

# Maintenance Activity Guidelines



Bureau of Maintenance  
September 2020

**MAINTENANCE ACTIVITY GUIDELINES  
CONTENTS**

<b>Introduction</b> .....	1
<b>Maintenance Activity Priorities</b> .....	2
<b>Highway Maintenance Activity Guidelines</b>	
<b>* Requires</b>	
<b>Code–Abbrev.</b>	<b>Description</b>
	<b>Unit</b> .....
	<b>Page</b>
	411 – CRKJT Crack & Joint Sealant..... Lane Mile..... 7
	413 – CONPV Concrete Pavement..... Square Feet..... 8
	414 – PACON Patching – Concrete ..... Tons ..... 9
	421 – BITPV Bituminous Pavement Overlay..... Lane Mile..... 10
	424 – PABIT Patching – Bituminous ..... Tons ..... 11
	425 – CRSEL Crack Sealing – Bituminous..... Lane Mile..... 12
	436 – PAVSH Paved Shoulder..... Shoulder Mile ..... 13
	437 – UNPSH Unpaved Shoulders ..... Shoulder Mile ..... 14
	461 – DRAIN Drainage ..... Each Day ..... 15
	470 – SRENT Sideroads and Entrances..... Each ..... 16
	471 – RSLND Roadside and Landscape ..... Each Day ..... 17
	472 – MOWNG Mowing ..... Acres..... 18
	473 – SPRAY Spraying ..... Gallons..... 19
	474 – SLOPE Slope Erosion ..... Each Task Completed..... 20
	475 – LITTR Litter Pick Up..... Each Task Completed..... 21
BM	481 – BRDGE Bridge Maintenance Repair..... Each Task Completed..... 22
	511 – SGNMK Signs and Markers..... Each Assembly ..... 23
	512 – STRPE Striping..... Line Mile ..... 24
	514 – LNGBR Longitudinal Barriers ..... Linear Feet..... 25
	515 – STRPEP Striping Preparation..... Each Day ..... 26
	519 – TCOTR Traffic Control Services – Other..... Each Task Completed..... 27
	521 – SNICE Snow and Ice ..... Clock Hours..... 28
SR	523 – RESTA Rest Area..... Each Service Day/Rest Area..... 29
	529 – MSOTR Motorist Services – Other ..... Each Task Completed..... 30
	611 – EMERG Declared Emergency Services..... 31
	711 – TRAIN Training and Meetings ..... 32
	731 – ADMIN Administration..... 33
	738 – CDLTT CDL Theory Training..... 34
	740 – CDLBTW CDL Behind the Wheel Training..... 35
	741 – BLADE Blade Mixing..... 36
	744 – COMIX Commercial Bit. Mix Handling..... Tons ..... 37
EQ	751 – EQPMT Equipment Maintenance..... Each Task Completed/Equip ..... 38
	752 – INSPT Equipment Inspection..... Each Inspection Completed..... 39
	755 – HSMTG KOSE Health and Safety Meeting..... 40
BD	811 – BLDMT Building Maintenance ..... 41
LD, ST, TW	812 – LNDMT Land Maintenance ..... 42
<b>Mowing Acreage Chart</b> .....	43

* Requires:			
LD:	Land Number	BM:	County Number/Bridge Serial Number
SR:	Safety Rest Area Number	BD:	Building Number
TW:	Tower Site Number	ST:	Storage Area
		EQ:	Equipment Number

This page intentionally left blank.

# MAINTENANCE ACTIVITY GUIDELINES

## Introduction

The Maintenance Activity Guidelines are a tool to promote uniformity and consistency in reporting of maintenance operations throughout the state. These Guidelines used with the Quality Assurance Program results provide a quantitative as well as a qualitative basis for management planning and control.

The intent of these guidelines is to provide general guidance for maintenance managers to identify specific work tasks. The guidelines include the activity number, associated tasks, notes intended to clarify, and units of accomplishment.

For these guidelines to accurately reflect work accomplished in the field, they should be periodically evaluated and updated. Further development and growth of a reliable historical database, and introduction of new technology are factors that influence the need for periodic review.

## Activity Guidelines

### Definitions

Code: The alphabetic abbreviation and numeric identification code for an activity.

Requires: Designates that an Item Type and Number is required to identify the specific item or location being maintained.

<u>Item Type:</u>	AC – Account Code	Used to report personnel leave (e.g: VL, SL)
	BM – Bridge Maintenance	Requires a County Number-Bridge Serial Number
	EQ – Equipment	Requires an Equipment Number
	LD – Land	Requires a Land number
	SR – Safety Rest Area	Requires a Safety Rest Area Number
	ST – Storage Area	Requires a Storage Area Number
	TW- Tower Site	Requires at Tower Site Number

Description and Purpose: A brief explanation of the activity and the reason why it is performed.

Associated Tasks: A list of maintenance tasks included within the activity. For detailed procedures, guidelines and technical data refer to the Maintenance Manual or other policy statements.

All activities include these tasks:

- assemble required equipment and tools
- load and transport required materials
- travel time to and from the work site
- set up, provide and remove traffic control for the maintenance work zone
- necessary repair and servicing of equipment and tools at the work site
- weather caused delays

Maintenance Manual Section: Reference to the section number in the Maintenance Manual that covers the task.

## Maintenance Activity Guidelines

### Unit of Accomplishment:

- The unit used to measure the amount of work accomplished for an activity.
  - Record and report accomplishments to the nearest 0.1 unit for Lane Miles, Shoulder Miles, Acres, Line Miles, and Tons (except mixing activities, 741-744.)
  - Record and report all other accomplishment units to the nearest whole unit.
  - Do not report accomplishment for activities : 611-Declared Emergency Services, 711–Training and Meetings, 731– Administration, 755 – KOSE Health and Safety Meeting, 811–Building Maintenance or 812–Land Maintenance

### **Maintenance Activity Priorities**

Priorities for maintenance work activities are established to assist in determining the actual work to be performed when planning maintenance operations. All maintenance work activities may be grouped into the following priority classifications.

- **Priority I:** Work that is necessary for the reasonable safety of the traveling public.
- **Priority II:** Work to protect the investment that has been made in the transportation system through a cost-effective combination of preventive maintenance activity and early correction of physical defects.
- **Priority III:** Work that is required to maintain the operating characteristics of the transportation system at a reasonable level of service and safety.
- **Priority IV:** Work over and above that in Priorities I, II, and III to attain the desired level of service of the transportation system, to enhance the comfort convenience and aesthetic enjoyment of the users of the system.

The tables below list activity and task by priority.

#### **Priority I**

<b>Activity</b>		<b>Task Description</b>
414	PACON	Hand or machine patching concrete pavement
424	PABIT	Hand or machine patching bituminous pavement
474	SLOPE	Edge drop-offs adjacent to travelway
475	LITTR	Remove litter or debris likely to interfere with reasonable safety
511	SGNMK	Regulatory and warning signs
512	STRPE	Pavement striping
514	LNGBR	Damage repair according to policy
515	STRPEP	Measure no pass zones, maintain no pass yellow top markers
519	TCOTR	Install pavement markings
519	TCOTR	Temporary traffic control for localized emergencies
519	TCOTR	Traffic signals, flashing beacons, arrow boards and variable message signs
521	SNICE	Snow and ice control

## Maintenance Activity Guidelines

529	MSOTR	Detours - initial striping and marking, regulatory and warning signs and markers
611	EMERG	Provide emergency support services for disasters

### Priority II - A

Activity		Task Description
413	CONPV	Concrete pavement
421	BITPV	Bituminous Pavement Overlay
436	PAVSH	Paved Shoulders
437	UNPAV	Unpaved Shoulders
474	SLOPE	Slide Areas
474	SLOPE	Retaining Walls
481	BRDGE	Bridge Maintenance
529	MSOTR	Maintain Detours

### Priority II - B

Activity		Task Description
411	CRKJT	Crack or Joint Sealing - Concrete
421	BITPV	Dilute Seal – Travelway
421	BITPV	Slurry Seal - Travelway
425	CRSEL	Crack Sealing -Bituminous
436	PAVSH	Dilute Seal - Shoulders
519	TCOTR	Maintain pavement markings

