



**STANDARD CONSTRUCTION OPERATING PROCEDURE**

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

**SUBJECT: FIXED ASSET REPORTING**

**APPROVED:**

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

**SCOP..... : 99 - 002 G**

**CATEGORY... : RECORD KEEPING**  
**Subcategory : FIXED ASSET**

**Keywords ..... : FIXED ASSET**

**Supersedes... : N/A**

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

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

**Issue Date..... : March 9, 1999**

Fixed Asset Summaries are required by DEP to track the inventory of the City's sewer and water systems. Resident Engineers are required to forward Fixed Asset Summaries at substantial completion on all DDC projects that include the installation and /or removal of fixed assets. All sewer and water facilities are considered fixed assets except for sewer house connections, catch basins and basin connections, and water house/building services. Fixed asset measurements are to be based on the best information available at substantial completion. Final survey measurements are not required.

The Fixed Asset Summary form (attached) is to be used to report all fixed assets including installations and retirements (removal or abandonment). Legible hand printing is acceptable. Water main and sewer fixed assets are to be listed on separate sheets. Indicate water or sewer by checking off the appropriate line on the bottom of the form. If the project includes only water main or sewer work, check off the appropriate statement on the bottom left of the form. Different transactions (installations or retirements) must also be listed on separate sheets. Therefore, if a project includes removal and replacement of both water mains and sewers, there will be four sets of fixed asset summaries. If there are no water main or sewer retirements check off the appropriate line on the bottom right of the form.

All fixed asset forms for a project shall be submitted at the same time for the entire project. The completed forms are to be **submitted within one month from substantial completion** to Mr. Phil La Chere, Jr. Construction Support, 30-30 Thomson Ave. 3rd floor, (Location 3-063) LIC, NY 11101.

Attached for your use is a blank fixed asset summary form, instructions, samples and a route slip. If there are any questions, contact Richard Zetterlund, P.E., Director of Construction Support at phone # (718) 391-1905.

ATTACHMENTS: FORM, INSTRUCTIONS, SAMPLE, ROUTE SLIP



## **FIXED ASSET SUMMARY INSTRUCTIONS**

**GENERAL** - Submit all fixed assets (sewer installations and retirements and water main installations and retirements) for each project at one time. All fixed assets are due one month from substantial completion. Water main and sewer fixed assets are to be listed on separate sheets. Indicate water or sewer by checking off the appropriate line on the bottom left of the form. If the project includes only water main or sewer work, check off the appropriate statement on the bottom center of the form. Different transactions (installations or retirements) must also be listed on separate sheets. If there are no water main or sewer retirements check off the appropriate line on the bottom right of the form. If a project includes removal and replacement of both water mains and sewers, there will be four sets of fixed asset summaries.

**PAGE \_\_ OF \_\_** - Assign page numbers sequentially based on the total number of pages in the complete fixed asset submittal (i.e. 1 of 7, 2 of 7, ...)

**BOROUGH** - Enter borough where work took place.

**DATE COMPLETED** - Enter the substantial completion date.

**PROJECT NUMBER** - For example QED 987 or HWK 952

**COMP. REG. NUMBER** - Enter Comptroller's registration number (e.g. 9875582).

**C.S.D NO.** - Enter the Community Board number where the work took place.

**LINE NO.** - Enter sequential numbers for each line (i.e. 1, 2, 3...). A line is either a block of sewer or a water main or the appurtenances associated with that pipe. New transaction forms should start over with line 1. All sewers, water mains or associated appurtenances that are the same size, material and type within that block are added together. Different sizes and types of pipe are listed on separate lines. The pipe is to be listed first followed by its associated appurtenances.

**LOCATION** - The location is the street block name along with the street names at each end of the block. All three of these must be given. If the block ends at something other than a street (e.g. body of water), the name of that point must be listed. For example "Beach 135<sup>th</sup> St. between Rockaway Beach Blvd. and Atlantic Ocean" or "Main St. between 1<sup>st</sup> Ave. and 2nd Ave".

