

5. Iowa DOT Sign Shop

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| **Exchange Requirement** | S1. List of New-Construction Projects (per district) |
| **Project Stage** | Planning and Programming |
| **Exchange Disciplines** | 1. District Construction Office 2. All Design Offices |
| **Description** | This is the list of approved new-construction projects per district. The design needs and other activities (including sign related activities) associated with all approved new-construction projects are discussed during the monthly Production Schedule Meeting. |
| **Data Attributes** | - List of new construction projects (per district)  - Project Title and Description  - Project Number  - Project Location |
| **Comments** |  |

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| **Exchange Requirement** | S2. Project Scheduling Report |
| **Project Stage** | Planning and Programming |
| **Exchange Disciplines** | 2. All Design Offices 3. Office of Traffic and Safety |
| **Description** | The Project Scheduling Report comprises the list of preconstruction and construction activities (events) required to complete the project. |
| **Data Attributes** | - Project Title and Description - Project Number - Project Location - Event Description - Project Number - Expected Duration  - Expected Start Date - Expected Finish Date - Expected Number of Work Hours |
| **Comments** |  |

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| **Exchange Requirement** | S3. Complete Sign Design - PDF |
| **Project Stage** | Final Design |
| **Exchange Disciplines** | 3. Office of Traffic and Safety 4. Contracts Office |
| **Description** | The final sign design must be comprised into a single PDF file and submitted to the Contracts Office. The PDF file must follow Iowa DOT's standard requirements. This file includes the sign installation requirements and specifications to be included in the contract.  This PDF file may include the specifications for signs that must be furnished by the contractor. Some specific types of signs are not developed by the Iowa DOT Sign Shop; therefore, they must be provided by the contractor. Signs are also provided by the contractor when the production capacity of the Iowa DOT Sign Shop is exceeded. |
| **Data Attributes** | - Project Number - Drawings (PDF):   - Sign ID (Road-District-Exit#-Consecutive#)  - Sign Type  - Sign Location  - Sign Dimensions  - Sign Message  - Sign Materials  - Other Sign Requirements and Specifications (PDF) |
| **Comments** |  |

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| **Exchange Requirement** | S4. Signs Requirements and Specifications |
| **Project Stage** | Final Design |
| **Exchange Disciplines** | 3. Office of Traffic and Safety 5. Iowa DOT Sign Shop |
| **Description** | Sign requirements and specifications are sent to the Iowa DOT Sign Shop in order for it to proceed with the development of the shop drawings. |
| **Data Attributes** | - Project Number - Shop Drawings (PDF):   - Sign ID (Road-District-Exit#-Consecutive#)  - Sign Type  - Sign Dimensions  - Sign Message  - Sign Materials  - Other Sign Requirements and Specifications (PDF) |
| **Comments** |  |

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| **Exchange Requirement** | S5. Shop Drawings |
| **Project Stage** | Final Design |
| **Exchange Disciplines** | 5. Iowa DOT Sign Shop 3. Office of Traffic and Safety |
| **Description** | Shop drawings developed by the Iowa DOT Sign Shop must be in accordance with the requirements and specifications prepared by the Office of Traffic and Safety. Shop drawings must be submitted to the Office of Traffic and Safety for review and approval before proceeding with fabrication. |
| **Data Attributes** | - Project Number - Shop Drawings (PDF):   - Sign ID (Road-District-Exit#-Consecutive#)  - Sign Type  - Sign Dimensions  - Sign Message  - Sign Materials  - Other Sign Requirements and Specifications (PDF) |
| **Comments** |  |

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| **Exchange Requirement** | S6. Approved/Rejected Shop Drawings with comments |
| **Project Stage** | Final Design |
| **Exchange Disciplines** | 3. Office of Traffic and Safety 5. Iowa DOT Sign Shop |
| **Description** | Approved or rejected shop drawings are sent back to the Iowa DOT Sign Shop, with comments as applicable. If approved, the sign shop must address all comments before proceeding with fabrication. If rejected, the sign shop must address all the comments, redevelop the shop drawings, and resubmit them for review and approval. |
| **Data Attributes** | - Project Number - Shop Drawings (PDF):   - Sign ID (Road-District-Exit#-Consecutive#)  - Sign Type  - Sign Dimensions  - Sign Message  - Sign Materials  - Other Sign Requirements and Specifications (PDF) - Approve/Reject Form - Comments to Fabricator (as needed) |
| **Comments** |  |