### Priority II - C

Activity		Task Description
413	CONPV	Relief Slots
461	DRAIN	Drainage
470	SRENT	Sideroads and Entrances
474	SLOPE	Roadside foreslope
474	SLOPE	Edge drop-offs adjacent to shoulder
514	LNGBR	Routine maintenance and repairs at other than potentially dangerous locations
519	TCOTR	Temporary traffic control for planned activities
529	MSOTR	Motor Services - Other
751	EQUIP	Equipment Maintenance
811	BLDMT	Building Maintenance
812	LNDMT	Land Maintenance

## Maintenance Activity Guidelines

### Priority III

Activity		Task Description
471	RSLND	Roadside and Landscape
472	MOWNG	Mowing
474	SLOPE	Erosion
475	LITTR	Remove and dispose of dead animals
511	SNGMK	Guide signs and delineators
514	LNGBR	New installation and removal of unwarranted barriers
519	TCOTR	Maintain permanent pavement markers
523	RESTA	Routine maintenance
529	MSOTR	Broom roadways and bridges
529	MSOTR	Bridge Cleaning
529	MSOTR	Removal of abandoned vehicles
529	MSOTR	Detours – signs, markers, striping and markings

### Priority IV

Activity		Task Description
471	RSLND	Fencing
473	SPRAY	Spraying
475	LITTR	Pick up roadside litter
511	SNGMK	Maintain R/W markers
529	MSOTR	Maintain motor carrier stations, historical markers

### No Priority Assigned

Activity		Task Description
711	TRAIN	Training and Meetings
731	ADMIN	Administration
738	CDLTT	CDL Theory Training
740	CDLBTW	CDL Behind the Wheel Training
741	BLADE	Blade Mixing
744	COMIX	Commercial Bituminous Mix Handling

## Maintenance Activity Guidelines

The table below lists priority by activity and task.

411	CRKJT	II-B	Crack or Joint Sealing - Concrete
413	CONPV	II-A	Concrete pavement
413	CONPV	II-C	Relief Slots
414	PACON	I	Hand or machine patching concrete pavement
421	BITPV	II-A	Bituminous Pavement Overlay
421	BITPV	II-B	Dilute Seal – Travelway
421	BITPV	II-B	Slurry Seal - Travelway
424	PABIT	I	Hand or machine patching bituminous pavement
425	CRSEL	II-B	Crack Sealing -Bituminous
436	PAVSH	II-A	Paved Shoulders
436	PAVSH	II-B	Dilute Seal - Shoulders
437	UNPAV	II-A	Unpaved Shoulders
461	DRAIN	II-C	Drainage
470	SRENT	II-C	Sideroads and Entrances
471	RSLND	III	Roadside and Landscape
471	RSLND	IV	Fencing
472	MOWNG	III	Mowing
473	SPRAY	IV	Spraying
474	SLOPE	I	Edge drop-offs adjacent to travelway
474	SLOPE	II-A	Slide Areas
474	SLOPE	II-A	Retaining Walls
474	SLOPE	II-C	Roadside foreslope
474	SLOPE	II-C	Edge drop-offs adjacent to shoulder
474	SLOPE	III	Erosion
475	LITTR	I	Remove litter or debris likely to interfere with reasonable safety
475	LITTR	III	Remove and dispose of dead animals
475	LITTR	IV	Pick up roadside litter
481	BRDGE	II-A	Bridge Maintenance
511	SGNMK	I	Regulatory and warning signs
511	SNGMK	III	Guide signs and delineators
511	SNGMK	IV	Maintain R/W markers
512	STRPE	I	Pavement striping
514	LNGBR	I	Damage repair according to policy
514	LNGBR	II-C	Routine maintenance and repairs at other than potentially dangerous locations
514	LNGBR	III	New installation and removal of unwarranted barriers
515	STRPEP	I	Measure no pass zones, maintain no pass yellow top markers
519	TCOTR	I	Install pavement markings
519	TCOTR	I	Temporary traffic control for localized emergencies
519	TCOTR	I	Traffic signals, flashing beacons, arrow boards and variable message signs
519	TCOTR	II-B	Maintain pavement markings
519	TCOTR	II-C	Temporary traffic control for planned activities
519	TCOTR	III	Maintain permanent pavement markers
521	SNICE	I	Snow and ice control

### Maintenance Activity Guidelines

523	RESTA	III	Routine maintenance
529	MSOTR	I	Detours - initial striping and marking, regulatory and warning signs and markers
529	MSOTR	II-A	Maintain Detours
529	MSOTR	II-C	Motor Services - Other
529	MSOTR	III	Broom roadways and bridges
529	MSOTR	III	Bridge Cleaning
529	MSOTR	III	Removal of abandoned vehicles
529	MSOTR	III	Detours – signs, markers, striping and markings
529	MSOTR	IV	Maintain motor carrier stations, historical markers
611	EMERG	I	Provide emergency support services for disasters
711	TRAIN	None	Training and Meetings
731	ADMIN	None	Administration
738	CDLTT	None	CDL Theory Training
740	CDLBTW	None	CDL Behind the Wheel Training
741	BLADE	None	Blade Mixing
744	COMIX	None	Commercial Bituminous Mix Handling
751	EQUIP	II-C	Equipment Maintenance
811	BLDMT	II-C	Building Maintenance
812	LNDMT	II-C	Land Maintenance

## Maintenance Activity Guidelines

ACTIVITY	NUMBER	CODE	REQUIRES
Crack or Joint Sealing Concrete	411	CRKJT	

### DESCRIPTION AND PURPOSE

Seal surface cracks and pavement joints on concrete traveled way surfaces with a liquid asphalt material to prevent water infiltration and prevent accumulation of foreign material.

---

### ASSOCIATED TASKS AND MAINTENANCE MANUAL SECTION

1. Seal cracks or joints (2.32)
2. **Other tasks — do not record an accomplishment**
  - a. Clean cracks or joints
  - b. Fill and heat machine for next day use

---

### NOTES

This activity does not include sealing the crack between the travelway and shoulder. See Activity PAVSH-436.

---

### UNIT OF ACCOMPLISHMENT

Lane Miles (LANEM). Report to nearest 0.1 unit.  
Record accomplishment when cracks are filled.

---

Maintenance Activity Guidelines

ACTIVITY	NUMBER	CODE	REQUIRES
Concrete Pavement	413	CONPV	

**DESCRIPTION AND PURPOSE**

Repair damaged or deteriorated concrete pavement to preserve the pavement surface and base or to improve the ride of the pavement. Includes all concrete pavement repairs made with concrete either full depth or partial depth. Also includes mudjacking and undersealing.

---

**ASSOCIATED TASKS AND MAINTENANCE MANUAL SECTION**

1. Full Depth Concrete Repairs (2.32)
2. Partial Depth Concrete Repairs (2.32)
3. Mudjack sections of concrete pavement including concrete bridge approach (2.35)
4. **Other tasks — do not record an accomplishment**
  - a. Relief Slots (2.34)
  - b. Provide traffic control for contracted maintenance (e.g. mudjacking, etc.)
  - c. Install and remove temporary signing for contract maintenance (e.g. overlay)
  - d. Other miscellaneous tasks not identifiable with other concrete travelway maintenance

---

**NOTES**

---

**UNIT OF ACCOMPLISHMENT**

Square Feet (SQFT). Report to nearest whole unit.

---

## Maintenance Activity Guidelines

<b>ACTIVITY</b>	<b>NUMBER</b>	<b>CODE</b>	<b>REQUIRES</b>
<b>Patching - Concrete</b>	<b>414</b>	<b>PACON</b>	

### **DESCRIPTION AND PURPOSE**

Repair concrete pavement with bituminous material to preserve the pavement and base or to improve the ride of the pavement. Repairs may be either temporary or permanent.

