9
Installing Signposts and Street Plaques

Objective and anticipated results

All zones to be addressed should be signed. Installation of street signs and plaques should be well organized, beginning with the storage of street plaques and materials, as well as the work plans for installation teams.

Responsibility and development

Executors: A team (a private company, municipal services, the armed forces, etc.) is put in charge of implementation works under the supervision of the Street Addressing Unit’s director of installation. Duration: depends on the size of the town and the number of signs to be installed.

Methodology

Once the executing companies have been selected, an installation methodology is put into place. This step should not be taken lightly, as it requires major organization and this needs to be taken into account from the very outset. The larger the town, and the more signposts and street plaques required, the more important it is to be well organized.

1. select premises where the street plaques can be set out in an orderly fashion and stored
2. prepare the work of the installation teams
3. systemically verify that implementation follows the map strictly.
9.1 – Installation of a plaque at the corner of a major street. The street plaque must be placed at a height that will ensure maximum legibility and reduce the risk of degradation.

9.2 – Stenciling a street name.
1\textsuperscript{st} Task – Prepare to receive the street plaques

Premises must first be found for storing the street plaques, which are delivered in large quantities. Since the manufacturer is often situated at a distance, the plaques will be delivered in one lot (often thousands of them), and will need to be stored in one location. If possible, the premises should be strategically positioned so as to minimize the distance the installation teams will need to travel.

The premises need to be large enough so that the street plaques can be stored in a clear and organized fashion. The installation teams will then be able to quickly locate the street plaques corresponding to each sector and to each street.

2\textsuperscript{nd} Task – Organize the work of the teams

Installation must be carried out very methodically.

- Each team has a day-by-day installation schedule, and a detailed map of the relevant sector.
- At the beginning of the day, the team loads the exact number of street plaques needed for the day onto a vehicle.
- Then the team proceeds to the area and installs the signs.
- At the end of the workday, the team checks in with the installation director, who adjusts and prepares the schedules for the following day. And so on.

When stenciling numbers, the work of the teams must be organized similarly: daily schedule, and the exact quantity of stencils.
3rd Task – Install signs and street plaques

Using the sign map as a base, the company will install signs and street plaques.

1 – Street plaques to be installed on facades of structures
The dimensions of the provisional numbering plaques (and where they are placed) should take into account the options chosen for the final numbering.
Street plaques should be installed on fences or on the walls of “durable” properties, at a height of 2.5-3 meters and at least 0.1 meter from the corner of the wall.

2 – Bi-directional signposts
The bi-directional signpost is used when there is no structure to which a street plaque can be affixed. Concrete bases must be made to ensure the stability of the signposts. To reduce the risk of theft and vandalism, it is strongly recommended that galvanized steel tubing, with a diameter of at least 6cm and filled with concrete, be used.

The last step in this task is when the Street Addressing Unit verifies the conformity of the works with the order.

Questions

Can signs be installed by municipal services?
This is not recommended for major operations.