall be planned and reported under this Activity.	
<p>The following suffix letters should be used:</p> <ul style="list-style-type: none"> A. Budget Projects D. Strategic Planning E. Administrative Projects F. PeCoS Budget / Work Adjustment G. PeCoS Daily Work Reports H. PeCoS Expenditure Entry / Correction <p>This list is not all inclusive. There may be other unclassified support which may be charged to this activity. If additional suffix letters are required, Districts must coordinate with Maintenance Management Services to avoid duplication.</p>	
Statewide Average Accomplishment - Labor Hours	
Notes: <p style="text-align: center;">N/A</p>	

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required	Program Number: 900 Activity Number: 953 Effective Date: 7/1/11
Activity:		
Contract Maintenance Services - Other Support - ORG 9850 ONLY		
Performance Guideline:		
This activity shall be used for work performed in support of a non-maintenance org or in support of a maintenance org that is not related to roadway maintenance.		
<p>The following suffix letters should be used:</p> <ul style="list-style-type: none"> A. Interviews C. State / Regional / District / Org / Group Meetings D. CMS Team Meetings (Safety, Org, etc.) I. Miscellaneous J. Procurement Meetings <p>This list is not all inclusive. There may be other unclassified support which may be charged to this activity. If additional suffix letters are required, Districts must coordinate with Maintenance Management Services to avoid duplication.</p>		
Statewide Average Accomplishment - Labor Hours		
Notes: <div style="text-align: center;">N/A</div>		

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required Program Number: 900 Activity Number: 970 Effective Date: 7/1/11
Activity:	
Traffic Operations Center - Maintenance - ORG 9068 ONLY	
Performance Guideline:	
EDP and Transportation Engineering Specialist personnel regularly assigned to the Traffic Operations Center, and paid by Central Maintenance funds, shall be planned and reported under this Activity.	
<p>The following suffix letters shall be used:</p> <ul style="list-style-type: none"> A. UNIX Hardware B. UNIX Administration C. PC Hardware D. PC Administration E. FMS Software F. Telecommunications G. Networks H. Meetings I. Project Management J. Data Analysis / Research K. Field Work L. Joint Venture M. Documentation N. Procurement O. Other Q. Incident Management R. Support Services S. System Support <p>This list is not all inclusive. There may be other unclassified support which may be charged to this activity. If additional suffix letters are required, Districts must coordinate with Maintenance Management Services to avoid duplication.</p>	
Statewide Average Accomplishment - Labor Hours	
Notes: <ol style="list-style-type: none"> 1. Training hours reported on this activity, under the "Training" column of the Daily Work Report, is limited to On-the-Job training (OJT): Training received for new software or hardware provided by vendors, consultants or ADOT Construction specific to systems that are operated and/or maintained by TOC personnel; and where such training is included in the cost of the product. 2. All formal training, given in classroom atmosphere, is reported on Activity 605, using the appropriate suffix letter. 3. Preparing or conducting training is reported on Activity 902-Q. 	

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 900 Activity Number: 9001 Effective Date: 7/1/11
Activity:	
Engineering Administration - ORG 7804 ONLY	
Description and Purpose:	
N/A	
Performance Guideline:	
This activity shall be used for work performed in support of Org 7804 which is related to various components of Engineering Administration.	
Statewide Average Accomplishment - Labor Hours	
Notes:	
N/A	

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 900 Activity Number: 9002 Effective Date: 7/1/11
Activity:	
Review Traffic Control Plans - ORG 7804 ONLY	
Description and Purpose:	
N/A	
Performance Guideline:	
This activity shall be used for work performed in support of Org 7804 which is related to various components of Reviewing Traffic Control Plans.	
Statewide Average Accomplishment - Labor Hours	
Notes:	
N/A	

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 900 Activity Number: 9003 Effective Date: 7/1/11
Activity:	
Field Review - ORG 7804 ONLY	
Description and Purpose:	
N/A	
Performance Guideline:	
This activity shall be used for work performed in support of Org 7804 which is related to various components of conducting Field Reviews.	
Statewide Average Accomplishment - Labor Hours	
Notes:	
N/A	

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 910 Activity Number: 9102 Effective Date: 7/1/11
---	--

Activity:

Contract Pavement Leveling

Description and Purpose:

This activity shall be limited to pavement leveling performed by contract.

Performance Guideline:

Pavement leveling shall be performed in accordance with the terms of the contract.
Roadway Locations where contract is accomplished shall be reported.

Statewide Average Crew Size	Work Method
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Average Crew Size: Varies	
----------------------------------	--

Equipment Options

Code	Description
	Varies

Material Options

Code	Description
	Varies

Statewide Average Accomplishment - Tons

Notes:

1. If incidental costs occur, such as material or traffic control provided by ADOT, then they shall be reported under this Activity.
2. **All contract costs that used to be reported in Materials under 91C should now be reported under the Expenditure Tab on the Crew Work Report.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 910 Activity Number: 9103 Effective Date: 7/1/11
---	--

Activity:

Contract On Call Concrete Repairs

Description and Purpose:

This activity shall be limited to on call concrete performed by contract.

Performance Guideline:

Concrete repair or replacement shall be performed in accordance with the terms of the contract.
Roadway Locations where contract is accomplished shall be reported.

