



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

STANDARD CONSTRUCTION OPERATING PROCEDURE

SCOP..... : 01 -001G

CATEGORY.... : ADMINISTRATIVE
Subcategory : WATER SHUTOFF
NOTICE

Keywords Water Main, Shutdown

SUBJECT: EXTENDED WATER SHUTDOWN NOTICE

Supersedes... : N/A

Supplements.... : N/A

Sheet..... : 1 of 1

APPROVED:

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

Issue Date..... : March 12, 2001

When a water main shutdown is expected to extend beyond 5 PM, due to unforeseen circumstances, the Resident Engineer or their staff must notify the following DDC Infrastructure Construction personnel: The Deputy Commissioner (D/C), the First Assistant Commissioner (F/A/C), the Assistant Commissioner (A/C), and the Borough Director.

Notification shall be made by calling the message center at 1-800-800-7759 and providing the names of the above DDC personnel and asking that they be given a text message containing the Project Identification Number, Project Name, the shutdown location and Borough, the message: "Shutdown extended to ___PM", and the name and phone/pager number of the field engineer or inspector on site.

Note: All water main shutdown notices must clearly indicate the Project Identification Number. In addition, the recorded message on the field office answering machine must include the Project Identification Number, Project Name and the Borough of work.

Sample Message:

SE-738A, Netherland Avenue Project, Staten Island
 On Walker Street between Simonson Avenue and Lake Avenue
 Shutdown extended to 9PM
 Jane Jones (718) 555-1234