

MnDOT ANCHOR ROD TIGHTENING FORM – For Traffic Signal and Light Poles

Date of Report: _____ Project No: _____ Unit No: _____ Pole Type: _____
Torque Wrench Type: _____ Model & Make: _____ Serial No: _____
Wrench Calibration Cert. Date: _____ Contractor: _____
Contractor Rep. Initials: _____ Construction Inspector Initials: _____

Directions: Use the MnDOT Anchor Rod Tightening Handbook “New Installation Procedures” with this form when installing the pole. Complete this form in accordance with Contract Documents.

1. Verify the Installation

- a. Followed Step 1 of the New Installation Procedures in the Anchor Rod Tightening Handbook? Yes No
- b. Used special washers when required by the pole manufacturer or as specified in contract documents? Yes No NA
- c. Notes: _____

2. Level the Leveling Nuts and Place Pole

(DO NOT APPLY LUBRICANT UNTIL DIRECTED)

- a. Followed Step 2 of the New Installation Procedures in the Anchor Rod Tightening Handbook? Yes No
- b. Used pole manufacturer’s standoff distance when required? Yes No NA
- c. Notes: _____

3. Lubrication

- a. Followed Step 3 of the New Installation Procedure in the Anchor Rod Tightening Handbook? Yes No
- b. Notes: _____
- *Lubricant applied only to the areas shown in the “Lubrication Areas” section of the Anchor Rod Tightening Handbook.

4. Bring Top Nuts to Hand Tight and Tightening Leveling Nuts

- a. Followed Step 4 of the New Installation Procedure in the Anchor Rod Tightening Handbook? Yes No
- b. Notes: _____
- *Cross tightening pattern required to tighten leveling nuts.

5. Tighten Top Nuts in 3 Torque Value Steps (20%, 60% and 100%)

- a. Followed Step 5 of the New Installation Procedure in the Anchor Rod Tightening Handbook? Yes No
- b. Notes: _____
- *Cross tightening pattern required to tighten top nuts for each step.

6. Allow Rods to Relax for 10 Minutes

- a. Followed Step 6 of the New Installation Procedure in the Anchor Rod Tightening Handbook? Yes No
- b. Notes: _____

7. Re-Tighten to 100% Torque

- a. Followed Step 7 of the New Installation Procedure in the Anchor Rod Tightening Handbook? Yes No
- b. Notes: _____