

Chapter 02 | Policies & Procedures

02.02 Closing Procedures

When an equipment or structural failure or a power outage renders the restroom building unable to serve the traveling public without hygienic or safety concerns adequately, the building must be cleared and locked closed by the Service Provider. If no safety concerns exist outside the building (i.e., on the grounds), the parking areas will remain open to the traveling public. Signage to notify travelers that the restroom building is closed (Reference Section 2.4 Assembling and Placing “Restroom Building Closed” Signage) will be placed facing traffic at the entrance ramp split, which directs cars and trucks to their own parking areas. Signage will also be placed as visibly as possible in each plaza area facing the parking lot(s). Once the “closed” signs are in place, the Program Administrator’s Field Services Manager should be notified that the building is closed, but the parking lots remain open to the public. Assessment of the need for portable toilet placement will be determined at that time. When the building is reopened, the Field Services Manager should be notified. The Program Administrator will notify the WisDOT representative for media postings. (Soft close = parking lot and building remain accessible to public use; restrooms are closed, and portable toilets are placed.)