Statewide Average Crew Size	Work Method
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Average Crew Size: Varies	
----------------------------------	--

Equipment Options

Code	Description
	Varies

Material Options

Code	Description
	Varies

Statewide Average Accomplishment - Dollars

- Notes:**
1. If incidental costs occur, such as material or traffic control provided by ADOT, then they shall be reported under this Activity.
 2. **This activity is planned as an Expenditure Activity.** Dollar Resources are planned on the **Expenditure Tab**. The inventory will be dollars planned for the entire year.
 3. **All contract costs that used to be reported in Materials under 91C should now be reported under the Expenditure Tab on the Crew Work Report.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 910 Activity Number: 9105 Effective Date: 7/1/11
---	--

Activity:

Contract Paving

Description and Purpose:

This activity shall include all asphaltic concrete paving performed by contract.

Performance Guideline:

Paving shall be performed in accordance with the terms of the contract.
Roadway Locations where contract is accomplished shall be reported.

Statewide Average Crew Size	Work Method
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<p>Average Crew Size:</p> <p style="text-align: center;">Varies</p>	
---	--

Equipment Options

<table border="1"> <tr> <th>Code</th> <th>Description</th> </tr> <tr> <td></td> <td style="text-align: center;">Varies</td> </tr> </table>	Code	Description		Varies	
Code	Description				
	Varies				

Material Options

<table border="1"> <tr> <th>Code</th> <th>Description</th> </tr> <tr> <td></td> <td style="text-align: center;">Varies</td> </tr> </table>	Code	Description		Varies	
Code	Description				
	Varies				

Statewide Average Accomplishment - 12' Lane Miles

Notes:

1. If incidental costs occur, such as material or traffic control provided by ADOT, then they shall be reported on this Activity.
2. **All contract costs that used to be reported in Materials under 91C should now be reported under the Expenditure Tab on the Crew Work Report.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 910 Activity Number: 9106 Effective Date: 7/1/11
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Activity:

Contract Seal Coat, State Provides Traffic Control

Description and Purpose:

This activity shall be limited to seal coats, chip seals, sand seals, slurry seals and rut filling with slurry for work performed by contract when the contract specifies that traffic control shall be the responsibility of the state.

Performance Guideline:

Seal coating shall be performed in accordance with the terms of the contract.
Roadway Locations where contract is accomplished shall be reported.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

State Forces: Traffic Control ONLY! Average Crew Size:	Traffic Control ONLY!
--	-----------------------

Equipment Options

<table border="1"> <tr> <th>Code</th> <th>Description</th> </tr> <tr> <td colspan="2">State Forces: Traffic Control ONLY!</td> </tr> </table>	Code	Description	State Forces: Traffic Control ONLY!		Traffic Control ONLY!
Code	Description				
State Forces: Traffic Control ONLY!					

Material Options

<table border="1"> <tr> <th>Code</th> <th>Description</th> </tr> <tr> <td></td> <td>N/A</td> </tr> </table>	Code	Description		N/A	Traffic Control ONLY!
Code	Description				
	N/A				

Statewide Average Accomplishment - 12' Lane Miles

Notes:

1. If incidental costs occur then they shall be reported on the **Expenditure Tab** for this Activity.
2. **All contract costs that used to be reported in Materials under 91C should now be reported under the Expenditure Tab on the Crew Work Report.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 910 Activity Number: 9107 Effective Date: 7/1/11
---	--

Activity:

Contract Seal Coat, Contractor Provides Traffic Control

Description and Purpose:

This activity shall be limited to seal coats, chip seals, sand seals, slurry seals and rut filling with slurry for work performed by contract when the contract specifies that traffic control shall be the responsibility of the contractor.

Performance Guideline:

Seal coating shall be performed in accordance with the terms of the contract.
Roadway Locations where contract is accomplished shall be reported.

Statewide Average Crew Size	Work Method
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Average Crew Size: N/A	
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Equipment Options	
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Code Description N/A	
-----------------------------	--

Material Options	
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Code Description N/A	
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Statewide Average Accomplishment - 12' Lane Miles

Notes:

1. If incidental costs occur then they shall be reported on the **Expenditure Tab** for this Activity.
2. **All contract costs that used to be reported in Materials under 91C should now be reported under the Expenditure Tab on the Crew Work Report.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 910 Activity Number: 9109 Effective Date: 7/1/11
---	--

Activity:

Contract Flushing

Description and Purpose:

This activity shall be limited to flushing for work performed by contract.

Performance Guideline:

Flushing shall be performed in accordance with the terms of the contract.
Roadway Locations where contract is accomplished shall be reported.

Statewide Average Crew Size	Work Method
Average Crew Size: Varies	
Equipment Options	
Code Description Varies	
Material Options	
Code Description Varies	

Statewide Average Accomplishment - 12' Lane Miles

- Notes:**
1. If incidental costs occur, such as material or traffic control provided by ADOT, then they shall be reported on this Activity.
 2. **All contract costs that used to be reported in Materials under 91C should now be reported under the Expenditure Tab on the Crew Work Report.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 910 Activity Number: 9111 Effective Date: 7/1/11
---	--

Activity:

Contract Pavement Milling and Replacement

Description and Purpose:

This activity shall be limited to pavement milling and replacement performed by contract.

Performance Guideline:

Pavement milling and replacement shall be performed in accordance with the terms of the contract.
Roadway Locations where contract is accomplished shall be reported.

