



**PUBLIC WORKS**  
Traffic Operations

## **City of Tulsa City Requirements for Cabinet Wrap Policy**

### **1. GENERAL INFORMATION**

Cabinet wraps shall be installed by authorized contractors only on traffic signal cabinets that are approved for installation by the City Traffic Engineer, or designee. Cabinet wraps, signs, or other types of stickers adhered to signal cabinets without authorization in writing shall be considered graffiti and are subject to removal.

Cabinet wraps must be requested through the City of Tulsa license agreement process. City of Tulsa Traffic Operations staff will review these as a part of the standard process. Such agreements will be made only with registered neighborhood associations, improvement districts, or other legally established entities. Arrangements with individuals or unregistered groups will not be considered.

Cabinet wraps shall be fabricated according to Traffic Operations requirements after the artwork has been approved by the Tulsa Arts Commission.

City of Tulsa personnel shall attempt to remove any vandalism or graffiti to a cabinet with a wrap. However, if the graffiti cannot be removed without damage to the wrap or if damage occurs to the wrap in any other fashion, then vandalized or damaged wraps may be removed by City personnel and disposed of as scrap, at any time.

### **2. IMPLEMENTATION, MATERIALS, INSTALLATION, AND MAINTENANCE**

A. Implementation procedures shall consist of the following steps:

- A.1 Requester submits a request to the City Traffic Engineer for the installation of cabinet wraps. The request shall be in writing and include a map or list of specific locations as well as the preferred product and contractor information. If the contractor is not currently an authorized contractor or the product is not an already approved product, then documentation of the product and references for the contractor's work must also be provided (see Material and Installation Requirements for more information).
- A.2 Traffic Operations staff will review and tentatively approve the locations, materials, and proposed contractor.
- A.3 The requester secures Tulsa Art Commission approval for their artwork and for their proposed locations. No advertisements or messaging shall be allowed.
- A.4 The requester then submits a license agreement with all the approval information from Steps A.2-A.3 attached to the request. Once the license agreement is approved, then the requester may schedule the work to be completed by the authorized contractor.

- A.5 Once a schedule is determined, the requester or authorized contractor must coordinate with Traffic Operations on the work to be performed, so that a City Traffic Operations Inspector can inspect the cabinet as the work is being completed.
- A.6 A City Traffic Operations Inspector shall provide a list of any items that must be corrected prior to final acceptance of the project and cabinet wrap.
- B. Material requirements are as follows:
  - B.1 The requester must present all design and specification information to the City of Tulsa.
  - B.2 Preferred cabinet wraps are from the City of Tulsa approved cabinet vendor, Econolite using the Clean Slate Group (CSG) Protect series of wraps manufactured by Honeywell, or equal.
  - B.3 Other products from other manufacturers may be considered, but the requester must provide cut sheets and adequate documentation to the City Traffic Engineer, or designee, to determine that it is compatible with the City of Tulsa traffic signal cabinets and will in no way cause any damage or operational issues. The products must be approved by the City Traffic Engineer prior to any manufacturing of the product.
  - B.4 All wraps must be made from vandal proof heat-applied vinyl materials. Materials shall meet the following requirements:
    - a. The vinyl film supplied shall be opaque, weather resistant, and shall have a smooth outer surface.
    - b. The film shall be capable of receiving high quality, long-term graphics with direct print systems.
    - c. Surface Finish shall be non-reflective.
    - d. Thickness shall be 2 mil (minimum)
    - e. Adhesives shall be pressure activated and removable.
    - f. The installed wraps shall come with a minimum of a 7-year expected life for the vinyl and graphics.
    - g. The finished printed film shall provide easy removal of graffiti.
    - h. Materials used must be two years or less since being manufactured (<2 years shelf-life)
- C. Installation and Contractor requirements are as follows:
  - C.1 The contractor must be authorized by the City Traffic Engineer, or designee, prior to installation. If the contractor is not currently authorized by the City Traffic Engineer for this type of work, then the requester must submit contact and company information, as well as a list of five (5) references, along with their initial request to The City Traffic Engineer, or designee, for review and approval.
  - C.2 No access inside of City of Tulsa traffic signal cabinets shall be allowed without a City of Tulsa Traffic Signal Technician, or other designated staff, present.
  - C.3 Cabinet vents, locks, hinges, labels, and other traffic signal cabinet features shall not be covered to ensure proper operation, air flow, entering, and exiting of the cabinet.

- C.4 The method of installation and surface preparation shall be in compliance with the vinyl film manufacturer's recommendations, unless otherwise specified by the City Traffic Engineer.
- C.5 Surface temperature of the cabinet must be greater than 50 degrees Fahrenheit at the time of installation.
- D. Requirements for maintaining the cabinet wraps are as follows:
  - D.1 The requester must monitor the condition of the cabinet wrap for replacement as needed.
  - D.2 Replacement cabinet wraps with no changes to the artwork or locations must follow steps A.4-A.6 listed in Section 2. Traffic Operations will not stock spare materials for replacement. Replacements must be provided by the entity who submitted the original license agreement by written request to the Traffic Operations Division. The same rules for the initial installation apply to replacement installations. Replacement wraps must be installed by a contractor currently authorized by the City Traffic Engineer.
  - D.3 If any changes are requested as a part of the replacement process, then the requester must restart the process from step A. 1 in Section 2. No changes to the artwork will be considered without approval of the Arts Commission. No new locations, or changes in the party responsible for maintenance/replacement listed on the license agreement, will be considered without going through the full process.

### 3. APPEALS

Decisions made by the City Traffic Engineer in the process of administering and interpreting this policy may be appealed in writing to the Public Works Director. Appeals must be sent to the following address for consideration:

City of Tulsa  
Attn: Public Works Director  
175 East 2<sup>nd</sup> Street, 13-034  
Tulsa, OK 74013

**The policy is approved by the following on the date noted and will stay in effect until either the policy is revoked or updated. The policy is enforced on the date it is signed below.**

  
City Traffic Engineer

10-6-2025  
Date

  
Public Works Director

10/6/2025  
Date