

HIGHWAY COMMISSIONER'S DIARY

Road/Sign Inspection Sheet



By: Sean Richardson, Loss Control Consultant

The *Highway Commissioner's Diary* was unveiled in 1993 to help reduce the likelihood and costs of claims by documenting weather conditions, inspections, road work, etc. There are several inspection sheets in the back of the diary. **The Road/Sign Inspection Sheet** had some updates this fall. Just like the diary, it has been streamlined. There are columns for:

- Road/Sign
- Location/ID
- Problem
- Action Plan
- Action Completed

There is now a **SAMPLE** page in the *Highway Commissioner's Diary* to assist you in filling out the Road/Sign Inspection Sheet. Maintaining a consistent road/sign inspection program is not only required, but has historically proven to be instrumental in defending townships and road districts.

DOCUMENT!!! DOCUMENT!!! DOCUMENT!!!

Included is a tear out Road/Sign Inspection Sheet for your use. Feel free to make multiple copies. If you have questions, please call Loss Control:

- Matt Knight (217) 444-1387
- Sean Richardson (217) 444-1384

Road/Sign Inspection Sheet

Township Your Township USA Date/Time 9/3/2019 @ 2PM
Inspected By Township Road Commissioner

Road/Sign	Location/ID	Problem	Action Plan	Action Completed
Road	2400 N	None	N/A	N/A
Stop Ahead Sign	2400 N	Down	Reinstall	Reinstalled 7/2/2019 @ 10AM
Stop Sign	2400 N	None	N/A	N/A
Road	2500 N	Pot Hole	Needs Filled	Filled 7/2/2019 @ 1PM
Stop Sign	2500 N	Missing	Replace ASAP	Replaced 7/1/2019 @ 4PM

Road_Sign Inspection Sheet_2019_SAMPLE

Road/Sign Inspection Sheet

Township _____ **Date/Time** _____

Inspected By _____

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