Statewide Average Crew Size	Work Method
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<p>Average Crew Size:</p> <p>Varies</p>					
<p>Equipment Options</p> <table border="1"> <tr> <td>Code</td> <td>Description</td> </tr> <tr> <td></td> <td>Varies</td> </tr> </table>		Code	Description		Varies
Code		Description			
		Varies			
<p>Material Options</p> <table border="1"> <tr> <td>Code</td> <td>Description</td> </tr> <tr> <td></td> <td>Varies</td> </tr> </table>	Code	Description		Varies	
Code	Description				
	Varies				

Statewide Average Accomplishment - Tons

Notes:

1. If incidental costs occur, such as material or traffic control provided by ADOT, then they shall be reported on this Activity.
2. **All contract costs that used to be reported in Materials under 91C should now be reported under the Expenditure Tab on the Crew Work Report.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 910 Activity Number: 9112 Effective Date: 7/1/11
---	--

Activity:

Contract Pavement Profiling

Description and Purpose:

This activity shall be limited to pavement profiling performed by contract.

Performance Guideline:

Pavement profiling shall be performed in accordance with the terms of the contract.
Roadway Locations where contract is accomplished shall be reported.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

<p>Average Crew Size:</p> <p>Varies</p>					
<p>Equipment Options</p> <table border="1"> <tr> <th>Code</th> <th>Description</th> </tr> <tr> <td></td> <td>Varies</td> </tr> </table>		Code	Description		Varies
Code		Description			
		Varies			
<p>Material Options</p> <table border="1"> <tr> <th>Code</th> <th>Description</th> </tr> <tr> <td></td> <td>Varies</td> </tr> </table>	Code	Description		Varies	
Code	Description				
	Varies				

Statewide Average Accomplishment - Contract Labor Hours

- Notes:**
1. If incidental costs occur, such as material or traffic control provided by ADOT, then they shall be reported on this Activity.
 2. **All contract costs that used to be reported in Materials under 91C should now be reported under the Expenditure Tab on the Crew Work Report.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 910 Activity Number: 9113 Effective Date: 7/1/11
---	--

Activity:

Contract Crack Filling with Asphalt-Rubber Sealant

Description and Purpose:

This activity shall be limited to crack filling with asphalt-rubber sealant performed by contract.

Performance Guideline:

Crack filling with rubber-asphalt sealant shall be performed in accordance with the terms of the contract.
Roadway Locations where contract is accomplished shall be reported.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Average Crew Size:

Varies

Equipment Options

Code	Description
	Varies

Material Options

Code	Description
	Varies

Statewide Average Accomplishment - Contract Labor Hours

- Notes:**
1. If incidental costs occur, such as material or traffic control provided by ADOT, then they shall be reported on this Activity.
 2. **All contract costs that used to be reported in Materials under 91C should now be reported under the Expenditure Tab on the Crew Work Report.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 910 Activity Number: 9114 Effective Date: 7/1/11
---	--

Activity:

Contract Hydro Vacuum, State Provides Traffic Control

Description and Purpose:

This activity shall be limited to hydrovac performed by contract.

Performance Guideline:

Hydro-Vacuum shall be performed in accordance with the terms of the contract to clean drains.
Roadway Locations where contract is accomplished shall be reported.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Highway Worker
HOT 1 / 2 / 3 / 4

Average Crew Size: Varies

Equipment Options

Code	Description
	Varies

Material Options

Code	Description
	Varies

Statewide Average Accomplishment - Labor Hours

- Notes:**
1. If incidental costs occur then they shall be reported on the **Expenditure Tab** for this Activity.
 2. **All contract costs that used to be reported in Materials under 91C should now be reported under the Expenditure Tab on the Crew Work Report.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required	Program Number: 910 Activity Number: 9115 Effective Date: 7/1/11
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Activity:

Contract Cable Repair

Description and Purpose:

This activity shall be limited to cable repair performed by contract.

Performance Guideline:

USA, Brifen and CASS Cable repair shall be performed in accordance with the terms of the contract.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Average Crew Size:

Varies

Equipment Options

Code	Description
	Varies

Material Options

Code	Description
	Varies

Statewide Average Accomplishment - Months

Notes:

1. This activity is planned as an **Expenditure Activity**. Dollar Resources are planned on the **Expenditure Tab**. The inventory will be months planned for the entire year.
2. Use the following suffixes to designate which cable system is applicable:
 - A. USA Cable**
 - B. Brifen
 - C. CASS
3. If incidental costs occur, such as material or traffic control provided by ADOT, then they shall be reported on this Activity.
4. **All contract costs that used to be reported in Materials under 91C should now be reported under the Expenditure Tab on the Crew Work Report.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 910 Activity Number: 9141 Effective Date: 7/1/11
---	--

Activity:

Contract Roadside Mowing, 5 Foot Swath Miles

Description and Purpose:

This activity shall be limited to roadside mowing performed by contract.

Performance Guideline:

Roadside mowing shall be performed in accordance with this contract.
Roadway locations where contract is accomplished shall be reported.

Statewide Average Crew Size	Work Method	
Average Crew Size: Varies		
Equipment Options		
Code Description Varies		
Material Options		
Code Description Varies		

Statewide Average Accomplishment - Swath Miles

Notes:

1. If incidental costs occur, such as material or traffic control provided by ADOT, then they shall be reported on this Activity.
2. **All contract costs that used to be reported in Materials under 91C should now be reported under the Expenditure Tab on the Crew Work Report.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 910 Activity Number: 9153 Effective Date: 7/1/11
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Activity:

Contract Guardrail Installation and Repair (ADOT Furnishes Material)

Description and Purpose:

This activity shall be limited to guardrail installation and repair performed by contract. Materials are to be furnished by ADOT.