---

### **ASSOCIATED TASKS AND MAINTENANCE MANUAL SECTION**

1. Repair concrete pavement with bituminous material (2.33)
2. Maintenance overlay of concrete pavement with bituminous material, including repair of deteriorated joint prior to overlay
3. Temporary repair of pavement blowups (2.32)
4. Fill cracks or joints with other alternate material, i.e., sand, bituminous mix, etc. then fill with liquid asphalt (2.32)

---

### **NOTES**

---

### **UNIT OF ACCOMPLISHMENT**

Tons (TONS) Report to nearest 0.1 unit.

---

Maintenance Activity Guidelines

ACTIVITY	NUMBER	CODE	REQUIRES
Bituminous Pavement Overlay	421	BITPV	

**DESCRIPTION AND PURPOSE**

Repair bituminous travelway surfaces with a bituminous mix or slurry using motorized equipment to preserve the pavement and base, to improve the ride of the pavement, or to prepare the surface for a contract seal or overlay.

**ASSOCIATED TASKS AND MAINTENANCE MANUAL SECTION**

1. Overlay travelway with bituminous mix
2. Fill wheel ruts with bituminous mix or slurry
3. Level or cut off continuous areas of surface corrugated or raised distortions (2.22)
4. Dilute Seal (2.23)
5. Conventional or Slurry Seal (2.23)
6. Blot bleeding bituminous pavement with aggregate
7. **Other tasks—do not record an accomplishment**
  - a. Fill and heat asphalt distributor for next day use
  - b. Fill voids under bituminous travelway with slurry
  - c. Install temporary striping with marking tape
  - d. Install and remove temporary traffic control signs for contract maintenance including do not pass and pass with care signs

**NOTES**

This activity does not include operations requiring the removal and replacement of roadway material. When associated with aggregate or turf shoulders, travelway includes the entire bituminous roadway surface.

**UNIT OF ACCOMPLISHMENT**

Lane Miles (LANEM). Report to nearest 0.1 unit.

Maintenance Activity Guidelines

ACTIVITY	NUMBER	CODE	REQUIRES
<b>Bituminous Patching</b>	<b>424</b>	<b>PABIT</b>	

**DESCRIPTION AND PURPOSE**

Repair potholes and small depressions on bituminous travelway to preserve the pavement and base or to improve the ride of the pavement. Generally includes operations requiring removal and replacement of materials and all “potholes” even if roadway material is not removed prior to filling. Includes State Park Roads.

---

**ASSOCIATED TASKS AND MAINTENANCE MANUAL SECTION**

1. Remove broken bituminous material and replace with bituminous mix (2.22)
2. Repair concrete pavement under bituminous overlay with concrete (2.32)
3. Level or cut off intermittent or individual areas of surface humps or raised distortions (see note) (2.22)
4. Includes State Park Roads (8.22)
5. **Other tasks—do not record an accomplishment**
  - a. Fill and heat asphalt distributor for next day use

---

**NOTES**

When associated with aggregate or turf shoulders, travelway includes the entire bituminous roadway surface. For continuous areas of distortions see Activity 421–BITPV.

---

**UNIT OF ACCOMPLISHMENT**

Tons (TONS) Report to nearest 0.1unit.

When patching with concrete, 1 Cubic Yard = 2 Tons.

---

Maintenance Activity Guidelines

ACTIVITY	NUMBER	CODE	REQUIRES
Crack Sealing - Bituminous	425	CRSEL	

**DESCRIPTION AND PURPOSE**

Seal surface cracks (1/8" or wider) with a liquid asphalt material or an asphalt slurry material to reduce water infiltration. Seal longitudinal transverse, random and reflection cracks and surface depressions with an asphalt mixture to preserve the pavement and base or to improve the ride of the pavement. Includes State Park Roads.

**ASSOCIATED TASKS AND MAINTENANCE MANUAL SECTION**

1. Seal cracks with liquid asphalt (2.27)
2. Seal cracks with slurry (2.28)
3. Fill large cracks with alternate material, i.e., sand, bituminous mix, etc. then seal with liquid asphalt (2.28)
4. Fill depressions with asphalt or slurry mix (2.29)
5. Includes State Park roads
6. **Other tasks—do not record an accomplishment**
  - a. Rout cracks
  - b. Fill and heat machine for next day use

**NOTES**

When associated with aggregate or turf shoulders, travelway includes the entire bituminous travelway surface.

**UNIT OF ACCOMPLISHMENT**

Lane Mile (LANEM). Report to nearest 0.1 unit.  
Record accomplishment when cracks are filled.

Maintenance Activity Guidelines

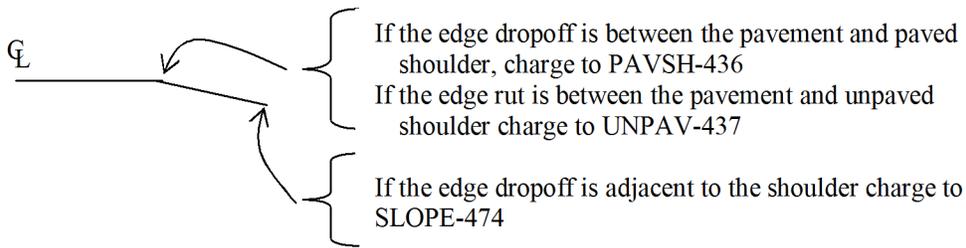
ACTIVITY	NUMBER	CODE	REQUIRES
Paved Shoulders	436	PAVSH	

**DESCRIPTION AND PURPOSE**

Repair paved shoulders to reduce water infiltration, preserve the surface and base, or to prepare the shoulder for contract seal or overlay.

**ASSOCIATED TASKS AND MAINTENANCE MANUAL SECTION**

1. Repair bituminous shoulders (3.22)
2. Repair concrete shoulders (3.23)
3. Crack seal between travelway and bituminous shoulder (3.22)
4. Joint seal between travelway and concrete shoulder
5. Crack seal bituminous or concrete shoulders (3.23)
6. Overlay shoulder with bituminous material (3.22)
7. Dilute Seal (2.23)
8. Repair edge drop-offs (3.22)



**NOTES**

**UNIT OF ACCOMPLISHMENT**

Shoulder Mile (SHLDM). Report to the nearest 0.1 unit.

Maintenance Activity Guidelines

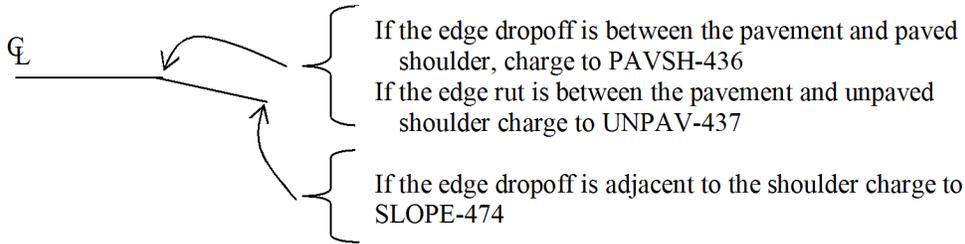
ACTIVITY	NUMBER	CODE	REQUIRES
Unpaved Shoulders	437	UNPSH	

**DESCRIPTION AND PURPOSE**

Maintain aggregate or turf shoulders to promote good drainage of surface water from the pavement edge. Unpaved shoulders must be  $\geq 2$  feet in width, with a slope  $\leq 2$  inches per foot.

**ASSOCIATED TASKS AND MAINTENANCE MANUAL SECTION**

1. Blade shoulder material to re-establish shoulder grade (3.24)
2. Repair edge ruts with bituminous, aggregate, or soil materials (3.25)
3. Place additional or remove excess material on turf shoulders (3.25)
4. Blade, roll, seed, sod and fertilize turf shoulders (3.25)
5. Upgrade shoulder surface from turf to rock (3.25)
6. **Other tasks—do not report an accomplishment**
  - a. Includes checking and stockpiling aggregate materials



**NOTES**

**UNIT OF ACCOMPLISHMENT**

Shoulder Mile (SHLDM). Report to nearest 0.1 unit.

