

DDC

STANDARD CONSTRUCTION OPERATING PROCEDURE

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

SUBJECT: CATCH BASIN AS-BUILT INVENTORY

SCOP..... : 00 - 006 G

CATEGORY..: RECORD KEEPING
Subcategory : AS-BUILTS

Keywords : AS-BUILTS,
CATCH BASINS

Supersedes... : N/A

Supplements..... : N/A

Sheet..... : 1 of 1

APPROVED:

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

Issue Date..... : June 22, 2000

Effective immediately, Resident Engineers on all DDC Infrastructure projects must complete and submit the attached Catch Basin As-Built Inventory and sketch utilizing the "Substantial Completion Transmittal" and associated "Catch Basin As-Built Inventory" and "Catch Basin As-Built Sketch" forms. In order to ensure all as-built information is received, the "Substantial Completion Transmittal" form must indicate the total number of catch basins installed, modified, cleaned, or removed as part of the project. If no catch basins were constructed, modified, cleaned, or removed, the Resident Engineer must indicate this by checking off that statement on the form. The completed inventories are due at substantial completion on every project. The inventories are to be submitted to the Construction Support Unit, 3rd floor at 30-30 Thomson Ave. where they will be logged and forwarded to DEP.

SKETCH INSTRUCTIONS:

1. Provide the required information using the attached blank "Catch Basin As-Built Sketch" form, the project location map, or similar sketch of your own making.
2. Label each street and indicate the north direction.
3. By using the appropriate symbol, draw and sequentially number each catch basin that is either new - where no basin previously existed, new - replacing an existing basin, an existing basin that has been removed and not replaced, an existing basin that has been modified, an existing basin that was only cleaned, or an existing basin that was not worked on.
4. Draw all new catch basin connections and connection manholes.
5. For mid-block locations, indicate the house or building number that the catch basin fronts. In order to identify house numbers, precede them with the # symbol.

INVENTORY INSTRUCTIONS:

New basins where no basin previously existed - check "new", circle the type, and record the date it was substantially completed.

New basins that replace an existing basin - check "new replacing existing", record the DEP tag # of the replaced basin, circle the type, and record the date it was substantially completed.

Existing basin removed and not replaced - For basins that are removed and not replaced, check "existing removed", record DEP tag #, and record the date it was removed.

Existing basin modified or cleaned - Check "existing modified or cleaned", record date modifications or cleaning was substantially completed, and record modification or work performed (e.g. hood installed, basin cleaned, etc.).

No. - Number each catch basin sequentially starting with one. No two catch basins on a project should have the same number.

DEP tag # - Record the DEP tag number stamped on the grate for existing basins that were removed, modified or cleaned. The six digit DEP tag number begins with 1 in Manhattan, 2 in the Bronx, 3 in Queens, 4 in Brooklyn, and 5 in Staten Island. If the basin is not stamped, or the tag number is not known, write "N/A".

TYPE - Circle 1, 2, 3 or DB for double, or SB for seepage basin

ATTACHMENTS: Subst. Compl. Transmittal, Catch Basin Inventory, Catch Basin Sketch, Sample Inventory Form, Sample Sketches

DEPARTMENT OF DESIGN AND CONSTRUCTION INFRASTRUCTURE SUBSTANTIAL COMPLETION CATCH BASIN INVENTORY ROUTE SLIP

PROJECT No. _____

REGISTRATION No. _____

Number of sheets attached _____

Transmitted herewith are all required Catch Basin Inventory forms for the referenced project. A total of _____ catch basins were either installed, modified, cleaned, or removed as part of this project. An additional _____ existing catch basin are reported that had no work performed on them. If no catch basin work was performed on this project, enter zero above and submit only this form.

ROUTE	TITLES & NAMES	INITIALS	DATE
1	RESIDENT/OFFICE ENGINEER NAME _____		
2	ENGINEER IN CHARGE NAME _____		
3	CONSTRUCTION SUPPORT 30/30 THOMSON 3RD FLOOR		

NOTES:

CATCH BASIN AS-BUILT INVENTORY

Contract No.: _____ Registration No.: _____ Community Board No.: _____
 Project Description: _____ Borough: _____
 Resident Engineer: _____ Contractor: _____

Draw and label each catch basin and for each fill in the required / applicable information.

