Purpose
To establish the procedure and to place responsibility for the conduct and documentation of the results of the Semi-annual (March-April and September-October) Maintenance Inspection. In general, the spring inspection is for developing work schedules, while the fall inspection is for evaluating the success of the maintenance program.

Policy
Evaluation of the performance of the maintenance function is to be conducted on a regular basis by all appropriate levels of management.

Evaluation frequency will vary depending upon the organization level as follows:

<table>
<thead>
<tr>
<th>Level</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Station Supervisor</td>
<td>Daily and bi-weekly</td>
</tr>
<tr>
<td>Region Manager</td>
<td>Bi-weekly, monthly and semi-annually</td>
</tr>
<tr>
<td>Central Office Management</td>
<td>Quarterly and annually</td>
</tr>
<tr>
<td>Commission</td>
<td>Annually</td>
</tr>
</tbody>
</table>

Evaluation will consist of an analysis of reporting system data, comparison of actual performance with performance standards, and the conduct of field inspections and observations.

Evaluation will include identification of the need for (1) increased supervision; (2) training; (3) standard review; and, (4) a determination of program progress and personnel development.

The Maintenance Performance Diagnostic Chart on the following page shall be used as a guide in the Maintenance Performance Evaluation.
Procedures
Conduct and Utilization Of The Semi-Annual Maintenance Inspection   UDOT 06A-04.1

Responsibility: Region/District Director and/or
                Region/District Maintenance/Operations Engineer
                Region Area Supervisor
                Region Maintenance Analyst
                Station Supervisor

Actions

1. Makes appointments to inspect the roads or meet with station personnel or both in
each of the stations in the Region/District. It is the intent to hold two semi-annual
inspections per year. During one of the inspections, all roads will be inspected as
well as MMQA measures and/or other performance measures as developed by the
Region/District. The other inspection can be organized to serve the
Region/District’s best interests, whether that be a full road inspection or working
directly with individual station crews. It is the intent that all participants wear the
approved safety attire while doing these inspections to promote management’s
commitment to safety

2. Conducts an inspection for purposes of:

   (a) Identifying Region Authorized Maintenance Activities for the coming six
       months.

   (b) Identifying Special Authority (Betterments and Block Grants) request
       projects or making plans for performance of approved Special Authority
       projects.

   (c) Verify and update roads to be included in the maintenance preservation
       strategy to include paint needs and timing.

   (d) Perform at least three MMQA measurements at each station during the
       inspection.

   (e) Evaluating the accomplishments of the preceding six month period and the
       quality of the routine maintenance work.

   (f) Identify Contractual Maintenance Projects.
Responsibility: Region/District Maintenance Analysts

3. Completes the Semi-Annual Inspection report indicating the specific activities or projects authorized by the Region to be completed during the coming six month period.

4. Distributes one copy of the Inspection Report to the Station Supervisor, retains one copy at the Region office, and submits one copy to the Engineer for Maintenance.

Responsibility: Area Supervisor
Station Supervisor

5. Refers to Inspection Report during the development of plans and schedules.

Responsibility: Region Maintenance Analyst

6. Responsible for compiling specific items and generating a detailed report and individual assignments.
SEMI-ANNUAL INSPECTION
Report

INFORMATION TO BE REPORTED DURING THE SEMI-ANNUAL INSPECTION

The following information should be reported on each inspection summary sheet:

- Date of Inspection
- Team Membership
- Station Identification
- State Route,
- For each deficiency, 
  - Location, Beginning and Ending Reference point
  - Description of the Problem (7D07, 7S69, etc...)
  - Assignment (person by their code number)
  - Date identified (month/Year)
  - Completion Date
  - Comments

Station (Yard and Building) Checklist

YARD
1. Sign Storage
2. Salvage Material Storage
3. Stock Piles
4. General Appearance
5. Outside Inventory

OPEN SHED
1. Appearance
2. Gas Dispensing Island
3. Storage of Inventory

MAIN STATION
1. General Appearance
2. Tool Storage
3. Stock Room
4. Rest Room
5. Oil Storage
6. First Aid Kit(s)
7. Fire Extinguisher(s)
8. Electrical
9. Heating
10. Painting
11. Plumbing
12. Bulletin Board
   a. Current Department Directives
   b. Work Schedules
   c. EEO Posters
      1. EEO is The Law poster
      2. Notice Americans with Disabilities Act poster
      3. Representatives for EEO poster
   d. Safety Information
      1. RCRA Emergency/Contingency Plan sheet
      2. OSHA - Safety and Health Protection On The Job poster

13. Tool Box Meeting Minutes

EQUIPMENT
1. Visual operating appearance of the equipment
2. Cleanliness
3. Equipment Jacket up to date

ROADWAY CHECKLIST

1. Drainage
2. Surface
3. Delineators
4. Signing
5. Painting (striping)
6. Litter
7. Vegetation
8. Fence
9. Mowing
10. Shoulders
11. Roadside Appurtenance

MMQA Check List