Maintenance Activity Guidelines

ACTIVITY	NUMBER	CODE	REQUIRES
Drainage	461	DRAIN	

**DESCRIPTION AND PURPOSE**

Maintain highway drainage systems designed to divert or drain water from roadways and roadside. This includes: ditches and ditch linings, culverts, under drains, edge drain, curb and gutter, pipes, wash checks and backslope drains. Culverts are 20' or less in roadway length (entrance, sideroad, crossroad and other small drainage pipes).

**ASSOCIATED TASKS AND MAINTENANCE MANUAL SECTION**

1. Clean and remove debris from drainage structures (4.20)
2. Repair and maintain inlets, grates, frames and covers
3. Repair settlements associated with culverts, paved ditches, drains, etc.
4. Fill scours associated with drainage structures
5. Repair damaged pipe culverts and end sections
6. Repair culvert wing walls
7. Maintain spur dikes and jetties
8. Maintain edge and under drains including edge and under drain markings
9. Maintain curb and gutter
10. Maintain erosion control devices including paved or aggregate ditch linings, flumes, backslope drains, and wash checks
11. Clean and grade channels and ditches
12. Clear brush, limbs, debris from RCB's, ditches and culverts

**NOTES**

This activity does not include silt fences. See Activity SLOPE-474.

This activity does not include: Repair scour around bridge footings. See Activity 481 – Bridge Maintenance.

This activity does not include: Maintain channels through bridges and easements including removal of driftwood from piers. See Activity 481 – Bridge Maintenance

**UNIT OF ACCOMPLISHMENT**

Each Day Performed (EACH)

Maintenance Activity Guidelines

ACTIVITY	NUMBER	CODE	REQUIRES
Sideroads and Entrances	470	SRENT	

**DESCRIPTION AND PURPOSE**

Maintain sideroads, entrances, crossovers, turnouts and aggregate surfaced frontage roads and ramps to preserve the surface and base or to prevent surface water from flowing onto the roadway.

---

**ASSOCIATED TASKS AND MAINTENANCE MANUAL SECTION**

1. Maintain aggregate frontage roads (3.30)
2. Maintain crossovers and turnouts (3.32)
3. Maintain sideroads and entrances (3.31)
4. Maintain aggregate ramps
5. **Other tasks—do not record an accomplishment**
  - a. Includes checking and stockpiling materials for aggregate surfaces

---

**NOTES**

Frontage roads and ramps that are not an aggregate surface will be charged to the appropriate activity for the surface type.

---

**UNIT OF ACCOMPLISHMENT**

Each Sideroad, Entrance, Crossover or Turnout (EACH)  
 Each Lane Mile of aggregate surfaced Frontage Road or Ramp. (EACH)

---

Maintenance Activity Guidelines

ACTIVITY	NUMBER	CODE	REQUIRES
Roadside and Landscape	471	RSLND	

**DESCRIPTION AND PURPOSE**

Maintain roadside that is clean, neat and attractive and reasonably safe for the motoring public.

---

**ASSOCIATED TASKS AND MAINTENANCE MANUAL SECTION**

1. Reclaim farmed right of way (@1 task/day) (14.70)
2. Seed, mulch, fertilize or sod other than shoulders (4.60)
3. Clear and dispose of brush (@1 task/day)
4. Remove and dispose of trees (@1 task/day) (4.35)
5. Maintain roadside plantings (@1 task/day) (4.30)
6. Maintain fence (14.50) (@1 task/day)
7. Remove illegal signs (14.90) (@1 task/day)
8. Other miscellaneous tasks
  - a. Maintain or remove roadside memorial markers

---

**NOTES**

This activity does not include work attributed to:

- Drainage, Rest Areas, Motor Carrier Facilities, Mowing or Spraying.
- Slope Erosion. See Activity SLOPE—474.

---

**UNIT OF ACCOMPLISHMENT**

Each Day (EACH)

---

Maintenance Activity Guidelines

ACTIVITY	NUMBER	CODE	REQUIRES
Mowing	472	MOWNG	

**DESCRIPTION AND PURPOSE**

Mow and trim highway right of way to maintain roadside aesthetics, control undesirable vegetation and promote the safety of motorists.

---

**ASSOCIATED TASKS AND MAINTENANCE MANUAL SECTION**

1. Mow and trim right of way (4.40)
2. **Other tasks—do not record an accomplishment**
  - a. Hand trim around posts, bridge ends, under guardrail, etc.
  - b. Cut and remove noxious weeds

---

**NOTES**

This activity does not include mowing and trimming associated with Rest Areas, Motor Carrier Stations, or KDOT grounds.

---

**UNIT OF ACCOMPLISHMENT**

Acres (ACRES). Report to nearest 0.1 unit.

See mowing acreage chart on Page 39.

---

Maintenance Activity Guidelines

<b>ACTIVITY</b>	<b>NUMBER</b>	<b>CODE</b>	<b>REQUIRES</b>
<b>Spraying</b>	<b>473</b>	<b>SPRAY</b>	

**DESCRIPTION AND PURPOSE**

Apply pesticides for the control of insects and undesirable vegetation.

---

**ASSOCIATED TASKS AND MAINTENANCE MANUAL SECTION**

1. Apply pesticides for control of insects and undesirable vegetation (4.50)
2. Spray around guardrail, sign posts, culvert and bridge ends
3. Spray aggregate shoulders to suppress vegetation growth
4. Other miscellaneous spraying needs

---

**NOTES**

This activity does not include spraying associated with Rest Areas, Picnic Areas, Motor Carrier Stations or KDOT buildings and grounds.

---

**UNIT OF ACCOMPLISHMENT**

Gallons Sprayed (GALLN). Report to nearest gallon

---

Maintenance Activity Guidelines

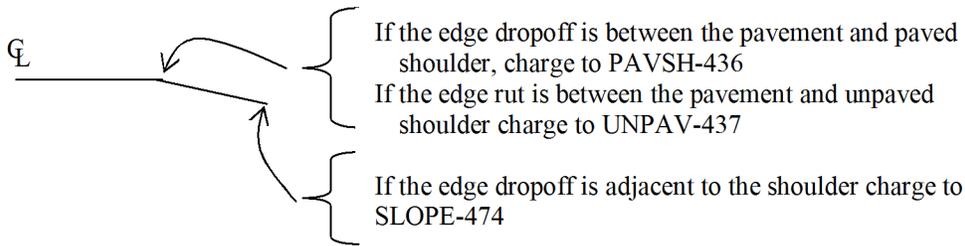
ACTIVITY	NUMBER	CODE	REQUIRES
Slope Erosion	474	SLOPE	

**DESCRIPTION AND PURPOSE**

Maintain roadside in a manner that is clean, neat and attractive and that contributes to the preservation of the roadway.

**ASSOCIATED TASKS AND MAINTENANCE MANUAL SECTION**

1. Repair erosion (see note) (4.60)
2. Install, maintain or remove silt fence (@1 task/day)
3. Repair slide areas
4. Maintain retaining walls
5. Maintain roadside foreslope as required (@1 task/mile per side)
6. Repair edge drop-off associated with foreslope (@ 1 task/mile per side)
7. Other miscellaneous tasks associated with repairing slope erosion



**NOTES**

This activity does not include work attributed to Drainage. See Activity DRAIN-461.

**UNIT OF ACCOMPLISHMENT**

Each Task Completed (EACH)

Maintenance Activity Guidelines

<b>ACTIVITY</b>	<b>NUMBER</b>	<b>CODE</b>	<b>REQUIRES</b>
<b>Litter Pickup</b>	<b>475</b>	<b>LITTR</b>	

**DESCRIPTION AND PURPOSE**

Pick up litter and debris that may potentially damage mowing equipment or detracts from a clean, neat appearance and the safety of the traveling public. Pick up trash from trash receptacles and Adopt-A-Highway program.

---

**ASSOCIATED TASKS AND MAINTENANCE MANUAL SECTION**

1. Pick up litter & debris (1 task per day) (14.61)
2. Pick up and dispose of trash from areas with trash receptacles including historical marker locations and turnouts that do not have an assigned number. (1 task/location)
3. Pick up and dispose of Adopt-A-Highway bags (1 task/trip) (14.62)
4. Remove and dispose of dead animals (1 task/trip) (14.63)

---

**NOTES**

This activity does not include litter associated with picnic areas and rest areas that have assigned numbers or KDOT buildings and grounds.