No.	New	New Replaced Existing		Existing Removed		Existing Modified or Cleaned	Type	Date Completed	Modification or Work Performed
		Enter Existing Tag #	Enter Existing Tag #	Enter Existing Tag #	Enter Existing Tag #	Enter Existing Tag #			
	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	1 2 3 DB SB	_____	_____
	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	1 2 3 DB SB	_____	_____
	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	1 2 3 DB SB	_____	_____
	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	1 2 3 DB SB	_____	_____
	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	1 2 3 DB SB	_____	_____
	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	1 2 3 DB SB	_____	_____
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	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	1 2 3 DB SB	_____	_____
	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	1 2 3 DB SB	_____	_____
	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	1 2 3 DB SB	_____	_____
	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	1 2 3 DB SB	_____	_____
	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	1 2 3 DB SB	_____	_____
	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	1 2 3 DB SB	_____	_____

CATCH BASIN AS-BUILT SKETCH

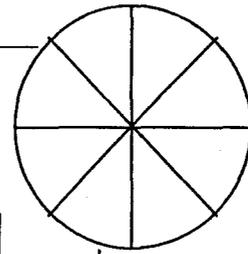
Sheet ___ of ___

INDICATE NORTH

Contract No.: _____ Registration No.: _____ Community Bd. No. _____

Project Description: _____ Borough: _____

Resident Engineer: _____ Drawn By: _____



- MANHOLE
- NEW BASIN NEW REPLACING EXISTING BASIN BASIN REMOVED
- MODIFIED BASIN EXISTING BASIN CLEANED EXISTING BASIN

CATCH BASIN AS-BUILT INVENTORY

Project No.: SER20037

Registration No.: 99C8745

Community Board No.: 3

Project Description: Sewers in Nugent Ave

Borough: Staten Island

Resident Engineer: R. Williams

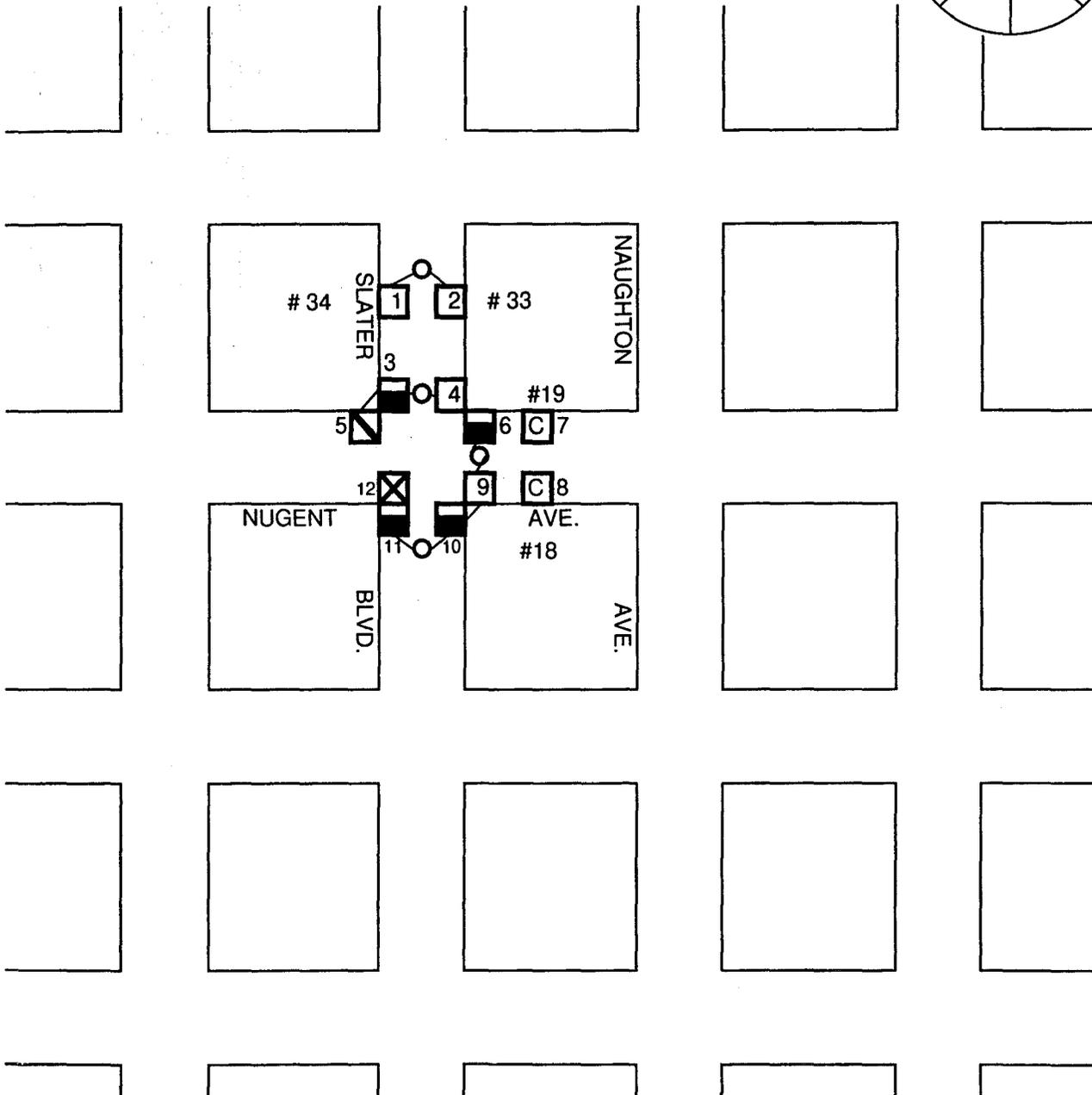
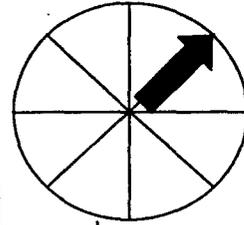
Form Completed By: R. Williams

