
SECTION TITLE: HIGHWAY OPERATIONS

CHAPTER TITLE: CORE MAINTENANCE PLANS

Effective: 7/15/10

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I. **GENERAL**

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IMPORTANCE: The Core Maintenance Plan (CMP) concept has been established to place emphasis on the performance of the essential "core" activities of road maintenance. The core activities as defined by the CMP are: mowing, patching, ditching, and snow removal and ice control (SRIC). These activities comprise the core of any successful highway maintenance program and are to be monitored thru the planning, scheduling, and execution of the Core Maintenance Plan and Annual Plan. The importance of planning all maintenance activities and of performing the work in accordance with these plans cannot be over emphasized.

II. **OBJECTIVE**

To ensure that the performance of the CMP activities is consistent statewide, the State Highway Engineer will require, through the Director of Maintenance Division, that each County/Expressway Supervisor plan and schedule at least 70% of the organization's Annual Plan resources for Core Maintenance activities. Prior to the preparation of each Annual Plan, the Director, Maintenance Division, will designate those maintenance performance activities approved to be included in the CMP. Performance criteria for these activities are contained individually in the Maintenance Manual and Maintenance Performance Standards. The remaining 30% of the Annual Plan resources are to be devoted to other maintenance activities and responses to citizen's request for assistance.

III. PLANNING

A. BASIS OF PLAN: The Director, Maintenance Division, will provide each Assistant District Engineer-Maintenance (ADEM) with an electronic spreadsheet of the most recent Roadway Inventory Report for maintenance organizations within his/her respective district. This report will identify, at a minimum, each route within the respective organization by route number, classification, and length. The CMP shall consist of four individual core maintenance activity sub-plans: patching, ditching, mowing, and SRIC plans. Each county and expressway maintenance organization CMP shall include all routes identified on the Roadway Inventory Report. Each route shall be scheduled in the organization's Core Maintenance Plan at the following frequency:

- All applicable roads in an organization shall be listed for patching a minimum of one time per calendar year.
- All roads in an organization shall be listed for ditching a minimum of one time in a three calendar year period.
- Based on classification of the road (primary, paved secondary, unpaved secondary or other) all roads in an organization shall be listed for mowing three times, two times, or once per calendar year, respectively.

The County/Expressway Supervisor must prepare the CMP based on actual maintenance funding levels and the CMP must be flexible enough to allow for variations in weather, manpower, and equipment.

B. FORMAT OF PLAN

The ADEM, or his designee, is to prepare the CMP with the direct assistance of the County/Expressway Supervisor and various district maintenance personnel, as required. One plan for the patching activities, one plan for the ditching activities, and one plan for the mowing activities shall be prepared. The CMP is to be planned on the standardized statewide form provided by the Director, Maintenance Division. No exceptions or alterations to that form will be permitted.

The individual Core Maintenance Plan (CMP) for each activity group will be prepared twice per calendar year; once for the period January-June and once for the period July-December.

The planned accomplishment date of the core maintenance activities on individual routes, or segments of routes, will be further broken-down to one of two periods within each month. The periods will be either the "first half" of the month (1st thru 15th) or the "second half" of the month (16th thru 30th/31th).

SRIC plans are to be submitted separately for review to the Director, Maintenance Division, or his designee, by the first day of October each year.

C. PERFORMANCE REQUIREMENTS OF PLAN

All CMP activities are to be performed according to policy and procedures in the Maintenance Manual, the Maintenance Performance Standards, and to the following criteria:

- ALL APPLICABLE ROADS: Are to be reviewed and patched, as needed, at least once per calendar year.
- DITCHES: are to be reviewed and cleaned, as needed, at least once every three calendar years.

- MOWING FOR NON-EXPRESSWAYS:

Primary roads are to be mowed a minimum of three times per calendar year with two passes made on each side of the roadway, including one pass behind the ditch, where possible; once prior to Memorial Day, a second time prior to the Fourth of July; a third time prior to Labor Day.

Paved secondary roads are to be mowed a minimum of two times per calendar year with two passes on each side of the roadway made where possible, including one pass behind the ditch.

Unpaved routes are to be mowed a minimum of one time per calendar year with one pass on each side of the roadway behind the ditch.

- MOWING FOR EXPRESSWAYS:

A mowing cycle is to be completed every four weeks, as needed, May through September. The first mowing cycle is to be completed by Memorial Day. The final cutting is to be planned so there will be no vegetation higher than eight inches in the medians over the winter.