---

**UNIT OF ACCOMPLISHMENT**

Each Task Completed (EACH).

Record accomplishments for the crew for a completed task.

Do not record accomplishments based on number of trash bags or number of animals.

---

Maintenance Activity Guidelines

ACTIVITY	NUMBER	CODE	REQUIRES
Bridge Maintenance Repair	481	BRDGE	BM

**DESCRIPTION AND PURPOSE**

Repair and maintain bridges and their appurtenances to promote safety for the traveling public and to protect the original investment.

---

**ASSOCIATED TASKS AND MAINTENANCE MANUAL SECTION (5.30)**

**TASK # (Note Task # is Required)**

- 10 Install or repair bridge guardrail
- 11 Clean & seal EWS and/or expansion joints
- 20 Apply steel plates to bridge deck
- 21 Clean & maintain drainage systems
- 22 Overlay bridge deck surface with bituminous material
- 23 Remove bituminous material from deck surface
- 24 Repair deck spalls with asphalt materials
- 25 Repair curbs, handrail, parapets & medians
- 26 Repair deck with concrete
- 27 Repair or replace expansion devices
- 28 Apply linseed oil or liquid deck sealer
- 30 Clean & paint structural steel
- 31 Paint, repair, or reset bearing devices
- 32 Repair concrete girder ends
- 33 Repair superstructure (other than #31 & #32)
- 40 Repair piers or abutments
- 41 Paint pier or abutment piling
- 42 Cleaning abutment and/or pier bridge seats
- 50 Repair & seal concrete riprap on berm slope
- 51 Filling erosion, shape and maintain earth or rock riprap berm slopes
- 52 Repair scour around bridge footings
- 53 Maintain channels through bridges and easements including removal of driftwood from piers
- 60 Maintain and repair R.C. Box bridges, including wingwalls and barrels
- 70 Install and remove cribbing
- 99 Other bridge maintenance tasks

---

**NOTES**

This activity does not include work attributed to:

- Drainage Activity: see Activity DRAIN-461.
- Guardrail work beyond the EWS of the bridge: see Activity LNGBR-514
- Cleaning deck and/or hubguard: see Activity MSOTR-529
- Concrete bridge approach: see Activity CONPV-413

---

**UNIT OF ACCOMPLISHMENT**

Each Task Completed (EACH)

---

Maintenance Activity Guidelines

ACTIVITY	NUMBER	CODE	REQUIRES
Signs and Markers	511	SGNMK	

**DESCRIPTION AND PURPOSE**

Install and maintain highway signs and markers and their supports to advise of regulation and provide warning and guidance for the traveling public. Signs and markers include (1) Delineators and Markers, (2) Standard Signs, (3) Panel Signs, (4) Overhead Signs and (5) Sign Support Structures. Markers included are reference post, right-of-way, and mowing.

---

**ASSOCIATED TASKS AND MAINTENANCE MANUAL SECTION**

1. Install and maintain highway signs and markers and their supports (6.21)
2. Install and maintain red top markers (6.56)
3. Maintain overhead sign support structures
4. Maintain and/or manufacture right of way markers (6.53)
5. Install and maintain permanent variable message signs and their supports
6. **Other tasks –do not record an accomplishment**
  - a. Drill holes in 4"X 6" wood posts for breakaway purposes
  - b. Clean signs

---

**NOTES**

This activity does include delineators and decals attached to guardrails.

This activity does not include installation or removal of temporary signs (Pass or Do Not Pass). Include with the associated maintenance activity that required their use.

---

**UNIT OF ACCOMPLISHMENT**

Each Sign Assembly / Each Marker (EACH)

---

Maintenance Activity Guidelines

ACTIVITY	NUMBER	CODE	REQUIRES
Striping	512	STRPE	

**DESCRIPTION AND PURPOSE**

Paint center lines, no pass lines, lane lines, and edge lines to provide regulation, warning and guidance to the traveling public.

---

**ASSOCIATED TASKS AND MAINTENANCE MANUAL SECTION**

1. Paint center lines, no pass lines, lane lines and edge lines (6.31)
2. **Other tasks –do not record an accomplishment**
  - a. Surface preparation prior to striping
  - b. Cleaning of equipment during the paint striping season

---

**NOTES**

Record Accomplishment for painting to the District Striping Project Number ONLY.

Area and subarea crews that are directly assisting the paint crew with the striping operation by hauling paint or beads, flagging traffic, etc., should charge their labor and equipment to their Sub-Area Project Number.

Major repairs and cleanup of equipment performed during the offseason, should be charged to the equipment number.

---

**UNIT OF ACCOMPLISHMENT**

Line Mile (LINEM). Report to nearest 0.1 unit.

Those Districts that can report actual painted lines based on the striper’s computer should use those numbers. Those Districts that do not have this capability will report accomplishment as follows:

2 lane road = 3 line miles, One direction on a 4 lane highway would be 3 line miles.

---

Maintenance Activity Guidelines

ACTIVITY	NUMBER	CODE	REQUIRES
Longitudinal Barriers	514	LNGBR	

**DESCRIPTION AND PURPOSE**

Install, repair and/or modify longitudinal traffic barriers and impact attenuator assemblies according to policy. Longitudinal traffic barriers include all guardrail types and concrete safety barriers.

---

**ASSOCIATED TASKS AND MAINTENANCE MANUAL SECTION**

1. Install, repair or modify guardrail (6.62)
2. Repair or realign concrete barriers
3. Remove unwarranted guardrail installations in accordance with KDOT policy and District guidelines
4. Maintain impact attenuator assemblies (6.70)
5. Repair and maintain cable median barrier
6. **Other tasks—do not record an accomplishment**
  - a. Set up temporary warning devices at locations of damaged longitudinal barriers
  - b. Minor maintenance (straightening blocks, tightening bolts, etc.)
  - c. Earthwork associated with installation and maintenance of guardrail

---

**NOTES**

This activity includes all work associated with double nested guardrail at bridge ends. This activity does not include delineators and decals attached to guardrails: see Activity SGNMK-511.

---

**UNIT OF ACCOMPLISHMENT**

Linear Feet (LINFT). Report to nearest whole unit.  
(When repairing sand barrels, multiply diameter of barrel times the number of barrels repaired to determine linear feet.)

---

Maintenance Activity Guidelines

<b>ACTIVITY</b>	<b>NUMBER</b>	<b>CODE</b>	<b>REQUIRES</b>
<b>Striping Preparation</b>	<b>515</b>	<b>STRPEP</b>	

**DESCRIPTION AND PURPOSE**

Associated tasks in the preparation of highway striping.

---

**ASSOCIATED TASKS AND MAINTENANCE MANUAL SECTION**

1. Set and maintain yellow top markers for no passing zones (6.53)
2. Determine begin and end of no passing zones
3. Taking retro-reflectometer readings on highway striping
4. Managing striping schedule database

---

**NOTES**

District and Subarea crews that are performing this work should charge their labor and equipment to their respective Project Number.

---

**UNIT OF ACCOMPLISHMENT**

Each Day Performed (EACH).

---

Maintenance Activity Guidelines

ACTIVITY	NUMBER	CODE	REQUIRES
Traffic Control Services - Other	519	TCOTR	

**DESCRIPTION AND PURPOSE**

Install and maintain pavement markings to provide regulation, warning and guidance for the traveling public. Maintain lighting for roadways, interchanges, signs, traffic signals and beacons to provide regulation, warning and guidance for the traveling public. Pavement markings include raised systems, railroad crossings, aircraft speed check symbols, arrows, painted curbs, gore areas, and stripes. Perform miscellaneous traffic control services not identifiable with other activities.