Performance Guideline:

Guardrail repair shall be performed in accordance with the terms of the contract. Roadway Locations where contract is accomplished shall be reported.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Average Crew Size:

Varies

Equipment Options

Code	Description
	Varies

Material Options

Code	Description
	Varies

Statewide Average Accomplishment - Panels

Notes:

- Maintenance Orgs are to report all Materials furnished to Contractors, reported on the Materials Tab of Crew Work Report.
- If incidental costs occur, such as traffic control provided by ADOT, then they shall be reported on this Activity.
- All contract costs that used to be reported in Materials under 91C should now be reported under the Expenditure Tab on the Crew Work Report.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 910 Activity Number: 9154 Effective Date: 7/1/11
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Activity:

Contract Fence Inspection and Minor Repair

Description and Purpose:

This activity shall be limited to inspection and minor repair of fences and gates performed by contract.

Performance Guideline:

Inspection and repair of fences and gates shall be performed in accordance with the terms of the contract. Roadway locations where contract is accomplished shall be reported.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Average Crew Size: Varies					
Equipment Options					
<table border="1"> <tr> <th>Code</th> <th>Description</th> </tr> <tr> <td></td> <td>Varies</td> </tr> </table>		Code	Description		Varies
Code		Description			
	Varies				
Material Options					
<table border="1"> <tr> <th>Code</th> <th>Description</th> </tr> <tr> <td></td> <td>Varies</td> </tr> </table>	Code	Description		Varies	
Code	Description				
	Varies				

Statewide Average Accomplishment - Fence Miles

Notes:

1. If incidental costs occur, such as material or traffic control provided by ADOT, then they shall be reported on this Activity.
2. **All contract costs that used to be reported in Materials under 91C should now be reported under the Expenditure Tab on the Crew Work Report.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 910 Activity Number: 9155 Effective Date: 7/1/11
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Activity:

Contract Guardrail Installation & Repair (Contractor Furnishes Material)

Description and Purpose:

This activity shall be limited to guardrail installation and repair performed by contract, with materials being furnished by the Contractor.

Performance Guideline:

Guardrail repair shall be performed in accordance with the terms of the contract.
Roadway Locations where contract is accomplished shall be reported.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Average Crew Size:

Varies

Equipment Options

Code	Description
	Varies

Material Options

Code	Description
	N/A

Statewide Average Accomplishment - Panels

Notes:

- Contractor will furnish any materials used on this Contract Activity.
- If incidental costs occur, such as traffic control provided by ADOT, then they shall be reported on this Activity.
- All contract costs that used to be reported in Materials under 91C should now be reported under the Expenditure Tab on the Crew Work Report.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 910 Activity Number: 9156 Effective Date: 7/1/11
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Activity:

Contract New Fence Installation

Description and Purpose:

This activity shall be limited to the installation of new fences and gates performed by contract.

Performance Guideline:

Installation of fences and gates shall be performed in accordance with the terms of the contract.
Roadway locations where contract is accomplished shall be reported.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Average Crew Size: Varies	
Equipment Options	
Code Description Varies	
Material Options	
Code Description Varies	

Statewide Average Accomplishment - Panels

Notes:

1. If incidental costs occur, such as material or traffic control provided by ADOT, then they shall be reported on this Activity.
2. **All contract costs that used to be reported in Materials under 91C should now be reported under the Expenditure Tab on the Crew Work Report.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 910 Activity Number: 9157 Effective Date: 7/1/11
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Activity:

Contract Mechanical Sweeping

Description and Purpose:

This activity shall be limited to all mechanical sweeping performed by contract.

Performance Guideline:

Mechanical sweeping shall be performed in accordance with the terms of the contract.
Roadway locations where contract is accomplished shall be reported.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Average Crew Size:

Varies

Equipment Options

Code	Description
	Varies

Material Options

Code	Description
	Varies

Statewide Average Accomplishment - Curb Miles

Notes:

1. If incidental costs occur, such as material or traffic control provided by ADOT, then they shall be reported on this Activity.
2. **All contract costs that used to be reported in Materials under 91C should now be reported under the Expenditure Tab on the Crew Work Report.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 910 Activity Number: 9201 Effective Date: 7/1/11
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Activity:

Contract Resident Rest Area Maintenance

Description and Purpose:

This activity shall be limited to those interstate rest areas which have a manager in residence at the rest area and are maintained by contract.

Performance Guideline:

Rest areas shall be maintained in accordance with the terms of the contract.
Roadway locations where contract is accomplished shall be reported.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Average Crew Size:

Varies

Equipment Options

Code	Description
	Varies

Material Options

Code	Description
	Varies

Statewide Average Accomplishment - Dollars

Notes:

1. This activity is **planned as an Expenditure Activity**. Dollar Resources are planned on the **Expenditure Tab**. The inventory will be months and are planned for the entire year.
2. Orgs with more than one rest area, use the following Suffix letters to designate specific rest areas, as determined by your District:

1st Rest Area: A	2nd Rest Area: B
3rd Rest Area: C	4th Rest Area: D
3. If incidental costs occur, such as material or traffic control provided by ADOT, then they shall be reported on this Activity.
4. **All contract costs that used to be reported in Materials under 91C should now be reported under the Expenditure Tab on the Crew Work Report.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 910 Activity Number: 9205 Effective Date: 7/1/11
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Activity:

Contract Non-Resident Rest Area Maintenance

Description and Purpose:

This activity shall be limited to those rest areas which do not have a manager in residence at the rest area and are maintained by contract.

Performance Guideline:

Non-resident rest area maintenance shall be performed in accordance with the terms of the contract. Roadway locations where contract is accomplished shall be reported.