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| **Exchange Requirement** | S7. Sign Installation Requirements and Specifications |
| **Project Stage** | Advertising and Letting |
| **Exchange Disciplines** | 4. Contracts Office 6. Contractor |
| **Description** | Sign installation requirements and specifications are included in the contract to be used by the contractor during construction. |
| **Data Attributes** | - Project Number - Drawings (PDF):   - Sign ID (Road-District-Exit#-Consecutive#)  - Sign Type  - Sign Location  - Sign Dimensions  - Sign Message  - Sign Materials  - Other Sign Requirements and Specifications (PDF) |
| **Comments** |  |

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| **Exchange Requirement** | S8. Notice to Pick up Signs |
| **Project Stage** | Construction |
| **Exchange Disciplines** | 5. Iowa DOT Sign Shop  6. Contractor |
| **Description** | Once signs are fabricated, they are sent to an Iowa DOT's storage facility, where they are picked up by the contractor. |
| **Data Attributes** | - Project Number - List of Signs  - Sign ID (Road-District-Exit#-Consecutive#) - Pick up Procedure |
| **Comments** |  |

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| **Exchange Requirement** | S9. As-Built Drawings and Documents |
| **Project Stage** | Post construction |
| **Exchange Disciplines** | 6. Contractor  7. District Engineer |
| **Description** | As-built drawings and documents must be sent to the district engineer by the contractor. The district engineer must use this information to update the sign inventory. |
| **Data Attributes** | - Project Number  - As-Built Drawings and Documents (PDF)  - List of Signs  - Sign ID (Road-District-Exit#-Consecutive#)  - Sign Type  - Sign Location  - Sign Dimensions  - Sign Message  - Sign Materials |
| **Comments** |  |



5. Iowa DOT Sign Shop

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| **Exchange Requirement** | S1. List of Approved Reconstruction Projects (per district) |
| **Project Stage** | Planning and Programming |
| **Exchange Disciplines** | 1. District Construction Office 2. Office of Traffic and Safety |
| **Description** | This is the list of approved reconstruction projects per district. This list of projects is used by the District Engineer and the Office of Traffic and Safety to determine the signs to be replaced within upcoming projects based on the needs of the districts, the selection criteria of the Office of Traffic and Safety, and the available budget. |
| **Data Attributes** | - List of approved reconstruction projects (per district)  - Project Title and Description  - Project Number  - Project Location |
| **Comments** |  |

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| **Exchange Requirement** | S2. List of Reconstruction Projects with Sign Replacement Requirements (per district) |
| **Project Stage** | Planning and Programming |
| **Exchange Disciplines** | 2. Office of Traffic and Safety  3. All Design Offices |
| **Description** | This is the list of approved reconstruction projects and the sign replacement requirements per district. The design needs and other activities (including sign related activities) associated with all approved reconstruction projects are discussed during the monthly Production Schedule Meeting. |
| **Data Attributes** | - List of new construction projects (per district)  - Project Title and Description  - Project Number  - Project Location |
| **Comments** |  |

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| **Exchange Requirement** | S3. Project Scheduling Report |
| **Project Stage** | Planning and Programming |
| **Exchange Disciplines** | 3. All Design Offices 2. Office of Traffic and Safety |
| **Description** | The Project Scheduling Report comprises the list of preconstruction and construction activities (events) required to complete the project. |
| **Data Attributes** | - Project Title and Description - Project Number - Project Location - Event Description - Project Number - Expected Duration  - Expected Start Date - Expected Finish Date - Expected Number of Work Hours |
| **Comments** |  |

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| **Exchange Requirement** | S4. Complete Sign Design - PDF |
| **Project Stage** | Final Design |
| **Exchange Disciplines** | 2. Office of Traffic and Safety 4. Contracts Office |
| **Description** | The final sign design must be comprised into a single PDF file and submitted to the Contracts Office. The PDF file must follow Iowa DOT's standard requirements. This file includes the sign installation requirements and specifications to be included in the contract.  This PDF file may include the specifications for signs that must be furnished by the contractor. Some specific types of signs are not developed by the Iowa DOT Sign Shop; therefore, they must be provided by the contractor. Signs are also provided by the contractor when the production capacity of the Iowa DOT Sign Shop is exceeded. |
| **Data Attributes** | - Project Number - Drawings (PDF):   - Sign ID (Road-District-Exit#-Consecutive#)  - Sign Type  - Sign Location  - Sign Dimensions  - Sign Message  - Sign Materials  - Other Sign Requirements and Specifications (PDF) |
| **Comments** |  |

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| **Exchange Requirement** | S5. Signs Requirements and Specifications |
| **Project Stage** | Final Design |
| **Exchange Disciplines** | 2. Office of Traffic and Safety 5. Iowa DOT Sign Shop |
| **Description** | Sign requirements and specifications are sent to the Iowa DOT Sign Shop in order for it to proceed with the development of the shop drawings. |
| **Data Attributes** | - Project Number - Shop Drawings (PDF):   - Sign ID (Road-District-Exit#-Consecutive#)  - Sign Type  - Sign Dimensions  - Sign Message  - Sign Materials  - Other Sign Requirements and Specifications (PDF) |
| **Comments** |  |

