

Spring 2021
Roadside Facilities & WisDOT Quarterly
Training Seminar

May 20, 2021

Begins at 8:30AM

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Welcome!

Introductions





Welcome Isobel O'Rourke!



Isobel joins the team on June 7th as
DSPN Roadside Facilities Field Services Manager

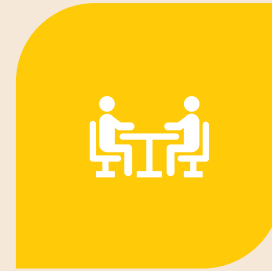
Webinar Notes & Tips



**SUBMIT ANY
QUESTIONS TO THE
Q&A**



DO NOT
USE THE Q&A FOR
COMMENTS OR ANY
COMMUNICATION
UNRELATED TO
QUESTIONS FOR
SPEAKERS



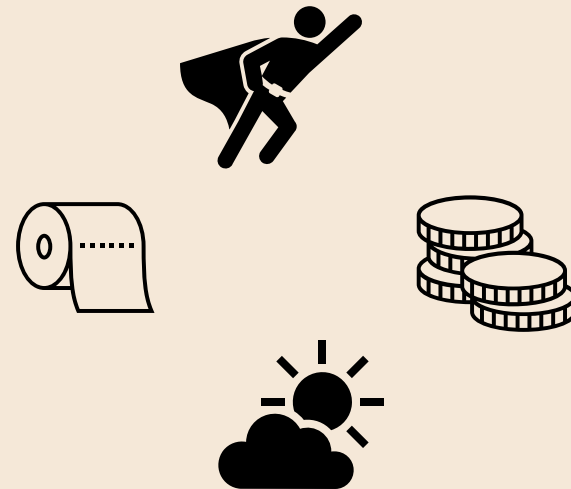
**USE THE CHAT FOR
GENERAL
CONVERSATION**



**PORTIONS OF THIS
SEMINAR MAY BE
RECORDED**

WisDOT Updates from Dan Mulder

- General Updates
- Introducing Rob Severson
- COVID Reminder/Awareness
- Opening Seasonal Wayside Toilets
- Federal Transportation Funding Impacts
- 2021 Travel Season Forecasts





Updates
from DSPN

Greetings from Lisa Davidson, DSPN CEO:
DSPN Policy Priorities

Greetings from Jeff Kaphengst, DSPN
Director of Membership



New Public Survey Rollout

- The new public survey program goes live July 1, 2021
- When the new survey posters and new survey cards arrive, do not hang them up/put them out until July 1.
- At the end of your shift on Wednesday, June 30, take all old survey posters and old survey cards down.

SATISFIED?

We value your feedback
about this Rest Area!



Take our survey by scanning the QR code with your
smart device or by visiting the survey webpage at:

www.roadsidefacilities.org/ra-82-westfield



Thank You!

Rest Area 82 Westfield | I-39 NB | Marquette County



FAMIS Mobile App Re-Rollout

- FAMIS Mobile App has been updated and re-tested
- Use of FAMIS Mobile App is optional
- Learn more about the app in an upcoming email

Thank you to Brian Schur, Ryan Tichenor and Ken Sween for testing the new app for us!

Process and Workflow

- **Overriding WO Auto-Assignments**
 - See: How To Process Incident Reporting, WisDOT General Incident Report, and WisDOT Forms 6441 and 6740 handouts
- **Check Before You Correct:**
Corrective WOs from Inspections
 - See: How To Complete Inspection Generated Corr. Wos handout





10:30 – 10:45 AM BREAK

The webinar is now on break. Take a moment to adjust your mask and use the restroom. If you have any questions, please type them into the Q&A and we will answer them when we return from break.




Waste and Recycling Review

See Veolia Handouts

Pocket Map Inventory/Ordering Process

See How to Request Maps, Posters,
or Other Handout



FACILITY Services
ROADSIDE Facilities

Space Dashboard Lease Admin Sign Out
Logbook Asset Schedule Knowledge Company Inspection Property [Accruent Analytics](#)

[Create Request](#) [My Requests](#) [Find Request](#) [Run Report](#) [Workloading](#) [WorkControl Center](#)

■ indicates a required field

Request Details: [FIND A CONTACT](#)

Property: DTSD REST AREA 17 JANES... [Select](#) **Floor:** General

Space: General

Type: Request for Maps, Posters, or Other **Sub Type:** Other

Priority: Normal

Describe your Request: Requesting 50 Pocket Maps [View Procedure](#)

Who is making this request?: [Get Default Contact](#) [CLEAR CONTACT INFO](#)

First Name: WorkControl **Last Name:** Center

Company: WisDOT **E-mail Address:**

Phone: na **Fax:**

Bureau or Region: DTSD: Hwy Maint Roadside Facilities **Notify Requestor:**

WATCHERS

Watchers

Add Watchers: [+Add Myself as a Watcher](#)

Current Watchers:

Internal Information:

Assigned To: Automatic [Select](#) Send Notifications? Yes Follow-up Alert: Automatic

It's all in the details...



ATTENTION TO DETAILS
IS THE KEY...