**ASSOCIATED TASKS AND MAINTENANCE MANUAL SECTION**

1. Install and maintain pavement markings (6.40)
2. Install and maintain rumble strips (1 task per each installation per lane)
3. Install, repair and maintain glare screen (1 task per each 10.0 feet of installation or repair)
4. Manufacture or repair all types of traffic control devices. (1 task per device manufactured or repaired)
5. Install and maintain highway lighting, traffic signals, and beacons (14.12)
6. Maintain and repair or remove raised island tops (1 task per island)
7. Inspect lights and light towers (14.11)
8. Provide traffic control and related work for other Departments (e.g. traffic counters, SHRP, core drilling, etc. @ 1 task per location)
9. Provide barricades, flagging etc., as a temporary measure, to direct traffic around local short-term emergency conditions (e.g. high water, accidents etc.) (1 task per incident or closure)
10. Maintain variable message boards, barrel or barricade installations for semi-permanent road closures including roads closed due to snow and ice events (1 task per each installation per lane) (8.32)
11. Other miscellaneous tasks not identifiable with other traffic control service activities
12. Install and maintain raised or recessed markers
13. Maintain traffic monitoring cameras
14. Maintain permanent variable message signs
15. Stand-by

**NOTES**

Pavement markings materials include tape, paint, raised systems, cold plastic and thermo plastic. This activity does not include: Rest Areas (Activity RESTA - 523), Building lighting (Activity BLDMT - 811, or flagging for roads closed due to snow and ice (Activity SNICE - 521).

**UNIT OF ACCOMPLISHMENT**

Each Task Completed (EACH)

Maintenance Activity Guidelines

ACTIVITY	NUMBER	CODE	REQUIRES
Snow and Ice	521	SNICE	

**DESCRIPTION AND PURPOSE**

Remove snow and ice by mechanical or chemical methods to obtain and/or maintain the roadway condition specified by KDOT policy.

**ASSOCIATED TASKS AND MAINTENANCE MANUAL SECTION**

**Regular Time (No task # Required)**

**Do not record an accomplishment. Some tasks may be completed either in an event, during normal work hours, or when there is no event in progress**

- a. Pre-treat travelway and bridges with anti-icing chemicals (7.13)
- b. Road patrol \*
- c. Report road conditions or serve as radio dispatcher (7.14)
- d. Clean equipment as required after this activity
- e. Calibrate equipment
- f. Mix and stockpile material (7.12)
- g. Produce salt brine
- h. Erect and remove snow fences
- i. Travel to support other crews
- j. Preparing for an anticipated event (i.e. phone calls, getting equipment ready, etc.)

\*Road patrol for non-KOSE covered employees during a holiday week report to AD-EM.

**TASK 10 (Task # Required)**

**During a snow and ice event: Snow and ice control on travelway, ramps, interchanges, and widenings including direct support functions**

- a. Plow and clear snow (7.13)
- b. Apply salt, AIC and liquid anti-icing chemicals
- c. Supervise and coordinate snow and ice operations (7.13)
- d. Provide flagging for closed roads
- e. **Essential** clearing of shoulders or other areas at specific locations to control drifting or provide storage space for impending storm
- f. **Direct** support activities if working a modified schedule: mixing snow and ice materials, dispatching radio, repairing equipment and operating the stockroom
- g. **Direct** support activities during normal working hours: repair equipment

**After a snow and ice event AND during normal work hours when there is no event in progress:**

- h. Critical snow removal from shoulders and gore areas
- i. Critical snow removal from in front of longitudinal barriers (guardrail, concrete safety barriers, attenuators, bridge hubguard or walkways)

**TASK SB**

- a. Stand-by

**NOTES**

Clock Hours begin for snow and ice control periods when personnel begin actual removal or treatment of snow and ice on travelway, ramps, interchanges and widenings. Clock Hours end when all personnel end actual removal or treatment of snow and ice on the travelway. Up to 24 Clock Hours of accomplishment may be recorded each calendar day for as many days as required. **Record accomplishments only for the hours of actual removal or treatment of snow and ice during an event.**

**UNIT OF ACCOMPLISHMENT**

Clock Hours (CLKHR). Report to nearest whole unit.

Maintenance Activity Guidelines

<b>ACTIVITY</b>	<b>NUMBER</b>	<b>CODE</b>	<b>REQUIRES</b>
<b>Rest Area</b>	<b>523</b>	<b>RESTA</b>	<b>SR</b>

**DESCRIPTION AND PURPOSE**

Maintain all rest area buildings, facilities and grounds as a service for the traveling public.

---

**ASSOCIATED TASKS AND MAINTENANCE MANUAL SECTION**

1. Janitorial services (14.33)
2. Landscape, mow and spray
3. Litter and trash pickup
4. Paint and repair buildings
5. Maintain and repair parking and driveway surfaces
6. Paint or maintain pavement markings
7. Maintain water and waste water systems, includes sampling and keeping records (14.35) (14.36)
8. Maintain lighting systems
9. Maintain historical signs and picnic areas that have an assigned number (14.30)
10. Maintain appropriate signs within the rest area

---

**NOTES**

Maintenance of historical markers, picnic areas, and scenic overlooks, with or without assigned numbers, should be charged to the appropriate maintenance activity. (Such as 472 mowing, 475 litter pick up, etc.)

Maintenance of the actual historical marker device or sign should be charged to Activity 529 – Motorist Services Other.

Activity 523, Rest Area, should be used only if there are rest room facilities.

---

**UNIT OF ACCOMPLISHMENT**

Each Service Day/Rest Area (EACH). Report to nearest whole unit.

---

Maintenance Activity Guidelines

ACTIVITY	NUMBER	CODE	REQUIRES
Motorist Services Other	529	MSOTR	

**DESCRIPTION AND PURPOSE**

Perform miscellaneous motorist services not identifiable with other activities. Provide services to other public agencies in an emergency.

**ASSOCIATED TASKS AND MAINTENANCE MANUAL SECTION**

1. Construct, maintain and remove detours for construction or special maintenance projects (1 task/detour) (8.30)
2. Broom roadways (1 task/lane mile) (2.22)
3. Broom and clean bridge decks and hubguards (2.22)
4. Remove graffiti from bridge sites
5. Maintain commuter parking areas (1 task per service performed per area)
6. Maintain Motor Carrier Stations (1 task/each day) (14.40)
7. Weekend or special surveillance (1 task/each day)
8. Install and maintain weather sensors for road weather information systems
9. Escort "Super Load" (1 task/escort) (11.34)
10. Provide services and assistance to other public agencies or governmental units (8.60)
11. Remove abandoned vehicles (14.80)
12. Clean up roadway and roadside after accidents
13. Install and maintain fixed anti-icing spray systems
14. Maintain historical marker device or sign that does not have an assigned number
15. Maintain sound barrier walls
16. Other tasks not identifiable with other motorist services activities

**NOTES**

Maintenance of historical marker areas without an assigned number should be charged to the appropriate maintenance activity such as mowing, litter, etc.

**UNIT OF ACCOMPLISHMENT**

Each Task Completed (EACH)

Maintenance Activity Guidelines

ACTIVITY	NUMBER	CODE	REQUIRES
Declared Emergency Services	611	EMERG	

**DESCRIPTION AND PURPOSE**

**The Bureau of Maintenance should be contacted before using this Activity**

Provide emergency support services for natural disasters (tornadoes, major flooding, wildfires) or manmade (chemical spills, explosions) when an act of **“State or County disaster declaration”** has been declared or when requested by Kansas Department of Emergency Management (KDEM). The intent of this Activity is to be able to track costs of disasters for possible future reimbursement. This activity can be used during or after the declared event. Some examples of work include administrative coordination, cleanup and removal of debris, traffic control, repairs to KDOT features either temporary or permanent.

---

**ASSOCIATED TASKS**

1. Supervising or coordinating support services
2. Flagging or traffic control
3. Cleanup and removal of debris
4. Travelway repair
5. Shoulder repair (rock, turf, ect.)
6. Roadside repairs (seeding, mulching, ect.)
7. Drainage repair (pipes, culverts, rip-rap, ect.)
8. Traffic guidance repair
9. Guardrail repair
10. Hauling equipment (KDOT or other agencies)
11. Hauling Materials/Supplies/Water
12. Other miscellaneous tasks not identified in support of Emergency services
13. Stand By

---

**NOTES**

**This activity does not include:**

Flagging for roads closed due to snow and ice (Activity SNICE - 521).

