

WEST VIRGINIA DIVISION OF HIGHWAYS
ADMINISTRATIVE OPERATING PROCEDURES, SECTION V
STUDY GUIDE
CHAPTER 6

#	ANSWER	QUESTION
1		What 3 things make up an organization's Maintenance Plan?
2		What is the purpose of the Basic Expense Standard (BES)?
3		In the example in this chapter, for Activity 307 (Herbicide Spraying), it takes _____ gallons of Material Code 835 to complete _____ shoulder mile of Activity 307.
4		Why would it be helpful to use historical data when preparing the Annual Plan for an organization?
5		True or False: The annual plans must be approved and reviewed by the Assistant District Engineer-Maintenance prior to being submitted to the Operations Division.

EMPLOYEE NAME: _____

DATE COMPLETED: _____

SUPERVISOR: _____