**DESCRIPTION** - Enter the appropriate description code from the fixed asset code listing (e.g. P, M, OO, O1).

**DIAMETER** - For round pipe, enter pipe diameter in inches. For all non-pipe items and hydrant branches enter the mainline pipe diameter. For non-round pipe, enter the equivalent diameter in inches from the following chart. In order to calculate the pipe's equivalent diameter, calculate the pipe's area and then look up the pipe area closest to but not exceeding the calculated area on the conversion chart that follows. The maximum diameter for any entry is 99 inches. Any sewer with an area of 7693.8 square inches or

greater must therefore must be listed as 99 inches. Some typical pipe shapes and sample calculations follow.

**1. Rectangular Sewers:**

Area = width x height.

Example: Area for 11' x 6' box sewer.

Area = 11ft. X 6ft. = 132 inches x 72 inches = 9504 square inches. Since this exceeds the maximum area of 7693.8 square inches, enter 99 as the diameter.

**2. Elliptical sewers:**

Area = pi x (width/2) x (height/2) = 3.14 x (width/2) x (height/2)

Example: Area for 53" x 34" elliptical sewer.

Area = 3.14 x (53"/2) x (34"/2) = 1414.6 square inches

The conversion chart is then used to determine the equivalent diameter for this area. The closest area to, but not exceeding, 1414.6 is 1385.4 square inches, therefore, based on the conversion chart the closest equivalent diameter is 42".

**CONVERSION CHART**

<b><u>AREA (SQ. INCHES)</u></b>	<b><u>EQUIVALENT DIAMETER (INCHES)</u></b>
78.5	10
176.6	15
254.3	18
452.1	24
706.5	30
1017.4	36
1384.7	42
1808.6	48
2289.1	54
2826.0	60
3419.5	66
4069.4	72
4775.9	78
5539.0	84

6358.5	90
7693.8 AND GREATER	99

**QUANTITY** - Enter the corresponding linear footage for this line for pipe items and hydrant branches. Enter the number of "each" installed for items like manholes, hydrants, etc.

**MAT'L** - Enter the appropriate material code from the fixed asset code listing (e.g. O1, O2, 1,2).

**SYSTEM** - Enter the appropriate system code from the fixed asset code listing (e.g. O, 1,a, b).

**FUNCT.** - Enter the appropriate function code from the fixed asset code listing (e.g. 1,2,3,5). (Sewers only).

**TRANS.** - Enter the appropriate transaction code from the fixed asset code listing (e.g. 1,2,3).

## SEWER AND WATER MAIN FIXED ASSET CODES

SEWER FIXED ASSET DESCRIPTION	CODE
COLLECTION SEWER	P
MANHOLE	M
CHAMBER	R
GUNITE	L
POLY / LINING	U
REGULATOR	R
INTERCEPTOR SEWER	C
INTERCEPTOR MANHOLE	H
INTERCEPTOR REGULATOR	R
INTERCEPTOR TIDE GATE	T
INTERCEPTOR DIVERSION CHAMBER	D
INTERCEPTOR JUNCTION CHAMBER	J

WATER MAIN FIXED ASSET DESCRIPTION	CODE
PIPE	00
OLD STANDARD HYDRANTS	01
ACCESS MANHOLES*	02
VAULTS, CHAMBERS*	03
REGULATOR VALVES*	04
CHECK VALVES*	05
BLOW-OFFS*	06
ROUNDABOUTS*	07
VENTURI METERS*	08
AIR VENTS/COCKS USING TAPS*	09
VALVES (EXCEPT 6" HYDRANT VALVES)	12
HYDRANT BRANCHES	14
BREAKAWAY HYDRANTS	20
* USUALLY TRUNK MAIN ITEMS	

SEWER SYSTEM	CODE
GRAVITY	0
FORCED	1

WATER MAIN SYSTEM	CODE
HIGH PRESSURE	a
STANDARD	b

SEWER MATERIAL	CODE
NON-PIPE ITEMS (MANHOLES, ETC.)	00
CAST IRON	01
REINFORCED CONCRETE	02
VITRIFIED PIPE	03
E.S.V.P.	04
TILE	05
LUMBER	06
CLAY	07
BRICK	08
DUCTILE IRON	09
CORRUGATED IRON PIPE	10
CEMENT PIPE	11
POLY / LINING	12
GUNITE	13

WATER MAIN MATERIAL	CODE
NON-PIPE ITEMS (VALVES, HYDRANT, ETC.)	0
STEEL	1
DUCTILE IRON	2
CONCRETE LINED CAST IRON	3
REINFORCED CONCRETE	4
NON-CEMENT LINED CAST IRON	5
POLYETHYLENE PIPE	6