Providing barricades, flagging etc., as a temporary measure, to direct traffic around local short-term emergency conditions (e.g. high water, accidents etc.) (Activity TCOTR- 519)

---

**UNIT OF ACCOMPLISHMENT**

None. Do not report an accomplishment for this activity.

---

Maintenance Activity Guidelines

<b>ACTIVITY</b>	<b>NUMBER</b>	<b>CODE</b>	<b>REQUIRES</b>
<b>Training and Meetings</b>	<b>711</b>	<b>TRAIN</b>	

**DESCRIPTION AND PURPOSE**

Conduct, attend or participate in meetings, classroom or on-the-job training to provide employees with the necessary knowledge, skills and experience to safely and efficiently perform the duties and responsibilities of their positions.

---

**ASSOCIATED TASKS AND MAINTENANCE MANUAL SECTION**

1. Attend and participate in meetings
2. Prepare, conduct, attend or participate in training
3. Safety Meeting

---

**NOTES**

---

**UNIT OF ACCOMPLISHMENT**

None. Do not record an accomplishment for this activity.

---

Maintenance Activity Guidelines

<b>ACTIVITY</b>	<b>NUMBER</b>	<b>CODE</b>	<b>REQUIRES</b>
<b>Administration</b>	<b>731</b>	<b>ADMIN</b>	

**DESCRIPTION AND PURPOSE**

Perform administrative duties associated with managing maintenance operations.

---

**ASSOCIATED TASKS AND MAINTENANCE MANUAL SECTION**

1. Schedule and coordinate activities
2. Plan and prepare work plans
3. Plan, requisition and arrange for delivery of materials and supplies
4. Record and report daily activities and work accomplishment data
5. All tasks associated with the weekly surveillance program (1.71)
6. Participate in personnel interviews
7. Perform personnel reviews and counseling sessions
8. Administration of highway permits (11.10), roadside beautification policies and regulations
9. Inspect "at grade" railroad crossings (8.45)
10. Prepare and/or update Features Inventory
11. Other miscellaneous administrative duties
  - a. Required testing (e.g. CDL, drug testing, etc)
  - b. Monitor contractual maintenance operations (e.g. highway lighting, noxious weed spraying, rest areas, etc.)
  - c. Pick up maintenance supplies from District or Area
  - d. Assist with routine bridge inspection

---

**NOTES**

This activity is usually performed by the supervisor or employee in charge of a work unit. Charge labor and equipment to the associated maintenance activity when one hour or more is spent supervising that activity or the supervisor is a member of the "crew". Generally, overtime should not be charged to this activity.

---

**UNIT OF ACCOMPLISHMENT**

None. Do not report an accomplishment for this activity.

---

Maintenance Activity Guidelines

<b>ACTIVITY</b>	<b>NUMBER</b>	<b>CODE</b>	<b>REQUIRES</b>
<b>CDL Theory Training</b>	<b>738</b>	<b>CDLTT</b>	

**DESCRIPTION AND PURPOSE**

Conduct or participate in classroom training to provide employees with the necessary knowledge, skills, experience in the Theory portion of the CDL Program.

---

**ASSOCIATED TASKS AND MAINTENANCE MANUAL SECTION**

1. Prepare, conduct, attend or participate in training

---

**NOTES**

This includes study time to gain knowledge of the KDOT CDL program curriculum, taking written or computer-based exams (including at DMV), watching CDL training videos, or other tasks associated with obtaining a commercial learners permit.

Trainers, mentors, or others assisting the trainee shall code their time to this activity as well.

This activity does not include behind-the wheel training tasks. Behind-the wheel tasks should be charged to activity 740.

---

**UNIT OF ACCOMPLISHMENT**

None. Do not record an accomplishment for this activity.

Maintenance Activity Guidelines

<b>ACTIVITY</b>	<b>NUMBER</b>	<b>CODE</b>	<b>REQUIRES</b>
<b>CDL Behind-the-Wheel Training</b>	<b>740</b>	<b>CDLBTW</b>	

**DESCRIPTION AND PURPOSE**

Conduct or participate in on-the-job training to provide employees with the necessary knowledge, skills, experience in the Behind-the Wheel portion of the CDL Program.

---

**ASSOCIATED TASKS AND MAINTENANCE MANUAL SECTION**

1. Prepare, conduct, attend or participate in training

---

**NOTES**

This includes practicing the walk around, backing course, on the road portion, DMV driving test, or other tasks associated with the behind-the-wheel portion of the training.

Trainers, mentors, or others assisting the trainee shall code their time to this activity as well.

This activity does not include Theory training tasks. Theory training tasks should be charged to activity 738.

---

**UNIT OF ACCOMPLISHMENT**

None. Do not record an accomplishment for this activity.

---

Maintenance Activity Guidelines

ACTIVITY	NUMBER	CODE	REQUIRES
Blade Mixing	741	BLADE	

**DESCRIPTION AND PURPOSE**

Combine asphalt and aggregate into a uniform bituminous blade mix for the repair of roadway surfaces.

---

**ASSOCIATED TASKS AND MAINTENANCE MANUAL SECTION**

- 12. Blade mix aggregate and asphalt into windrow stockpile (2.25)
- 13. Blade mix millings with rejuvenator into windrow stockpile
- 14. **Other tasks—do not record an accomplishment**
  - a. Check and stockpile aggregate
  - b. Sample windrow to verify proper asphalt content

---

**NOTES**

Do not record accomplishments for reworking/remixing stockpiled material.

---

**Unit of Accomplishment**

Tons (TONS). Report to nearest whole unit.  
Record accomplishment for finished product.

---

Maintenance Activity Guidelines

ACTIVITY	NUMBER	CODE	REQUIRES
Commercial Bituminous Mix Handling	744	COMIX	

**DESCRIPTION AND PURPOSE**

Receive, stockpile and manipulate bituminous mix to be used for repair of roadway surfaces.

---

**ASSOCIATED TASKS AND MAINTENANCE MANUAL SECTION**

1. Receive and check material into stockpile
2. **Other tasks—do not record an accomplishment**
  - a. Aerate and blend material as required

---

**NOTES**

---

**UNIT OF ACCOMPLISHMENT**

Tons (TONS). Report to nearest whole unit.  
Record accomplishment for the tons of mix received.

---

Maintenance Activity Guidelines

ACTIVITY	NUMBER	CODE	REQUIRES
Equipment Maintenance	751	EQPMT	EQ

**DESCRIPTION AND PURPOSE**

Clean, service and perform minor repairs on equipment to maintain it in a usable and presentable condition. Includes transporting equipment to and from repair shops.

---

**ASSOCIATED TASKS AND MAINTENANCE MANUAL SECTION**

1. Make minor repairs and service as determined by pre-operation inspection or as required when operating the equipment (9.16)
2. Clean equipment to maintain the appearance and reduce the rate of deterioration (9.23)
3. Conduct preventive maintenance (9.16)
4. **Other tasks—do not record an accomplishment**
  - a. Transport equipment to and from repair shops

Show accomplishment only for equipment with labor charged against it.

---

**NOTES**

Repairs performed while engaged in a maintenance activity should be treated as time spent on that activity, unless the repair requires at least one labor hour.  
 Charges for cleaning equipment as a result of a specific activity should be charged to that activity.  
 Includes hauling surplus equipment from the Subarea or Area to the District shop.

---

**UNIT OF ACCOMPLISHMENT**

Each Task Completed/Each unit of equipment including attachments (EACH).

---

Maintenance Activity Guidelines

<b>ACTIVITY</b>	<b>NUMBER</b>	<b>CODE</b>	<b>REQUIRES</b>
<b>Equipment Inspection</b>	<b>752</b>	<b>INSPT</b>	

**DESCRIPTION AND PURPOSE**

Inspect equipment to check for proper maintenance and operation when not charging to a specific piece of equipment.