Statewide Average Crew Size	Work Method
Average Crew Size: Varies	
Equipment Options	
Code Description Varies	
Material Options	
Code Description Varies	

Statewide Average Accomplishment - Dollars

- Notes:**
- This activity is **planned as an Expenditure Activity**. Dollar Resources are planned on the **Expenditure Tab**. The inventory will be months and are planned for the entire year.
 - Orgs with more than one rest area, use the following Suffix letters to designate specific rest areas, as determined by your District:

1st Rest Area: A	2nd Rest Area: B
3rd Rest Area: C	4th Rest Area: D
 - If incidental costs occur, such as material or traffic control provided by ADOT, then they shall be reported on this Activity.
 - All contract costs that used to be reported in Materials under 91C should now be reported under the Expenditure Tab on the Crew Work Report.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 910 Activity Number: 9301 Effective Date: 7/1/11
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Activity:

Contract Landscape Maintenance

Description and Purpose:

This activity shall be limited to landscape maintenance performed by contract.

Performance Guideline:

Landscape maintenance shall be performed in accordance with the terms of the contract.
Roadway locations where contract is accomplished shall be reported.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Average Crew Size:

Varies

Equipment Options

Code	Description
	Varies

Material Options

Code	Description
	Varies

Statewide Average Accomplishment - Dollars

Notes:

1. This activity is **planned as an Expenditure Activity**. Dollar Resources are planned on the **Expenditure Tab**. The inventory will be months and are planned for the entire year.
2. Landscape contract includes all landscape maintenance.
3. If incidental costs occur, such as material or traffic control provided by ADOT, then they shall be reported on this Activity.
4. **All contract costs that used to be reported in Materials under 91C should now be reported under the Expenditure Tab on the Crew Work Report.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 910 Activity Number: 9303 Effective Date: 7/1/11
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Activity:

Contract Hydroseeding

Description and Purpose:

This activity shall be limited to hydroseeding performed by contract.

Performance Guideline:

Hydroseeding shall be performed in accordance with the terms of the contract.
Roadway locations where contract is accomplished shall be reported.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Average Crew Size:

Varies

Equipment Options

Code	Description
	Varies

Material Options

Code	Description
	Varies

Statewide Average Accomplishment - Acres (Not used in FY 2009 or 2010)

Notes:

1. If incidental costs occur, such as material or traffic control provided by ADOT, then they shall be reported on this Activity.
2. **All contract costs that used to be reported in Materials under 91C should now be reported under the Expenditure Tab on the Crew Work Report.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 910 Activity Number: 9305 Effective Date: 7/1/11
---	--

Activity:

Contract Chipping

Description and Purpose:

This activity shall be limited to chipping performed by contract.

Performance Guideline:

Chipping shall be performed in accordance with the terms of the contract.
Roadway locations where contract is accomplished shall be reported.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Average Crew Size:

Varies

Equipment Options

Code	Description
	Varies

Material Options

Code	Description
	Varies

Statewide Average Accomplishment - Acres

Notes:

1. If incidental costs occur, such as material or traffic control provided by ADOT, then they shall be reported on this Activity.
2. **All contract costs that used to be reported in Materials under 91C should now be reported under the Expenditure Tab on the Crew Work Report.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 910 Activity Number: 9307 Effective Date: 7/1/11
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Activity:

Contract Irrigation Inspection / Repair

Description and Purpose:

This activity shall be limited to landscape irrigation inspection / repair performed by contract.

Performance Guideline:

Irrigation inspection / repair shall be performed in accordance with the terms of the contract. Roadway locations where contract is accomplished shall be reported.

Statewide Average Crew Size	Work Method
Average Crew Size: Varies	
Equipment Options	
Code Description Varies	
Material Options	
Code Description Varies	

Statewide Average Accomplishment - Dollars

- Notes:**
1. This activity is **planned as an Expenditure Activity**. Dollar Resources are planned on the **Expenditure Tab**. The inventory will be months and are planned for the entire year.
 2. If incidental costs occur, such as material or traffic control provided by ADOT, then they shall be reported on this Activity.
 3. **All contract costs that used to be reported in Materials under 91C should now be reported under the Expenditure Tab on the Crew Work Report.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 910 Activity Number: 9308 Effective Date: 7/1/11
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Activity:

Contract Tree Trimming / Removal or Relocating

Description and Purpose:

This activity shall be limited to landscape irrigation inspection / repair performed by contract.

Performance Guideline:

Tree trimming / removal shall be performed in accordance with the terms of the contract.
Roadway locations where contract is accomplished shall be reported.

Statewide Average Crew Size	Work Method
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Average Crew Size: Varies	
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Equipment Options

Code	Description
	Varies

Material Options

Code	Description
	Varies

Statewide Average Accomplishment - Dollars

Notes:

1. This activity is **planned as an Expenditure Activity**. Dollar Resources are planned on the **Expenditure Tab**. The inventory will be months and are planned for the entire year.
2. If incidental costs occur, such as material or traffic control provided by ADOT, then they shall be reported on this Activity.
3. **All contract costs that used to be reported in Materials under 91C should now be reported under the Expenditure Tab on the Crew Work Report.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 910 Activity Number: 9309 Effective Date: 7/1/11
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Activity:

Contract Tree Thinning

Description and Purpose:

This activity shall be limited to tree thinning performed by contract.