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| **Exchange Requirement** | S6. Shop Drawings |
| **Project Stage** | Final Design |
| **Exchange Disciplines** | 5. Iowa DOT Sign Shop 2. Office of Traffic and Safety |
| **Description** | Shop drawings developed by the Iowa DOT Sign Shop must be in accordance with the requirements and specifications prepared by the Office of Traffic and Safety. Shop drawings must be submitted to the Office of Traffic and Safety for review and approval before proceeding with fabrication. |
| **Data Attributes** | - Project Number - Shop Drawings (PDF):   - Sign ID (Road-District-Exit#-Consecutive#)  - Sign Type  - Sign Dimensions  - Sign Message  - Sign Materials  - Other Sign Requirements and Specifications (PDF) |
| **Comments** |  |

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| **Exchange Requirement** | S7. Approved/Rejected Shop Drawings with comments |
| **Project Stage** | Final Design |
| **Exchange Disciplines** | 2. Office of Traffic and Safety 5. Iowa DOT Sign Shop |
| **Description** | Approved or rejected shop drawings are sent back to the Iowa DOT Sign Shop, with comments as applicable. If approved, the sign shop must address all comments before proceeding with fabrication. If rejected, the sign shop must address all the comments, redevelop the shop drawings, and resubmit them for review and approval. |
| **Data Attributes** | - Project Number - Shop Drawings (PDF):   - Sign ID (Road-District-Exit#-Consecutive#)  - Sign Type  - Sign Dimensions  - Sign Message  - Sign Materials  - Other Sign Requirements and Specifications (PDF) - Approve/Reject Form - Comments to Fabricator (as needed) |
| **Comments** |  |

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| **Exchange Requirement** | S8. Sign Installation Requirements and Specifications |
| **Project Stage** | Advertising and Letting |
| **Exchange Disciplines** | 4. Contracts Office 6. Contractor |
| **Description** | Sign installation requirements and specifications are included in the contract to be used by the contractor during construction. |
| **Data Attributes** | - Project Number - Drawings (PDF):   - Sign ID (Road-District-Exit#-Consecutive#)  - Sign Type  - Sign Location  - Sign Dimensions  - Sign Message  - Sign Materials  - Other Sign Requirements and Specifications (PDF) |
| **Comments** |  |

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| **Exchange Requirement** | S9. Notice to Pick up Signs |
| **Project Stage** | Construction |
| **Exchange Disciplines** | 5. Iowa DOT Sign Shop  6. Contractor |
| **Description** | Once signs are fabricated, they are sent to an Iowa DOT's storage facility, where they are picked up by the contractor. |
| **Data Attributes** | - Project Number - List of Signs  - Sign ID (Road-District-Exit#-Consecutive#) - Pick up Procedure |
| **Comments** |  |

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| **Exchange Requirement** | S10. As-Built Drawings and Documents |
| **Project Stage** | Post construction |
| **Exchange Disciplines** | 6. Contractor  7. Project Inspector/Maintenance Staff |
| **Description** | As-built drawings and documents must be sent to the Project Inspector or Maintenance Staff by the contractor. The Project Inspector/Maintenance Staff must use this information to update the sign inventory. |
| **Data Attributes** | - Project Number  - As-Built Drawings and Documents (PDF)  - List of Signs  - Sign ID (Road-District-Exit#-Consecutive#)  - Sign Type  - Sign Location  - Sign Dimensions  - Sign Message  - Sign Materials |
| **Comments** |  |



2. Office of Traffic and Safety

1. Maintenance Garage

3. Iowa DOT Sign Shop

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| **Exchange Requirement** | S1. List and Specifications for Typical and Non-Customized Signs |
| **Project Stage** | Planning and Programming |
| **Exchange Disciplines** | 1. Maintenance Garage  3. Iowa DOT Sign Shop |
| **Description** | After identifying the sign maintenance and replacement needs, the Garage Maintenance sends an order to the Iowa DOT Sign Shop for the fabrication of all typical or non-customized signs. |
| **Data Attributes** | - List of Typical and Non-Customized Signs:  - Sign ID (Road-District-Exit#-Consecutive#)  - Sign Type  - Sign Location (DOT Maintenance Garage)  - Sign Dimensions  - Sign Message  - Sign Materials  - Other Sign Requirements and Specifications (PDF) |
| **Comments** |  |