CLEAN & CRISP



PERCEPTION IS REALITY

Water Fountains & Playgrounds Remain Closed



Great Map Cases



Sidewalk Edging

Below link will be available on our website

Link: <https://youtu.be/E1FQnnSXmA4>



RAM Program Manual 5.0: Quality Assurance

5.0 QUALITY ASSURANCE

5.1 CONTRACT ISSUES RESOLUTION

5.2 QUALITY ASSURANCE GUIDELINES

5.3 SAMPLE CRP QUALITY CONTROL PLAN

5.4 MAINTENANCE SUPPLY LIST

5.5 UNIFORM GUIDELINES

5.6 SIGNAGE GUIDELINES

5.7 QUALITY ASSURANCE CHECKLIST

5.8 EMPLOYEE BREAKS

Quality Assurance Guidelines

B. SITE SUPERVISORY/PROJECT MANAGER COMPONENTS

1. Daily or day-end site inspections

- check quality of the work performed
- address items that have not been completed. (A daily report could be used as documentation.)

2. Maintain an adequate inventory of

- cleaning materials and supplies,
- needed equipment

3. Provide for an equipment preventative maintenance program to eliminate down time.

4. Participate in joint inspections between Work center, WisDOT, and DSPN.

5. Ensure that employees present a professional image at all work sites by wearing appropriate uniforms (as stated in the RAM Program Manual) at all times during working hours and treating all visitors with respect.

Uniform Guidelines

C. DRESS CODE

Additionally, the following rules, which take into account considerations of presentation, safety, and ethics, shall be observed while work is performed at WisDOT roadside facilities:

1. All regular employees and trainees shall wear the prescribed outer-wear. If the prescribed outer-wear cannot be provided to the employee or trainee prior to assignment to the roadside facility work crew, a temporary identifier or tag shall be worn so that it is visible to the public. Prescribed outer-wear shall be provided as soon as possible. RAM Program Manual Section 5.5, Page 2 of 3 09/23/13

2. All clothing worn by trainees and employees shall be clean with a tidy appearance.

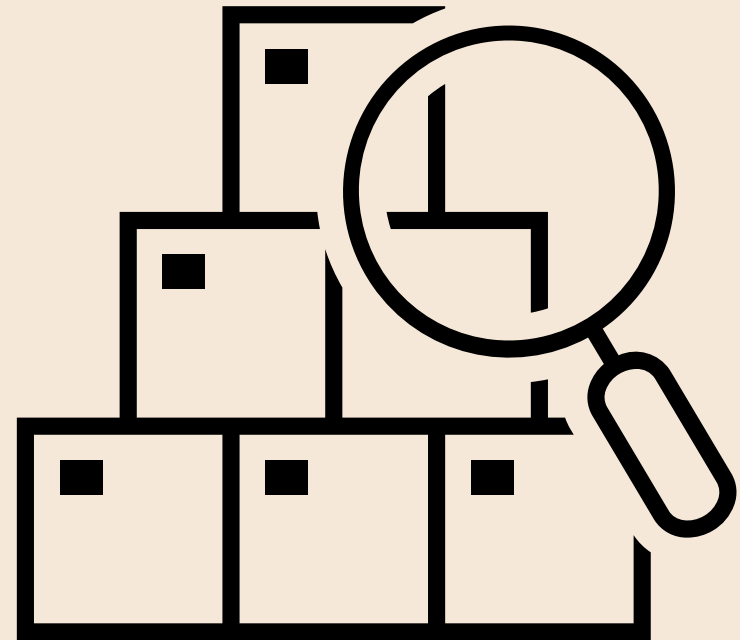
3. Shirt tails are to be tucked in. Loose hanging shirt tails are neither safe nor presentable.



Equipment Inventory

Purchases:

- Budgeted Less than \$500
- Budgeted Greater than \$500
 - Attachments & Host
 1. Replacement
 2. Addition
 3. Removal Not Being Replaced
- Not Budgeted Greater than \$500



See: Equipment and Vehicle Records Form and
Unplanned Equipment Purchasing Request
Handouts

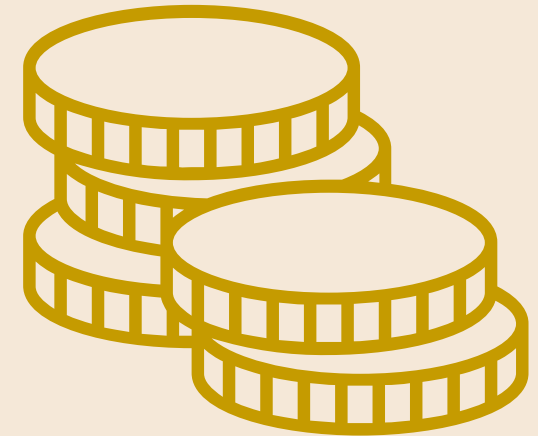


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Budget Updates

- FY21 AWP Budget Update
- FY22 AWP Budget Update
- FY22 AWP Invoicing Changes and Reminders



12:00PM – 1:00 PM LUNCH BREAK

The webinar is now on lunch break. If you have any questions, please type them into the Q&A and we will answer them when we return from break.



WisDOT Team Updates

- Rest Area Project Updates: Biren/Joseph
 - Presentation by Christa Schaefer, Landscaping Architect
- SWEF Project Updates: Rob K/LeAnna
- Public Comments/Opinionator: AJ/Rob S



Thank you for attending our Seminar!

2021 Quarterly Training Seminar Dates:

Thursday, August 19

Thursday, November 18

A follow-up e-mail will be sent Friday containing a link to the recorded webinar, agenda, handouts, and weblinks.