SEWER FUNCTION	CODE
COMBINED	1
STORM SEWER	2
SANITARY SEWER	3
INTERCEPTOR	5

WATER MAIN FUNCTION CODE	
NOT APPLICABLE	

SEWER TRANSACTION	CODE
INSTALLED	1
RETIRED AND REMOVED	2
RETIRED LEFT IN PLACE/ABANDONED	3

WATER MAIN TRANSACTION	CODE
INSTALLED	1
RETIRED AND REMOVED	2
RETIRED LEFT IN PLACE/ABANDONED	3



FIXED ASSET SUMMARY

<u>BOROUGH</u> QUEENS	<u>DATE COMPLETED</u> 6/11/98	<u>PROJECT NUMBER</u> SER-200243/ SER-002375	<u>COMP. REG. NO.</u> 9698556	<u>C.S.D. NUMBER</u> 7
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LINE NO.	LOCATION	DESCR	DIAMETER	QUANTITY	MATERIAL	SYSTEM	FUNCT	TRANS
1	148 <sup>th</sup> ST. BETWEEN 85 <sup>th</sup> AVE. & 85 RD.	P	10"	298.38'	04	0	3	1
2	↓ ↓	M	10"	2	00	0	3	1
3	↓ ↓	P	24"	335.28'	02	0	2	1
4	↓ ↓	M	24"	3	00	0	2	1
5	85 <sup>th</sup> RD. BETWEEN 148 <sup>th</sup> ST. & 149 <sup>th</sup> ST.	P	18"	345'	04	0	2	1
6	↓ ↓	M	18"	1	00	0	2	1

PREPARED BY: P. LACHERE

APPROVED BY (R.E./S.E): [Signature]

DATE APPROVED: 6/30/98

WATER  
 SEWER  
 (CHECK ONE)

WATER MAIN ONLY PROJECT  
 SEWER ONLY PROJECT  
 (CHECK IF APPROPRIATE)

THERE WERE NO WATER MAINS RETIRED  
 THERE WERE NO SEWERS RETIRED  
 (CHECK IF APPROPRIATE)



FIXED ASSET SUMMARY

<b>BOROUGH</b> QUEENS	<b>DATE COMPLETED</b> 6/11/98	<b>PROJECT NUMBER</b> SEQ-200243/ SEQ-002375	<b>COMP. REG. NO.</b> 9698556	<b>C.S.D. NUMBER</b> 7
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LINE NO.	LOCATION	DESCR	DIAMETER	QUANTITY	MATERIAL	SYSTEM	FUNCT	TRANS
1	148 <sup>TH</sup> ST BETWEEN 85 <sup>TH</sup> AVE. & 85 <sup>TH</sup> RD.	00	12	335.5	2	b	-	1
2	148 <sup>TH</sup> ST BETWEEN 85 <sup>TH</sup> AVE & 85 <sup>TH</sup> RD	20	12	2	0	b	-	1
3	148 <sup>TH</sup> ST. BETWEEN 85 <sup>TH</sup> AVE. & 85 <sup>TH</sup> RD	14	12	20	2	b	-	1
4	148 <sup>TH</sup> ST BETWEEN 85 <sup>TH</sup> AVE. & 85 <sup>TH</sup> RD.	12	12	2	0	b	-	1

PREPARED BY: R. Zetterlund

APPROVED BY (R.E./S.E): *Rwja*

DATE APPROVED: 6/30/99

WATER  
 SEWER

WATER MAIN ONLY PROJECT  
 SEWER ONLY PROJECT

THERE WERE NO WATER MAINS RETIRED  
 THERE WERE NO SEWERS RETIRED



**DEPARTMENT OF DESIGN AND CONSTRUCTION  
INFRASTRUCTURE  
FIXED ASSET SUMMARY  
ROUTE SLIP**

PROJECT No. \_\_\_\_\_

Number of sheets attached \_\_\_\_\_

Transmitted herewith are all required Fixed Asset Summary reports for the referenced project.

ROUTE	TITLES & NAMES	INITIALS	DATE
1	RESIDENT/OFFICE ENGINEER NAME _____		
2	SECTION ENGINEER NAME _____		
3	CONSTRUCTION SUPPORT NAME : 30/30 THOMSON .		

NOTES:

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