

VIRGINIA DEPARTMENT OF TRANSPORTATION

*TRAFFIC ENGINEERING DIVISION*

MEMORANDUM

<b>GENERAL SUBJECT:</b> Signs		<b>NUMBER:</b> TE-335
<b>SPECIFIC SUBJECT:</b> Sign (CMS) Out of Service Sign		<b>DATE:</b> November 17, 2005
		<b>SUPERSEDES:</b>
<b>DIRECTED TO:</b> District Administrators	<b>SIGNATURE:</b> <i>R. J. Khoury</i>	

Mr. Malcolm Kerley, on March 4, 2004, used an e-mail to officially adopt the Changeable Message Sign Usage Procedure. On June 8<sup>th</sup>, MM-329 was issued to assure that Mr. Kerley's announcement was seen and could be easily found by all.

The Changeable Message Sign Usage Procedure contains the following provision:

***Inoperable Signs***

*VDOT staff will make every effort to keep CMS operational at all times. If any permanent CMS becomes inoperable, a portable CMS may be used until the permanent sign becomes operational.*

*If a permanent CMS is expected to remain inoperable for longer than fifteen (15) days, a static sign may be installed notifying motorists of the inoperable condition. This provision also relates to new CMS that are physically installed but not yet under VDOT control.*

The static sign, if used, shall be fabricated in accordance with the attached design.

Cc: Division Administrators  
District Traffic Engineers  
Regional Operation Directors  
Resident Administrators  
Ms. Constance. S. Sorrell  
Mr. Greg Whirley  
Dr. Gary R. Allen  
Malcolm. T. Kerley, P.E.  
Ms. Barbara W. Reese  
Mr. Roberto Fonseca



Sign may be used to notify motorists of the inoperable condition of a changeable message sign if it is to remain inoperable for longer than fifteen (15) days. Sign A to be used when there are two lanes or less for which the message is being displayed and Sign B when there are more than two lanes.

<b>SHAPE</b>	Horizontal Rectangle		
<b>COLOR</b>	Message and Border:	Black (Non-Reflectorized)	
	Field:	Fluorescent Orange (Reflectorized)	
<b>SIZE</b>		<b>Sign A</b>	<b>Sign B</b>
	Horizontal:	36"	48"
	Vertical:	18"	24"
<b>MESSAGE</b>	Line 1 Capitals:	4" C	6" C
	Line 2 Capitals:	4" C	6" C
<b>MARGIN WIDTH</b>		$\frac{3}{8}$ "	$\frac{1}{2}$ "
<b>BORDER WIDTH</b>		$\frac{5}{8}$ "	$\frac{3}{4}$ "
<b>CORNER RADIUS</b>		1 $\frac{1}{2}$ "	2"

Notes: Vertical spacing between Line 1 and the border is 2 $\frac{1}{2}$ " for Sign A and 2 $\frac{3}{4}$ " for Sign B. Vertical spacing between Lines 1 and 2 is 3" for Sign A and 4" for Sign B.