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| **Exchange Requirement** | S2. List of Sign Maintenance and Replacement Needs |
| **Project Stage** | Planning and Programing |
| **Exchange Disciplines** | 1. Maintenance Garage 1. Maintenance Garage (Staff in charge of developing maintenance order) |
| **Description** | If only typical and/or non-customized signs are to be maintained/installed, the Maintenance Garage can proceed to develop the maintenance order for the DOT maintenance staff. |
| **Data Attributes** | - List of Sign Replacement Needs:  - Sign ID (Road-District-Exit#-Consecutive#)  - Sign Type  - Sign Location  - Sign Dimensions  - Sign Message  - Sign Materials  - Other Sign Requirements and Specifications (PDF) |
| **Comments** |  |

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| **Exchange Requirement** | S3. List and Specifications for Non-Typical and Customized Signs |
| **Project Stage** | Planning and Programming |
| **Exchange Disciplines** | 1. Maintenance Garage  2. Office of Traffic and Safety |
| **Description** | After identifying the sign maintenance and replacement needs, the Garage Maintenance sends the specifications for all non-typical and/or customized signs in order to proceed with their design. |
| **Data Attributes** | - List of Typical and Non-Customized Signs:  - Sign ID (Road-District-Exit#-Consecutive#)  - Sign Type  - Sign Location (DOT Maintenance Garage)  - Sign Dimensions  - Sign Message  - Sign Materials  - Other Sign Requirements and Specifications (PDF) |
| **Comments** |  |

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| **Exchange Requirement** | S4. Complete Sign Design - PDF |
| **Project Stage** | Final Design |
| **Exchange Disciplines** | 2. Office of Traffic and Safety 1. Maintenance Garage |
| **Description** | The final design for all non-typical and/or customized signs must be comprised into a single PDF file and submitted to its respective maintenance garage. The PDF file is used to develop the maintenance order and must follow Iowa DOT's standard requirements. This file includes the sign installation requirements and specifications to be included in the maintenance order. |
| **Data Attributes** | - Drawings (PDF):   - Sign ID (Road-District-Exit#-Consecutive#)  - Sign Type  - Sign Location  - Sign Dimensions  - Sign Message  - Sign Materials  - Other Sign Requirements and Specifications (PDF) |
| **Comments** |  |

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| **Exchange Requirement** | S5. Sign Installation Requirements and Specifications |
| **Project Stage** | Sing Installation |
| **Exchange Disciplines** | 1. Maintenance Garage 4. Maintenance Staff |
| **Description** | Sign installation requirements and specifications are included in the maintenance order to be used by the maintenance staff during sign installation. |
| **Data Attributes** | - Drawings (PDF):   - Sign ID (Road-District-Exit#-Consecutive#)  - Sign Type  - Sign Location  - Sign Dimensions  - Sign Message  - Sign Materials  - Other Sign Requirements and Specifications (PDF) |
| **Comments** |  |

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| **Exchange Requirement** | S6. Signs Requirements and Specifications |
| **Project Stage** | Final Design |
| **Exchange Disciplines** | 2. Office of Traffic and Safety 3. Iowa DOT Sign Shop |
| **Description** | Sign requirements and specifications for non-typical and/or customized signs are sent to the Iowa DOT Sign Shop in order to proceed with their fabrication. |
| **Data Attributes** | - Drawings (PDF):   - Sign ID (Road-District-Exit#-Consecutive#)  - Sign Type  - Sign Location  - Sign Dimensions  - Sign Message  - Sign Materials  - Other Sign Requirements and Specifications (PDF) |
| **Comments** |  |

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| **Exchange Requirement** | S7. Notice to Pick up Signs |
| **Project Stage** | Sign Installation |
| **Exchange Disciplines** | 3. Iowa DOT Sign Shop  4. Maintenance Staff |
| **Description** | Once signs are fabricated, they are sent to an Iowa DOT's storage facility, where they are picked up by the maintenance staff. |
| **Data Attributes** | - List of Signs  - Sign ID (Road-District-Exit#-Consecutive#) - Pick up Procedure |
| **Comments** |  |

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| **Exchange Requirement** | S8. As-Built Drawings and Documents |
| **Project Stage** | Post Installation |
| **Exchange Disciplines** | 4. Maintenance Staff 4. Maintenance Staff (Staff in charge of updating inventory) |
| **Description** | As-built drawings and documents must be sent to the member of the maintenance staff in charge of updating the sign inventory. The person must use this information to update the sign inventory. |
| **Data Attributes** | - As-Built Drawings and Documents (PDF)  - List of Signs  - Sign ID (Road-District-Exit#-Consecutive#)  - Sign Type  - Sign Location  - Sign Dimensions  - Sign Message  - Sign Materials |
| **Comments** |  |