Performance Guideline:

Thinning shall be performed in accordance with the terms of the contract.
Roadway locations where contract is accomplished shall be reported.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Average Crew Size:

Varies

Equipment Options

Code	Description
	Varies

Material Options

Code	Description
	Varies

Statewide Average Accomplishment - Acres

Notes:

1. If incidental costs occur, such as material or traffic control provided by ADOT, then they shall be reported on this Activity.
2. **All contract costs that used to be reported in Materials under 91C should now be reported under the Expenditure Tab on the Crew Work Report.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 910 Activity Number: 9310 Effective Date: 7/1/11
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Activity:

Contract Herbicide Spraying For Safety Features

Description and Purpose:

This activity shall be limited to herbicide spraying for safety features, such as guardrails and bullnoses.

Performance Guideline:

Herbicide spraying shall be performed in accordance with the terms of the contract.
Roadway locations where contract is accomplished shall be reported.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Average Crew Size:

Varies

Equipment Options

Code	Description
Varies	

Material Options

Code	Description
Varies	

Statewide Average Accomplishment - Swath Mile

Notes:

1. If incidental costs occur, such as material or traffic control provided by ADOT, then they shall be reported on this Activity.
2. **All contract costs that used to be reported in Materials under 91C should now be reported under the Expenditure Tab on the Crew Work Report.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 910 Activity Number: 9311 Effective Date: 7/1/11
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Activity:

Contract Herbicide Spraying / Navajo Nation

Description and Purpose:

This activity shall be limited to herbicide spraying on the Navajo Nation.

Performance Guideline:

Herbicide spraying shall be performed in accordance with the terms of the contract.
Roadway locations where contract is accomplished shall be reported.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Average Crew Size:

Varies

Equipment Options

Code	Description
Varies	

Material Options

Code	Description
Varies	

Statewide Average Accomplishment - Acres

Notes:

1. If incidental costs occur, such as material or traffic control provided by ADOT, then they shall be reported on this Activity.
2. **All contract costs that used to be reported in Materials under 91C should now be reported under the Expenditure Tab on the Crew Work Report.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 910 Activity Number: 9312 Effective Date: 7/1/11
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Activity:

Contract Landscape Labor (On Call)

Description and Purpose:

This activity shall be limited to Landscape labor performed by contract.

Performance Guideline:

Landscape Labor shall be performed in accordance with the terms of the contract.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Average Crew Size:

Varies

Equipment Options

Code	Description
	Varies

Material Options

Code	Description
	Any ROADWAY MATERIAL furnished by the Org to the Landscape-On Call Labor Crew will be recorded on this activity using the appropriate Highway Maintenance Material Code.

Statewide Average Accomplishment - Contract Labor Hours

Notes:

1. This activity is **planned as an Expenditure Activity**. Dollar Resources are planned on the **Expenditure Tab**. The inventory will be Contract Labor Hours and are planned for the entire year.
2. If incidental costs occur, such as material or traffic control provided by ADOT, then they shall be reported on this Activity.
3. **All contract costs that used to be reported in Materials under 91C should now be reported under the Expenditure Tab on the Crew Work Report.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 910 Activity Number: 9313 Effective Date: 7/1/11
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Activity:

Contract Litter (On Call)

Description and Purpose:

This activity shall be limited to Litter-On Call performed by contract.

Performance Guideline:

Litter-On Call shall be performed in accordance with the terms of the contract.

Statewide Average Crew Size	Work Method
Average Crew Size: Varies	
Equipment Options	
Code Description Varies	
Material Options	
Code Description Varies	

Statewide Average Accomplishment - Contract Labor Hours

- Notes:**
1. This activity is **planned as an Expenditure Activity**. Dollar Resources are planned on the **Expenditure Tab**. The inventory will be Contract Labor Hours and are planned for the entire year.
 2. If incidental costs occur, such as material or traffic control provided by ADOT, then they shall be reported on this Activity.
 3. **All contract costs that used to be reported in Materials under 91C should now be reported under the Expenditure Tab on the Crew Work Report.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 910 Activity Number: 9402 Effective Date: 7/1/11
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Activity:

Contract Pavement Striping

Description and Purpose:

This activity shall be limited to pavement striping performed by contract.

Performance Guideline:

Pavement striping shall be performed in accordance with the terms of the contract.
Roadway locations where contract is accomplished shall be reported.

Statewide Average Crew Size	Work Method
Average Crew Size: Varies	
Equipment Options	
Code Description Varies	
Material Options	
Code Description Varies	

Statewide Average Accomplishment - Dollars

- Notes:**
1. If incidental costs occur, such as material or traffic control provided by ADOT, then they shall be reported on this Activity.
 2. **All contract costs that used to be reported in Materials under 91C should now be reported under the Expenditure Tab on the Crew Work Report.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 910 Activity Number: 9409 Effective Date: 7/1/11
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Activity:

Contract Traffic Control

Description and Purpose:

This activity shall be limited to traffic control performed by contract.

Performance Guideline:

Traffic control shall be performed in accordance with the terms of the contract.
Roadway locations where contract is accomplished shall be reported.

Statewide Average Crew Size	Work Method
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Average Crew Size: Varies	
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Equipment Options

Code	Description
	Varies

Material Options

Code	Description
	Varies

Statewide Average Accomplishment - Dollars

Notes:

- All contract costs that used to be reported in Materials under 91C should now be reported under the Expenditure Tab on the Crew Work Report.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 910 Activity Number: 9500 Effective Date: 7/1/11
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Activity:

Contract Graffiti Removal

Description and Purpose:

This activity shall be limited to graffiti removal performed by contract.

Performance Guideline:

Graffiti removal shall be performed in accordance with the terms of the contract.

