



**STANDARD CONSTRUCTION OPERATING PROCEDURE**

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

**SUBJECT: QA ADVANCE NOTICE BI-WEEKLY PROJECT INFORMATION**

**SCOP..... : 98 - 011 G**

**CATEGORY... : ADMINISTRATIVE  
Subcategory : QA NOTIFICATION**

**Keywords ..... : QA  
NOTIFICATION**

**Supersedes... : 98 - 009 G**

**Supplements..... : N/A**

**Sheet..... : 1 of 1**

**APPROVED:**

*[Handwritten Signature]*  
*Assistant Commissioner - John Pusz, P.E.*

**Issue Date..... : December 30, 1998**

Effective Immediately, all Section Engineers will be responsible for completing and submitting the attached "Advance Notice Bi-weekly Project Information - Stage of Construction" form. All projects assigned to the Section Engineer are to be listed by project number and description on one form. An "X" is to be placed in the project's row under the appropriate column for all construction activities planned for the upcoming two-week period. If work is planned within one block of a school over the next two weeks, list the school, it's location and the estimated date work will begin within 1 block of the School. The Section Engineer and/or Resident Engineer must meet with the School Principal before work commences to ensure that the needs of the school are addressed.

The completed forms are to be faxed by 3 PM Thursday of every payweek to QA at (718) 848-7985, and Construction Support at (718) 391-2386.

This SCOP Supercedes SCOP 98 - 009 G. Please discard all previous versions of Bi-Weekly Form.

**SUPERSEDED BY SCOP 01-004G**

**ATTACHMENT: ADVANCE NOTICE BI-WEEKLY PROJECT INFORMATION**

# Advance Notice Bi-Weekly Project Information - Stage of Construction

Date: \_\_\_\_\_

To be Completed by Section Engineer and Faxed to Richard Zetterlund (718) 391-2384 & QA (718) 848-7985

Bi-Weekly From: \_\_\_\_\_

On Thursday of Each Pay Week for the Upcoming Two Week Period

Period: To: \_\_\_\_\_

City of New York Department of Design and Construction

Borough: \_\_\_\_\_

Section Eng.: \_\_\_\_\_

Project Number	Description	Sewer and Watermain Work			Earth Work / Soils				Concrete Work				Asphalt Work			
		Sewer	CB / Chute	Water Main	Road Base	Sidewalk Foundation	Trench	Backfill	Cradle	Structures	Curbs	Side Walks	Road Base	Temp. Trench Restoration	Permanent Trench Rest. Binder Top	Curb to Curb Resurfacing Binder Top
Remarks:																
Any Work Near School? If Yes, List Schools, Locations and Estimated Start Date:														EST. START DATE		
<b>SUPERSEDED BY SCOP 01-004G</b>																
Remarks:																
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Any Work Near School? If Yes, List Schools, Locations and Estimated Start Date:														EST. START DATE		

Instructions: Place an "x" in box indicating each type of work to be performed in the next two week period for each of your projects.