

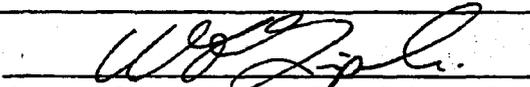


STANDARD CONSTRUCTION OPERATING PROCEDURE

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

**SUBJECT: SUBSTANTIAL COMPLETION SIGN-OFF
- QA NOTIFICATION**

APPROVED:


Assistant Commissioner - William F. Lipski, P.E.

SCOP.....: 98 - 007 G

**CATEGORY / : Close-out.
Subcategory : Substantial Compl.**

**Keywords: QA,
SUBS. COMPL. INSPECTION
SUBS. COMPL. PAYMENTS**

Supersedes... : N/A

Supplements.... : N/A

Sheet.....: 1 of 1

Issue Date.....: November 10, 1998

Commencing immediately, all Resident Engineers are to invite QA to all substantial completion inspections using the attached "QA SUBSTANTIAL COMPLETION SIGN-OFF" memo. At least one week prior to the scheduled substantial completion inspection, the RE is to fax the attached notification/sign-off to QA at (718) 391-2393 and print a fax confirmation for his records. QA will acknowledge receipt of the notification/sign-off and indicate whether or not they will attend by circling "will" or "will not" attend in the first statement, signing the statement, and faxing it back to the RE. If no response is received from QA, the RE will call the Director of Quality Assurance to follow up on the notification/sign-off.

If QA chooses not to attend the substantial completion inspection by circling "will not" and signing the first statement, substantial/final payments may be processed with only this sign-off.

If QA attends the substantial completion inspection, they will participate and report all their findings and punch list items to the RE during the inspection to allow each item's validity to be discussed at that time.

The RE will transmit a copy of the Final Punch List to QA. QA will review the Final Punch List to confirm that all QA items have been included. QA will then sign the last statement on the "QA SUBSTANTIAL COMPLETION SIGN-OFF" and fax it back to the RE.

All substantial completion or final payments for projects substantially completed after November 1, 1998, must include a signed-off copy of the "QA SUBSTANTIAL COMPLETION SIGN-OFF".

CITY OF NEW YORK
DEPARTMENT OF DESIGN AND CONSTRUCTION
DIVISION OF INFRASTRUCTURE

QA SUBSTANTIAL COMPLETION SIGN-OFF

BY FAX TO (718) 391-2393

DATE: _____
TO: Simon Sauberman, P.E., Director Bureau of Quality Assurance
FROM: _____ () _____ () _____
(Resident Engineer's Name) (RE's Phone #) (RE's Fax #)
SUBJECT: QA NOTIFICATION
SUBSTANTIAL COMPLETION INSPECTION / SIGN-OFF

CAPIS ID: _____
Contract Reg. #: _____
Job Description: _____

A Substantial Completion inspection for the subject project has been scheduled. The following information is provided for your use:

DATE: _____ / ____ / ____
(Day) (Date)
TIME: _____ AM/PM
Borough: _____
Location: _____

QA acknowledges this invitation and will / will not (circle one) attend.
(Note: After signing, QA to fax form to RE at above fax #)

(Print QA Name) (QA Signature) _____ / ____ / ____
(Date)

QA attended the above joint substantial completion inspection and reported their findings and punch list items to the Resident Engineer. In addition, QA reviewed the substantial completion punch list and all QA punch list items have been included therein.
(Note: After signing, QA to fax form to RE at above fax #)

(Print QA Name) (QA Signature) _____ / ____ / ____
(Date)

NOTE: RE must attach this form to the Substantial Completion payment after QA signs the appropriate statements.

c: Section Engineer