



## Highway Maintenance Manual

### Chapter 08 Roadside Facilities

#### Section 01 Administration

#### Subject 10 Facility Maintenance Responsibilities

Bureau of Highway Maintenance

May 2015

### 1.0 General Policy

The following guidelines are to be considered during oversight of rest area and wayside maintenance.

#### 1. Site Inspections:

- (a) Scheduled inspections of all sites in the RAM (Rest Area/Wayside Maintenance) program will be conducted on a periodic schedule by the program manager, Rehabilitation For Wisconsin (RFW). Attendance by a Region representative is optional. RFW will provide only the work center with an inspection report and will be responsible for follow-up inspection of the corrected items, if necessary. (Region offices may request a copy of the report from RFW). The Region supervisors will be responsible for inspection of county maintained waysides.
- (b) Unannounced inspections will be performed by RFW at RAM program sites, as in previous years.
- (c) Region supervisors can perform "drive through" inspections and report any observations of required custodial care or landscape maintenance directly to the work center site supervisor or to RFW for immediate attention.

#### 2. Enhancement Work:

- (a) RFW or Region Area Supervisors should recommend any "upgrade" or replacement work at rest areas (or "extra work" beyond the normal custodial care or landscape maintenance), such as trash container or toilet partition replacement, larger landscape projects, storage buildings, etc., to the Roadside Facilities section for consideration.
- (b) Rest Area "Upgrades" funds from the Roadside Facilities work program can be used for these "extra work" projects. The Roadside Facilities section, after discussing with RFW and the Region Office, will determine the priority for these projects.

#### 3. County Work at Rest Areas and Waysides:

Region area supervisors will be responsible for scheduling and supervising any work required to be done at rest areas or waysides by county forces. Projects will be funded, as done previously, through the county RMA allocation.

#### 4. Utility Charges:

Work centers are not responsible for the payment of telephone, electric, L.P. gas, municipal water and sewer charges. The Region office should make arrangement to have the charges billed to the Region office or the Central Office Division of Business Management (DBM), Bureau of Business Services (BBS) (water and sewer, telephone and electrical bills - memo dated April 24, 1992).