



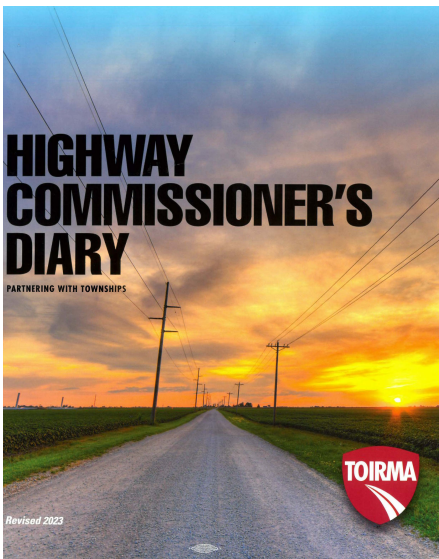
TOWNSHIP OFFICIALS OF ILLINOIS RISK MANAGEMENT ASSOCIATION

RISK REMINDER

HIGHWAY COMMISSIONER'S DIARY

The Highway Commissioner's Diary is a useful tool for recording weather conditions, inspections, road work, etc. When documenting in the Highway Commissioner's Diary, at a minimum, please include the following:

- Date & Time
- Location
- Weather conditions
- Description of work performed
- Signage used
- When task completed



MONTH April	WEATHER CONDITIONS	ROAD HAZARDS	WARNING SIGNS	ROAD WORK
MONDAY DATE 4/22	Rain - AM Sunny - PM	Culvert on 2100 N washed out	Road closed (2) Type 3 barricade (2) 1pm	Repair or replace culvert
TUESDAY DATE 4/23	Sunny	Culvert on 2100 N washed out	Checked road closed signs & bar- ricades 10am	---
WEDNESDAY DATE 4/24	Sunny	Culvert on 2100 N washed out	Checked road closed signs & bar- ricades 8am	---
THURSDAY DATE 4/25	Sunny	---	Loose gravel (2)	Hauled rock onto BODE
FRIDAY DATE 4/26	Sunny	Fresh loose gravel	Loose gravel (2)	---
SATURDAY DATE				
SUNDAY DATE				

NOTES	APPOINTMENTS
Received 4 inches of rain that washed out culvert. Put up road closed signs and barricades. Will repair or replace culvert later in week when dries out.	
Checked road closed signs and barricades. One sign had been knocked over. Repositioned on road.	
Replaced culvert and removed signs and barricades. 2pm	
Due to recent heavy rains, rock was washed off of BOD E. Tailgated rock onto road and put up loose gravel signs at each end.	
Checked temporary loose gravel signs. Continue to monitor road.	

To request your Highway Commissioner's Diary, simply log in to the Members Only site at toirma.org and place your order.

For more information, contact TOIRMA at (888) 562-7861

CLAIM REPORTING HOTLINE (844) 562-2720 | Available 24/7