Draw and label each catch basin and for each fill in the required / applicable information.

No.	New	New Replaced Existing	Existing Removed	Existing Modified or Cleaned	Type	Date Completed	Modification or Work Performed
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 DB SB	4/21/00	
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 DB SB	4/21/00	
3	<input type="checkbox"/>	<input checked="" type="checkbox"/> 523458	<input type="checkbox"/>	<input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 DB SB	4/22/00	
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 DB SB	4/22/00	
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 523459	1 2 <input checked="" type="checkbox"/> 3 DB SB	4/22/00	HOOD INSTALLED
6	<input type="checkbox"/>	<input checked="" type="checkbox"/> 523460	<input type="checkbox"/>	<input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 DB SB	4/22/00	
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 523461	<input checked="" type="checkbox"/> 1 2 3 DB SB	4/22/00	CLEANED
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> N/A	<input checked="" type="checkbox"/> 1 2 3 DB SB	4/22/00	CLEANED
9	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 DB SB	4/22/00	
10	<input type="checkbox"/>	<input checked="" type="checkbox"/> 523463	<input type="checkbox"/>	<input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 DB SB	4/22/00	
11	<input type="checkbox"/>	<input checked="" type="checkbox"/> 523464	<input type="checkbox"/>	<input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 DB SB	4/22/00	
12	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/> 1 2 3 DB SB	11/2/99	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3 DB SB		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3 DB SB		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3 DB SB		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3 DB SB		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3 DB SB		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3 DB SB		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3 DB SB		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3 DB SB		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3 DB SB		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3 DB SB		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3 DB SB		

Project No.: SER20037 Registration No.: 99C8745 Community Bd. No. 3
 Project Description: Sewers in Nugent Ave. Borough: Staten Island
 Resident Engineer: R. Williams Drawn By: R. Williams