After Labor Day, mowing is to include reasonable mowable areas within the right-of-way that lie outside the regular mowing limits. This mowing is to improve the general appearance of the roadside and control brush and tree growth.

The Maintenance Performance Standards include a month/seasonal performance schedule for each maintenance activity. The County/Expressway Supervisor should review and become familiar with the Maintenance Performance Standards as a tool to assist in the task of planning.

D. PLAN REVIEW

County/Expressway Core Maintenance Plans will be reviewed and approved by the ADEM to ensure they are realistic and based upon the District's goals. The ADEM will submit an approved copy of each maintenance organization's CMP electronically to the Director, Maintenance Division, or his designee, for review to assure the plan meets the overall aims and objectives of the Department.

E. PLAN SUBMITTAL

The January - June portion of the Core Maintenance Plan will be prepared by the County/Expressway Supervisor on or before November 1; reviewed and approved by the ADEM by November 15; and submitted electronically to the Director, Maintenance Division, or his designee, on or before December 1.

The July-December portion of the Core Maintenance Plan will be prepared by the County/Expressway Supervisor on or before May 20; reviewed and approved by the ADEM by June 1; and submitted electronically to the Director, Maintenance Division, or his designee, on or before June 15.

Adjustments to the July-December portion of the CMP may be necessary once annual plan allocations are finalized for the organization. Adjustments shall be made by the Organization Supervisor, reviewed by the ADEM, and submitted to the Director, Maintenance Division, or designee.

The County/Expressway Supervisor and ADEM are to retain a copy of the current CMP, and all adjustments, for their use during the applicable period. They are to be able to provide the CMP when requested to do so by management.

IV. SCHEDULING ACTIVITIES AND ADJUSTING SCHEDULES

Weekly Work Schedules (Form OM-41) are to be utilized by County/Expressway Supervisors in scheduling maintenance resources and maintenance activities (core maintenance and non-core maintenance) on a weekly basis. The preparation of a weekly work schedule allows the County/Expressway Supervisor to achieve maximum use of his/her available resources for a period of time (weekly) that can generally be successfully planned.

The preparation of Weekly Work Schedules should always include planned alternate activities. Alternate activities afford the County/Expressway Supervisor a degree of flexibility that is required for successful management. The Department's Administrative Operating Procedures, Volume VI, should be referenced for specific procedures and details regarding the preparation of Weekly Work Schedules.

When prolonged inclement weather, the need to perform emergency work, or other external factors significantly interrupts or adversely affects an organization's CMP, the ADEM shall work with the County/Expressway Supervisor to revise the organization's CMP. The revised CMP shall adhere to the guidelines contained herein and, once approved by the ADEM and submitted to the Director, Maintenance Division, will replace the existing CMP in its entirety.

V. DOCUMENTATION OF WORK PERFORMED

County/Expressway Supervisors are to ensure that the completion of core maintenance activities is documented on the CMP standardized forms weekly, or more frequently as required.

VI. MONITORING

Monitoring of the progress made by a maintenance organization toward achieving the goals of the CMP is paramount to the success of the CMP. Monitoring increases the efficiency and effectiveness of the organization and helps ensure success of the CMP. Through monitoring any necessary corrective action can be taken in a timely manner, sound practices can be fostered, and areas for improvement can be identified.

The ADEM is to ensure each organization's CMP is reviewed twice weekly. The date and time of those reviews shall be recorded, along with any pertinent comments, and kept with and made a part of the organization's CMP.

VII. SUBMITTAL OF DOCUMENTED WORK PERFORMED

The County/Expressway Supervisor is to electronically submit updates of documented completed CMP work to the ADEM within **five (5) working days** of the end of the "first half" and "second half" of each month. The ADEM will review the updated documentation of completed CMP activities and submit it electronically to the Director, Maintenance Division, or his designee, for further review on or before the **tenth** day of each month.

VIII. EVAULATION PROCESS

The Director, Maintenance Division, will develop a process and form(s) to be used to evaluate each maintenance organization's adherence to their respective CMP and compliance to directives regarding the CMP process. The timing of the evaluation process will be at the discretion of the Director, Maintenance Division; however, each maintenance organization will be evaluated a minimum of once each January-June plan period and once each July-December plan period.