







Productivity

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Prepared by Transportation Planning
Missouri Department of Transportation

Damaged Sign Work Request Form

↓ Sign Work Request Information			
Date: <i>Click here to choose a date</i>	Caller Name: <i>Type your name here</i>		
County: <i>Click here to pick a county</i>	Direction: <i>Click here to choose direction</i>		
Route: <i>Click here to type a route</i>	Crossroad / MM: <i>Type here to add a crossroad</i>		
Is this sign a priority? Yes - <input type="checkbox"/> No - <input type="checkbox"/>			
Sign Text: <i>Type detailed sign text here</i>			
Sign Status: <i>Click here & pick a sign status</i>	Type of Sign: <i>Click here to choose a sign type</i>		
Post Status: <i>Click here & pick a post status</i>	Post Size: <i>Click here & choose a post size</i>		
Stub Status: <i>Click here & pick a stub status</i>	Re-Dig Stub? Yes - <input type="checkbox"/> No - <input type="checkbox"/>		
K#: <i>Type here to provide a K# for any sign that was hit by vehicle (if available)</i>			
Width: <i>Type width of sign here (if available)</i>	Height: <i>Type height of sign here (if available)</i>		
Other Comments: <i>Type any comments or additional info you may have here</i>			
<i>(please upload & attach any pictures below if available)</i>			
			
When finished filling out info above click: FILE > SHARE > Word Document (bottom of pop-up) > SEND EMAIL			

Description and Benefit

The damaged sign work request form is an electronic sheet that can be easily filled out by anyone to report a damaged sign or sign that needs to repair throughout MoDOT. This simple and easy to use form allows for all the information needed to repair a sign be filled out, which saves sign crews an ample amount of time checking signs to get information and pictures need to make those repairs to damaged signs. This form simplifies work for sign crews by having the one reporting the sign, also included as much information or pictures in the work request form. This saves time having to check the sign first to see what's needed for the repair and allows sign crews to put up or repair the sign quicker.

For More Information Contact

Central District/ Maintenance

Jonathan Quick at jonathan.quick@modot.mo.gov or 573-508-2945.