Statewide Average Crew Size	Work Method
-----------------------------	-------------

Average Crew Size:

Varies

Equipment Options

Code	Description
	Varies

Material Options

Code	Description
	Varies

Statewide Average Accomplishment - Dollars

Notes:

1. If incidental costs occur, such as material or traffic control provided by ADOT, then they shall be reported on this Activity.
2. **All contract costs that used to be reported in Materials under 91C should now be reported under the Expenditure Tab on the Crew Work Report.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Suffix Required	Program Number: 910 Activity Number: 9799 Effective Date: 7/1/11
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Activity:

Contract Miscellaneous Maintenance

Description and Purpose:

N/A

Performance Guideline:

All miscellaneous work assigned to and paid by contract.
Roadway locations where contract is accomplished shall be reported.

- A. Contract Bird Netting
- B. Contract Backsloping and/or Scaling
- C. Contract Cattle Guard
- D. Contract Booster Pump
- E. Contract Brush Removal
- EL. Contract Electrical Maintenance**
- F. Contract Pump House / Pump Maintenance
- G. Contract Landscape Repair
- H. Contract Major Landscape Erosion Control & Repair
- K. IGA Roadway Contracts
- L. Contract Tunnel Cleaning
- M. Contract Trash Removal from Maintenance Yard
- N. Contract Pavement Saw Cutting
- O. Contract Routine Signal & Lighting Feature Painting
- R. Contract Rubber Removal
- S. Contract SRP Siphoning IGA
- T. Loop Cutting / Passive Acoustic Detection (Traffic Signals)
- W. Contracts Due to Major Weather & Disaster
- 3. Contract Bee Removal
- 4. Miscellaneous Contract Work (COMMENTS REQUIRED)**

This list is not all inclusive. Other unclassified contracts may be charged to this activity.

Material Options

Code	Description
	Varies

Statewide Average Accomplishment - Dollars

Notes:

1. This activity is **planned as an Expenditure Activity**. Dollar Resources are planned on the **Expenditure Tab**. The inventory will be months and are planned for the entire year.
2. If incidental costs occur, such as material or traffic control provided by ADOT, then they shall be reported on this Activity.
3. **All contract costs that used to be reported in Materials under 91C should now be reported under the Expenditure Tab on the Crew Work Report.**

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 995 Activity Number: 921 Effective Date: 7/1/11
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Activity:

Equipment Parts, Supplies, and Purchased Equipment

Description and Purpose:

This activity shall be used in reporting parts or supplies purchased by the Org without going through Equipment Services.

Performance Guideline:

Report all charges for parts or supplies purchased by the Org for their equipment.

DO NOT report any charges billed by Equipment Services through Direct Billing

Examples of expenditures to be reported on this Activity (but not limited to):

- Spray Parts
- Snow Bits
- Grader Parts
- Zipers

Statewide Average Accomplishment - Dollars

Notes:

1. This activity is **planned as an Expenditure Activity**. Dollar Resources are planned on the **Expenditure Tab**.
2. This activity is used only to report expenses, reporting under Expenditures. Use the Comments Tab for expenditure details, such as noting the month the expenditure represents.
3. Expenditures are entered as a Crew Work Report.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 995 Activity Number: 924 Effective Date: 7/1/11
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Activity:

Professional & Outside Services

Description and Purpose:

This activity shall be used to report expenditures for services rendered by professional and outside vendors which are not related to roadway maintenance.

Performance Guideline:

Examples of expenditures to be reported on this activity (but not limited to):

- Consultants
- Counseling
- DPS Officers for Traffic Control
- Drug Screens - NOT connected to CDL
- Pre-Employment Physicals
- Payment for CDL Physical Examination
- Random Drug / Alcohol Testing
- Training / Instructor Outside of ADOT

Statewide Average Accomplishment - Dollars

Notes:

1. This activity is **planned as an Expenditure Activity**. Dollar Resources are planned on the **Expenditure Tab**.
2. This activity is used only to report expenses, reporting under Expenditures. Use the Comments Tab for expenditure details, such as noting the month the expenditure represents.
3. Expenditures are entered as a Crew Work Report.
4. Motor Vehicle Endorsement (CDL) is reported on Expenditure **Activity 930**.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 995 Activity Number: 926 Effective Date: 7/1/11
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Activity:

Data Processing Equipment

Description and Purpose:

This expenditure activity shall be used in reporting expenditures for data processing equipment.

Performance Guideline:

This activity shall be used to report expenditures for purchases, leasing, repairs and maintenance for p.c.'s (peripherals), and all other data processing equipment.

Examples of expenditures to be reported on this activity (but not limited to):

- Blackberry Purchases
- Fax Machines
- Monthly & Quarterly Maintenance Agreements
- P.C.'s
- Printers
- Reproduction Equipment

Statewide Average Accomplishment - Dollars

Notes:

1. This activity is **planned as an Expenditure Activity**. Dollar Resources are planned on the **Expenditure Tab**.
2. This activity is used only to report expenses, reporting under Expenditures. Use the Comments Tab for expenditure details, such as noting the month the expenditure represents.
3. Expenditures are entered as a Crew Work Report.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 995 Activity Number: 927 Effective Date: 7/1/11
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Activity:

Utilities (Not Highways)

Description and Purpose:

This expenditure activity shall be used in reporting Expenditures for utility charges which are not related to the roadway.

Performance Guideline:

Examples of expenditures to be reported on this activity (but not limited to):

Monthly utility bills:

- Electric
- Gas
- Propane (Office Buildings)
- Water

Statewide Average Accomplishment - Dollars

Notes:

1. This activity is **planned as an Expenditure Activity**. Dollar Resources are planned on the **Expenditure Tab**.
2. This activity is used only to report expenses, reporting under Expenditures. Use the Comments Tab for expenditure details, such as noting the month the expenditure represents.
3. Expenditures are entered as a Crew Work Report.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 995 Activity Number: 928 Effective Date: 7/1/11
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Activity:

Travel

Description and Purpose:

This expenditure activity shall be used in reporting expenditures for travel.