---

**ASSOCIATED TASKS AND MAINTENANCE MANUAL SECTION**

1. Preventive maintenance day inspections (9.16)
2. **Other tasks – do not report an accomplishment**
  - a. Assist District Equipment Inspector

---

**NOTES**

Activity 752 is intended for actions on multiple pieces of equipment or when an equipment number is not required. Preventive maintenance and minor equipment repair should be charged to Activity 751-EQPMT.

---

**UNIT OF ACCOMPLISHMENT**

Each Inspection Completed (EACH).

---

Maintenance Activity Guidelines

<b>ACTIVITY</b>	<b>NUMBER</b>	<b>CODE</b>	<b>REQUIRES</b>
<b>KOSE Health and Safety Meetings</b>	<b>755</b>	<b>HSMTG</b>	

**DESCRIPTION AND PURPOSE**

Conduct, attend or participate in meetings.

---

**ASSOCIATED TASKS AND MAINTENANCE MANUAL SECTION**

1. Attend and participate in meetings

---

**NOTES**

---

**UNIT OF ACCOMPLISHMENT**

None. Do not record an accomplishment for this activity.

---

Maintenance Activity Guidelines

<b>ACTIVITY</b>	<b>NUMBER</b>	<b>CODE</b>	<b>REQUIRES</b>
<b>Building Maintenance</b>	<b>811</b>	<b>BLDMT</b>	<b>BD</b>

**DESCRIPTION AND PURPOSE**

Maintain KDOT buildings to provide clean and usable facilities and to protect the capital investment.

---

**ASSOCIATED TASKS AND MAINTENANCE MANUAL SECTION**

1. Perform janitorial services (10.20)
2. Perform general building repairs (10.20)
3. Paint buildings and facilities (10.26)
4. Inspect fire extinguishers, eye wash stations, first aid kits, hoists, etc. as required (10.32)
5. Conduct building inspections (10.15)

---

**NOTES**

---

**UNIT OF ACCOMPLISHMENT**

None. Do not report an accomplishment for this activity.

---

Maintenance Activity Guidelines

ACTIVITY	NUMBER	CODE	REQUIRES
Land Maintenance	812	LNDMT	LD, ST, TW

**DESCRIPTION AND PURPOSE**

Maintain KDOT building yards and grounds to provide a clean and attractive appearance.

---

**ASSOCIATED TASKS AND MAINTENANCE MANUAL SECTION**

1. Landscape, mow and spray (10.20)
2. Pick up, load, haul and dispose of litter and debris from building grounds
3. Maintain facility/complex signs and security lights (10.35) (10.40)
4. Maintain and repair driveways and parking areas
5. Maintain mixing strips, including surface repairs and material storage facilities
6. Warehouse and transfer materials and supplies in storage areas
7. Remove snow from sidewalks, driveways and parking areas
8. Paint or maintain pavement markings associated with KDOT building yards and grounds
9. Maintain above ground storage tanks
10. Maintain tower site locations

---

**NOTES**

Any work done by maintenance crews at a tower site, including fence, land, building, etc. will be charged to the crews sub-area project number, Activity 812, Type “TW” with the tower number.

When working on Land at a location that has both a storage number “ST”, and a land number “LD”, such as a Sub-Area or a mixing strip that is not just wide R/W, charge the time to Activity 812 Type “LD” with the land number for all tasks except for task 6. For task 6, charge the time to Type “ST” with a storage area number.

When working on Land that is a storage location only, charge the time to activity 812 Type “ST “ with the storage location number. This would typically be a mixing strip located on highway R/W

---

**UNIT OF ACCOMPLISHMENT**

None. Do not report an accomplishment for this activity.

---

Maintenance Activity Guidelines

**Mowing Acreage Chart**

Miles	Mower Width (Feet)							
	5	7	10	14	15	20	25	30
0.1	0.1	0.1	0.1	0.2	0.2	0.2	0.3	0.4
0.2	0.1	0.2	0.2	0.3	0.4	0.5	0.6	0.7
0.3	0.2	0.3	0.4	0.5	0.5	0.7	0.9	1.1
0.4	0.2	0.3	0.5	0.7	0.7	1.0	1.2	1.5
0.5	0.3	0.4	0.6	0.8	0.9	1.2	1.5	1.8
0.6	0.4	0.5	0.7	1.0	1.1	1.5	1.8	2.2
0.7	0.4	0.6	0.8	1.2	1.3	1.7	2.1	2.5
0.8	0.5	0.7	1.0	1.4	1.5	1.9	2.4	2.9
0.9	0.5	0.8	1.1	1.5	1.6	2.2	2.7	3.3
1.0	0.6	0.8	1.2	1.7	1.8	2.4	3.0	3.6
1.1	0.7	0.9	1.3	1.9	2.0	2.7	3.3	4.0
1.2	0.7	1.0	1.5	2.0	2.2	2.9	3.6	4.4
1.3	0.8	1.1	1.6	2.2	2.4	3.2	3.9	4.7
1.4	0.8	1.2	1.7	2.4	2.5	3.4	4.2	5.1
1.5	0.9	1.3	1.8	2.5	2.7	3.6	4.5	5.5
1.6	1.0	1.4	1.9	2.7	2.9	3.9	4.8	5.8
1.7	1.0	1.4	2.1	2.9	3.1	4.1	5.2	6.2
1.8	1.1	1.5	2.2	3.1	3.3	4.4	5.5	6.5
1.9	1.2	1.6	2.3	3.2	3.5	4.6	5.8	6.9
2.0	1.2	1.7	2.4	3.4	3.6	4.8	6.1	7.3
2.1	1.3	1.8	2.5	3.6	3.8	5.1	6.4	7.6
2.2	1.3	1.9	2.7	3.7	4.0	5.3	6.7	8.0
2.3	1.4	2.0	2.8	3.9	4.2	5.6	7.0	8.4
2.4	1.5	2.0	2.9	4.1	4.4	5.8	7.3	8.7
2.5	1.5	2.1	3.0	4.2	4.5	6.1	7.6	9.1
2.6	1.6	2.2	3.2	4.4	4.7	6.3	7.9	9.5
2.7	1.6	2.3	3.3	4.6	4.9	6.5	8.2	9.8
2.8	1.7	2.4	3.4	4.8	5.1	6.8	8.5	10.2
2.9	1.8	2.5	3.5	4.9	5.3	7.0	8.8	10.5
3.0	1.8	2.5	3.6	5.1	5.5	7.3	9.1	10.9
3.1	1.9	2.6	3.8	5.3	5.6	7.5	9.4	11.3
3.2	1.9	2.7	3.9	5.4	5.8	7.8	9.7	11.6
3.3	2.0	2.8	4.0	5.6	6.0	8.0	10.0	12.0
3.4	2.1	2.9	4.1	5.8	6.2	8.2	10.3	12.4
3.5	2.1	3.0	4.2	5.9	6.4	8.5	10.6	12.7
3.6	2.2	3.1	4.4	6.1	6.5	8.7	10.9	13.1
3.7	2.2	3.1	4.5	6.3	6.7	9.0	11.2	13.5
3.8	2.3	3.2	4.6	6.4	6.9	9.2	11.5	13.8
3.9	2.4	3.3	4.7	6.6	7.1	9.5	11.8	14.2
4.0	2.4	3.4	4.8	6.8	7.3	9.7	12.1	14.5
4.1	2.5	3.5	5.0	7.0	7.5	9.9	12.4	14.9
4.2	2.5	3.6	5.1	7.1	7.6	10.2	12.7	15.3
4.3	2.6	3.6	5.2	7.3	7.8	10.4	13.0	15.6
4.4	2.7	3.7	5.3	7.5	8.0	10.7	13.3	16.0
4.5	2.7	3.8	5.5	7.6	8.2	10.9	13.6	16.4
4.6	2.8	3.9	5.6	7.8	8.4	11.2	13.9	16.7
4.7	2.8	4.0	5.7	8.0	8.5	11.4	14.2	17.1
4.8	2.9	4.1	5.8	8.1	8.7	11.6	14.5	17.5
4.9	3.0	4.2	5.9	8.3	8.9	11.9	14.8	17.8
5.0	3.0	4.2	6.1	8.5	9.1	12.1	15.2	18.2