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## MINISTRY OF WORKS AND TRANSPORT

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### Highways Division

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## GUIDELINES FOR MAINTENANCE, LANDSCAPING & SIGNAGE

### TERMS AND CONDITIONS – Contractor Responsibility

The following are guidelines to proper maintenance, landscaping and signage as per Highways Beautification Programme requirements. Clients/Companies adopting under the Programme **MUST** ensure that Contractors adhere to the following obligations:-

### **MAINTENANCE/LANDSCAPING**

1. **ALL** Maintenance Contractors **MUST** be registered with the Highways Division prior to commencement of any maintenance works. (*Registration Forms available upon request from the HD*). This includes the presentation of proof of updated **Public Liability Insurance** in the amount of **\$250,000** **AND** **Worker's Compensation Insurance** in the amount of **\$250,000**.
2. **ALL** employees engaging in maintenance operations **MUST** possess proper health and safety gear (Safety Glasses, Safety Footwear, Reflective Jackets, etc.)
3. Proper signage **MUST** be present indicating the works in progress to the general public.
4. All precautionary measures possible **MUST** be taken to ensure that the travelling public (vehicular traffic and pedestrians) are protected from debris, stones and other-materials that may be thrown or ejected into the air or roadway while verges are being cut.

5. The cutting and edging of all grassy reserves, medians, round-a-bouts, traffic islands and verges **MUST** be done, at minimum, **every fourteen (14) days** during the dry season period from **January 1<sup>st</sup> to May 30<sup>th</sup> (or twice (2) per month)**, and, at minimum, **every ten (10) days** during the rainy season period from **June 1<sup>st</sup> to December 31<sup>st</sup> (or three (3) times per month)**.
6. Grassed areas **MUST** be maintained at a height between **1 – 3 inches**.
7. All trees and shrubs (both intended and existing) occurring within the designated area **MUST** first be approved by the **Highways Division**. ie. Presented in the landscaping proposal submitted.
8. In sloping areas requiring replanting, the plants and shrubs selected should be such as to provide increased stability for the soil and afford protection for civil engineering works, if present.
9. All planted trees and shrubs **MUST** be pruned in a manner that maintains their natural, form as well as ensures a clear view of the roadway for the travelling public and users of the roadway.
10. The curb walls of Round-a-bouts and Traffic Islands **MUST** be painted in **WHITE REFLECTIVE** paint **every six (6) months**.
11. The contractor should provide all necessary labour, machinery and transport for the effective carrying out of maintenance works on its designated areas.
12. All plant cuttings, associated debris and waste material must be removed immediately after maintenance works have been carried out. Such waste and debris must be packaged and disposed of appropriately from **ALL** locations assigned. *(It is recommended that frequent checks be made in order to ensure the continual overall cleanliness of the adopted locations)*

**Please Note:**

*Please note that Highways Division officials continuously observe and report on **ALL** reserved and adopted locations two (2) times per month.*

***ALL** locations receiving a “**Poor**” rating twice consecutively (2 times in a row) will receive a **Warning Letter**. Locations are allowed three (3) **Warning Letters** during a given fiscal year, once approved. i.e. Companies will have three (3) chances per location to ensure that maintenance is performed as per these Guidelines. A final “**Poor**” monthly report, after receiving a third **Warning Letter**, will result in the adopting Company’s loss of the corresponding location without question.*

**LANDSCAPING**

The following **MUST** be submitted to the **Highways Division** for approval **BEFORE** the execution of any landscaping on designated locations:

1. A landscape design plan for the adopted area which **MUST** include **ALL** materials, dimensions and a graphic illustration/artwork of the finished design superimposed onto an image of the location.
2. All landscape design plans must contain a minimum number of shrubs/trees/plants.
3. Tree and shrub planting shall be carried out where appropriate to enhance the landscape, nature conservation and local features.
4. **ALL** Landscaping Contractors **MUST** be registered with the Highways Division prior to commencement of any landscaping works. (*Registration Forms available upon request from the HD*). This includes the presentation of proof of updated **Public Liability Insurance** in the amount of **\$250,000** **AND** **Worker’s Compensation Insurance** in the amount of **\$250,000**.
5. All employees engaging in maintenance operations **MUST** possess proper health and safety gear (Safety Glasses, Safety Footwear, Reflective Jackets, etc.)
6. Companies **MUST** submit a Schedule of Works, inclusive of the date of completion, ***at least 1 week prior to the commencement of any installation works*** on the assigned

location(s). This is necessary as the Ministry **MUST** have representation on site to ensure that installation works are conducted according to the Ministry's standards and the **OSH ACT**.