INDICATE NORTH



○ MANHOLE



NEW BASIN



NEW REPLACING EXISTING BASIN



BASIN REMOVED



MODIFIED BASIN



EXISTING BASIN CLEANED

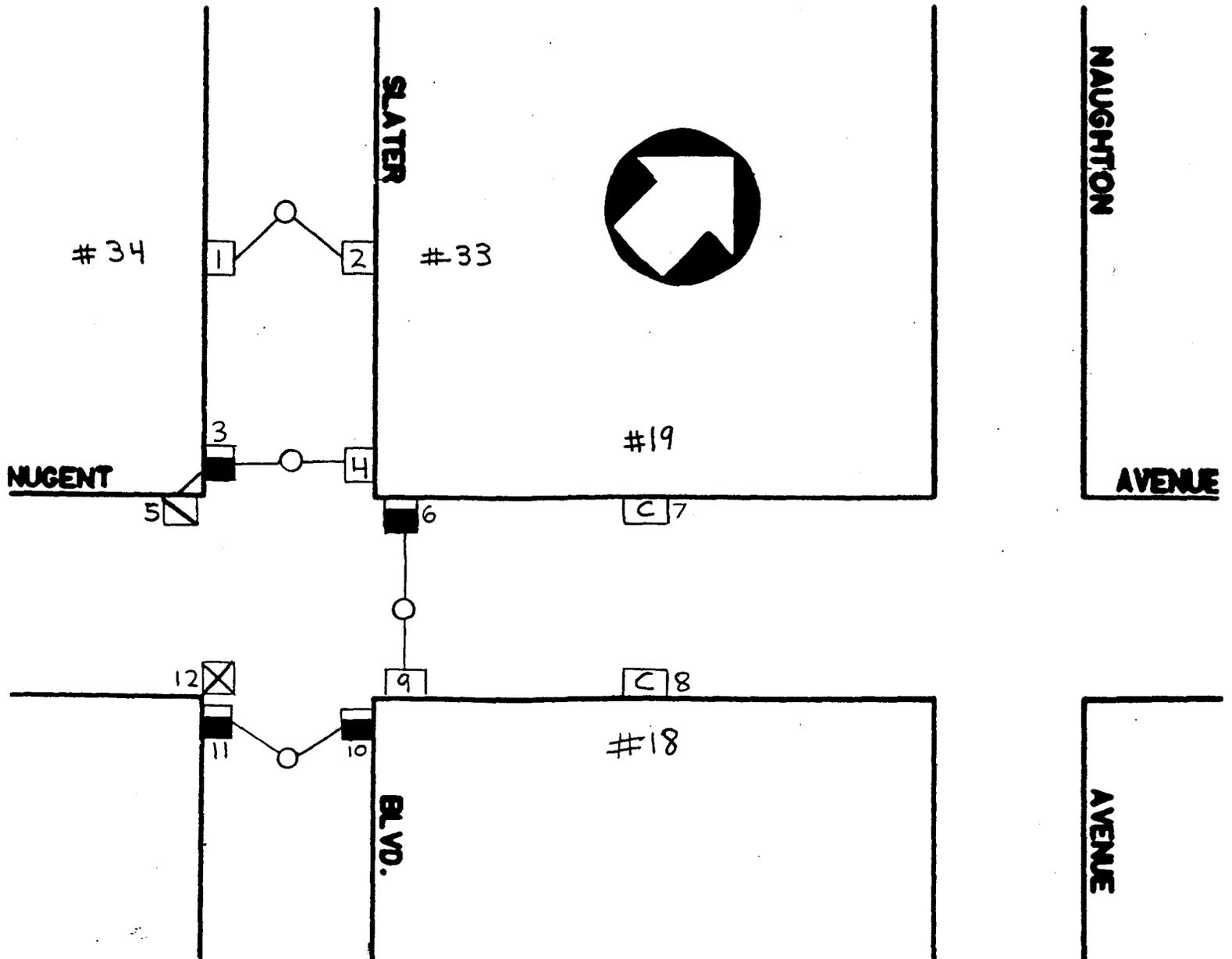


EXISTING BASIN

CATCH BASIN AS-BUILT SKETCH

SAMPLE

Contract No.: SER20037 Registration No.: 99C8745 Community Bd. No. 3
 Project Description: Sewers in Nugent Ave. Borough: Staten Island
 Resident Engineer: R. Williams Drawn By: R. Williams



- MANHOLE
- NEW BASIN ■ NEW REPLACING EXISTING BASIN ⊗ BASIN REMOVED
- ▣ MODIFIED BASIN ◻ EXISTING BASIN CLEANED ■ EXISTING BASIN