Performance Guideline:

Examples of expenditures to be reported on this activity (but not limited to):

- Lodging
- Per Diem
- Mileage (Personal Vehicle Usage)
- Parking

NOTE: Report Out of State Travel under **Appropriation Code 0660**.
Report In State Travel under **Appropriation Code 0650**.

Entering one monthly total for all travel in your Org is permissible. Check with your District and/or Region's preference for travel expenditure reporting.

Statewide Average Accomplishment - Dollars

Notes:

1. This activity is **planned as an Expenditure Activity**. Dollar Resources are planned on the **Expenditure Tab**.
2. This activity is used only to report expenses, reporting under Expenditures. Use the Comments Tab for expenditure details, such as noting the month the expenditure represents.
3. Expenditures are entered as a Crew Work Report.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 995 Activity Number: 929 Effective Date: 7/1/11
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Activity:

Office Supplies

Description and Purpose:

This expenditure activity shall be used in reporting OOE expenditures for office supplies.

Performance Guideline:

Items received from the office supply vendors are to be reported on this expenditure activity.

Absolutely no roadway materials are to be reported under this expenditure activity.

Roadway materials are to be entered in **Inventory Management** only.

Statewide Average Accomplishment - Dollars

Notes:

1. This activity is **planned as an Expenditure Activity**. Dollar Resources are planned on the **Expenditure Tab**.
2. This activity is used only to report expenses, reporting under Expenditures. Use the Comments Tab for expenditure details, such as noting the month the expenditure represents.
3. Expenditures are entered as a Crew Work Report.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 995 Activity Number: 930 Effective Date: 7/1/11
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Activity:

Other OOE

Description and Purpose:

This expenditure activity shall be used in reporting OOE expenditures that cannot reasonably be reported under all other **Program 995** Expenditure Activities.

Performance Guideline:

Examples of expenditures to be reported on this activity (but not limited to):

- Alarm Monitoring
- Fire Extinguisher Service
- Ice / Bottled Water
- In Yard Garbage Pick-up
- Janitorial Service
- Motor Vehicle Endorsements (CDL)
- OPM (Office of Pest Management) Licensing Fees
- Personal Protection Clothing
- Pest Control
- Prescription Eye-Wear
- Property & Building Lease Payments
- Training Internal / Inside ADOT / Instructor
- State Compensation Fund Seminar
- Uniform Rental
- Welding Gas / Oxygen

Comments / Description of Expenditure should be entered on this activity.

Statewide Average Accomplishment - Dollars

Notes:

1. This activity is **planned as an Expenditure Activity**. Dollar Resources are planned on the **Expenditure Tab**.
2. This activity is used only to report expenses, reporting under Expenditures. Use the Comments Tab for expenditure details, such as noting the month the expenditure represents.
3. Expenditures are entered as a Crew Work Report.

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 995 Activity Number: 931 Effective Date: 7/1/11
Activity:	
Miscellaneous Payouts	
Description and Purpose:	
This activity shall be used in reporting service separation payouts.	
Performance Guideline:	
<p>Report Miscellaneous Leave Payouts received by FTE's within the Org.</p> <p>Examples of expenditures to be reported on this activity (but not limited to):</p> <p style="padding-left: 40px;"> Annual Leave Payout (Object Code 6047) Compensation Leave Payout (Object Code 6052) Holiday Leave Payout (Object Code 6051) Sick Leave Payout (Object Code 6055) </p>	
Statewide Average Accomplishment - Dollars	
Notes:	
<ol style="list-style-type: none"> 1. This activity is planned as an Expenditure Activity. Dollar Resources are planned on the Expenditure Tab. 2. This activity is used only to report Personnel expenses, reporting under Expenditures. Use the Comments Tab for expenditure details, such as noting the month the expenditure represents. 3. Expenditures are entered as a Crew Work Report. 	

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	Program Number: 995 Activity Number: 933 Effective Date: 7/1/11
Activity:	
Other Operating Roadway Materials	
Description and Purpose:	
This activity shall be used to report all other operating roadway materials that do not have a materials code. This will be a distributed activity.	
Performance Guideline:	
<p>All other operating roadway materials that do not have a materials code and are used more than once.</p> <p>Examples:</p> <ul style="list-style-type: none"> Traffic Cones Barricades Sign Stands Jersey Barriers 	
Statewide Average Accomplishment - Dollars	
Notes:	
<ol style="list-style-type: none"> 1. This activity is planned as an Expenditure Activity. Dollar Resources are planned on the Expenditure Tab. 2. This activity is used only to report expenses, reporting under Expenditures. Use the Comments Tab for expenditure details, such as noting the month the expenditure represents. 3. Expenditures are entered as a Crew Work Report. 	

Arizona Department of Transportation
ITD - Highway Maintenance
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SYSTEM GENERATED

Program Number: 995
Activity Number: **9850**
Effective Date: **7/1/11**

Activity:

UNDISTRIBUTABLE ADVANTAGE POSTINGS

Description and Purpose:

During the EMS and HRIS distributions, certain Advantage Postings will not be distributable. When this happens, the processes will automatically distribute to this activity the Undistributable amounts.

Performance Guideline:

N/A

Statewide Average Accomplishment - N/A

Notes:

N/A