

Traffic Sign and Signal Repair Request Form

Directions: Please fill out this form to report damaged, malfunctioning, or missing traffic signs and signals. This form is designed to be printed and filled out manually or typed before printing.

1. Contact Information

Reporter Full Name:

Phone Number:

Email Address:

Date of Report:

2. Location of the Issue

Nearest Intersection or Street Address:

City / Town:

Nearby Landmarks / Specific Location Details:

Direction of Travel Affected (e.g., Northbound, Eastbound):

3. Description of Traffic Sign or Signal

Type of Sign/Signal (e.g., Stop Sign, Speed Limit Sign, Red Light, Pedestrian Walk Signal):

Type of Damage/Malfunction (e.g., Knocked Down, Blocked by Tree, Light Bulb Out, Flashing Incorrectly):

Additional Description Details:

4. Internal Office Use Only

Received By (Staff Name):

Work Order Number:

Date of Completed Repair: