

Plan ID No.	Legend: Line-for-line	Panel Size	Legend Size	Notes
		Post Size	View Dist.	
		HAGL	Photo No.	
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Project Name/Location



US Army Corps of Engineers

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Sign Inventory Worksheet

Plan ID No.	Sign Type	Legend Size (A)	Panel Size	Specification Code	Special, Not Std.
	Post Size	HAGL	Color	Installation Date	Mfgr.
				Replace FY	Compliance
				Manual Page	
Legend: Line-for-line				Notes	

Plan ID No.	Sign Type	Legend Size (A)	Panel Size	Specification Code	Special, Not Std.
	Post Size	HAGL	Color	Installation Date	Mfgr.
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Legend: Line-for-line				Notes	



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Sign Schedule Worksheet



**US Army Corps
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Project Sign Order Worksheet

Requisition Number _____
Date _____
Page _____ of _____ pages

Ship To: _____ **Prepared by:** _____

Date _____ Telephone _____

Approved by: _____

Date _____ Telephone _____

Instructions: Enter all requested information. Use separate Sign Order Worksheets for each different sign type. Multiple orders of identical sign types can be combined on one worksheet. Attach this order and other appropriate documentation to standard form DA-3953 and process through approved procedure within each district.

Ordered by: _____

Date _____ Telephone _____

- Order Summary**
- | | |
|---|--|
| <input type="checkbox"/> Sign Panel(s) only | <input type="checkbox"/> Single face sign (one panel) |
| <input type="checkbox"/> Sign Panel(s) with posts (and frame as required) | <input type="checkbox"/> Double face sign (two panels) |
| <input type="checkbox"/> Post and Panel with installation | <input type="checkbox"/> Corps Castle insert |

1a. Sign Panel	Sign Type	Manual Page	Legend Size	Panel Size	Grid No.	Spec. Code	Color	Plan ID No.

1b. Custom Sign Panel Use for: identification, directional, symbol, and special application signs
Legend: Line-for-line as to appear on sign

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Use to specify directional symbol and slat system signs

Symbol/Slat 1 _____ Symbol/Slat 2 _____

Symbol/Slat 3 _____ Symbol/Slat 4 _____



For Symbol Signs indicate arrow direction by number.

For Slat System Signs (HDO-9) indicate number of slats.

Comments _____

2. Mounting Assembly	Ground Mounted <input type="checkbox"/>	Post-size _____	HAGL _____	3. Installation	Note any special requirements or site conditions that will effect sign placement.
	Wall Mounted <input type="checkbox"/>	Surface material _____			
	Comments _____				

4. Cost Summary	Sign Panel	Cost per unit	Quantity	Cost
		\$ _____		\$ _____
	Mounting Assembly	\$ _____		\$ _____
	Installation	\$ _____		\$ _____
	Shipping	\$ _____		\$ _____
				Total Cost
				\$ _____

Plan ID No.	Sign Location	Date
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Description of Problem	Recommended Action
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Plan ID No.	Sign Location	Date
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Description of Problem	Recommended Action
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Plan ID No.	Sign Location	Date
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Description of Problem	Recommended Action
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Plan ID No.	Sign Location	Date
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Description of Problem	Recommended Action
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Project Name/Location

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Sign Maintenance Field Report Worksheet



**US Army Corps
of Engineers**

Sign Maintenance Repair/Replacement Work Order

Prepared by: Foreman

Date

Requisition Number

Plan ID No. Project Name and Sign Location

Instructions: Use this form to request sign maintenance or replacement as reported on the Sign Maintenance Field Report Worksheet. Place "NA" in any space that is not applicable to this request. This worksheet should be retained for shop records with copies for Maintenance Foreman and Sign Program Manager.

Sign Type	Legend Size	Panel Size	Specification Code	Special, Not Standard
Post Size	HAGL	Color	Installation Date	Mfgr. Code
Description of problem and recommended action.				Ranger Report Date

Report by (name)

- Wash sign
- Remove graffiti
- Repair sign face
- Replace sign panel
- Repair sign mount
- Replace sign mount
- Remove sign
- Replace with new sign panel and mount

Reviewed by Sign Program Manager

Materials Required

- From Stock
- Order

Order Materials from

Date Ordered

Expected Delivery

Requisition Ref. No.

Equipment Needed

Labor Required

- Staff Crew
 - Contract
- Time Required

Work to Begin (date)

Foreman

Project Review/Inspection

Date Completed

Inspected by

Update Project Sign Schedule

Date