

SECTION 11 Maintenance

General

The maintenance unit will be responsible for maintaining the highway facility once the project is complete. It is essential that the maintenance unit be involved in the project development process from conception through construction.

Headquarters Division of Maintenance is the lead program and “first responder” for disaster response and emergency projects. Emergency projects are initiated in maintenance and if restoration design is needed, the projects are transferred to design.

Reference

Refer to the [*Maintenance Manual*](#) for details on maintenance of the facility.

Project Development Team Member

A maintenance representative must be assigned to all project development teams to ensure that maintenance issues and safety design are considered. Preferably, the representative should be the field person most familiar with the project site.

Project Planning

Typical maintenance involvement would be to comment on features such as the following:

- drainage patterns—particularly known areas of flooding and debris
- stability of slopes and roadbed—can the project be built and maintained economically?
- possible material sites
- concerns of the local residents
- potential erosion problems
- facilities within the right-of-way that would affect alternative designs
- special problems such as deer crossings, endangered species
- traffic operational problems such as unreported accidents
- facility that is safe to maintain

In addition to participation on the project development team, the maintenance unit should review all project initiation and project approval documents before their approval. They should address the previously listed concerns, plus known environmentally sensitive areas.

Maintenance generates the Damage Assessment Form (DAF) for emergency work. See [Chapter 9](#) – Project Initiation for more information.

Design

The maintenance unit should also review the proposed geometric layouts, typical sections, and final plans. Maintenance units may have input on shoulder backing materials, drainage, erosion problems, access to buildings, access for landscape facilities, access to encroachments for utility facilities, access for maintenance of noise barriers, fence and excess land review, etcetera. Maintenance units should also participate in the preparation of maintenance agreements (setting maintenance control limits).

The maintenance unit field representatives have a unique insight to local problems and maintenance and safety concerns. This insight must be utilized in the project development process. As the last link in the process, give the maintenance unit a chance to minimize future maintenance problems and potential lawsuits.