## **SIGNAGE**

Signage or other related structures may be erected within its designated areas, subject to the following conditions:

1. Such signage, illustrations, artwork and/or structures shall meet the specifications, and approval of the **Director of Highways, Ministry of Works and Transport**.
2. Advertising sign placement shall be carried out where appropriate to enhance the landscape and natural aesthetics.
3. **ALL** advertising **MUST** predominantly represent the **CORPORATE BRANDING** of the Licensed company and **NOT** product branding.
4. All Signage are limited to a maximum of one (1) sign per 1000 meters, or as approved by the **Director of Highways, Ministry of Works and Transport**.
5. Companies **MUST** submit a Schedule of Works, inclusive of the date of completion, *at least **48 hours** prior to the commencement of any installation works* on the assigned location(s). This is necessary as the Ministry **MUST** have representation on site to ensure that installation works are conducted according to the Ministry's standards and the **OSH ACT**.
6. Signage that is placed in a fixed location shall remain in said location for the duration of this Agreement. All construction and graphic illustration designs of signs, and/or the changes of such, **MUST** be approved by the **Director of Highways, Ministry of Works and Transport**.
7. **NO** sign/advertisement should be similar, in colour or works, so as to resemble State road signs.

8. **NO** sign/advertisement should display: alcohol/alcoholic beverages, nude or semi-nude models, the words “to advertise here call....” or similar. Note signs in breach of this will be removed without notice.
9. **NO** signs should be placed on corners at road intersections. Signs should be kept **at least 50 feet away** from the edge of the road and must not obstruct the view of State road signs or oncoming traffic.
10. Signs **MUST NOT** be affixed to any natural form such as trees or rocks, nor should they be placed on utility poles.
11. No sign should move or have any animated or moving parts.
12. **NO** glaring lights should be placed on signs/advertisements. Indirect or diffused lighting is permitted.
13. Signs which contain, include, or are illuminated by any flashing intermittent, or moving light or lights are prohibited, except those giving public service information such as time, date, temperature, weather, or similar information.
14. Dimensions of **ALL** signs should be installed according to the following specifications:

|   | <b>Suitable for:</b> | <b>Maximum Dimensions*</b> |
|---|----------------------|----------------------------|
| 1 | Shoulders/Reserve    | 2' x 4' x 6' high          |
| 2 | Reserve/Embankment   | 2' x 4' x 6' high          |
| 3 | Reserve/Verge        | 3' x 3' x 5' high          |
| 4 | Grassy Median        | 2' x 3' x 6' high          |
| 5 | Embankment           | 2' x 4' high               |
| 6 | Traffic Islands      | 3' x 3' high               |

*\*Dimensions **MAY** vary. Final decision is dependent on the area of location, intended placement of signage and final approval of the Director of Highways.*

## **DIGITAL SIGNS**

Where appropriate digital signs may be erected, subject to the following conditions:

1. The amount of information displayed on digital signs should be somewhat minimized, and items requiring long reading time or that drivers want to record/copy should be avoided.
2. Luminance levels should be set for daytime and night-time conditions. A maximum level above the ambient brightness level should be also set, and controlled with automatic sensors and dimmers.
3. The digital sign must not impede or block any traffic signs or traffic lights in its vicinity, or distract a drivers' attention away from a traffic sign.
4. In cases of emergency, the Ministry should be allowed free access to advise motorist of any adverse conditions in the area.
5. The illuminated surface of the sign should not exceed 2m x 5m or 10m<sup>2</sup> where applicable.

### **NOTE CAREFULLY:**

**Failure to comply with the aforementioned guidelines and any granted terms of approvals may result in early termination of any formal arrangement between the adopting company and the Ministry of Works and Transport, as well as the removal of any and all advertising at the associated location(s).**