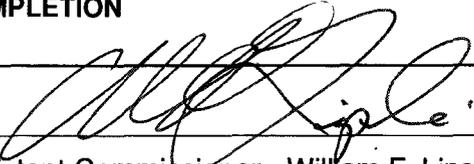


STANDARD CONSTRUCTION OPERATING PROCEDURE

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

**SUBJECT: NOTIFICATION OF SUBSTANTIAL
COMPLETION**

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

SCOP..... : 01-002G

CATEGORY... : CLOSEOUT

**Subcategory : SUBSTANTIAL
COMPLETION**

**Keywords : SUBSTANTIAL
COMPLETION**

Supersedes... : 99-008G

Supplements..... : N/A

Sheet..... : 1 of 1

Issue Date..... : February 22, 2001

Substantial Completion of a project occurs when all original contract and change order work is completed, with the exception of the punch list work, seasonal work where allowed under the contract, and incidental contract work when approved by the E.I.C. This is a major milestone on DDC projects, and it is important that certain DDC personnel be notified when a project is substantially completed. Therefore, each Resident Engineer must complete the attached Substantial Completion memo **within one week** of the Substantial Completion of their project, and distribute it to the listed personnel.

The Resident Engineer is also to indicate, by checking the appropriate boxes, if each of the listed closeout tasks apply to the project. The information provided will be used to update the closeout database.

ATTACHMENT :SUBSTANTIAL COMPLETION MEMO



City of New York Department of Design and Construction

Memo

DATE:

TO: Richard Zetterlund, P. E.
Director of Construction Support

FROM: _____
Resident Engineer

SUBJECT: **SUBSTANTIAL COMPLETION**

CAPIS ID No. _____

CONTRACT REGISTRATION NO. _____

PROJECT DESCRIPTION: _____

Please be advised that the work on the above referenced project was

SUBSTANTIALLY COMPLETED

on _____
(Date)

Please complete the following statements for this project by denoting the correct response.

There are are no Real Property Funds (sewer house connection charges) chargeable to any property owners on this project.

There are are no sidewalk assessments chargeable to any property owners on this project.

There were were no sewer fixed assets installed on this project.

There were were no water fixed assets installed on this project.

There were were no catch basins installed on this project.

There were were no pedestrian ramps installed on this project.

Attached is a copy of Schedule "A" showing the applicable Maintenance and Guarantee requirements.

Resident Engineer: _____
Print Name Signature

Attachment: Schedule "A"

c: Deputy ACCO - Contract Administration, A/C Lipski or Pusz, A/C Cowan, A/C Ng, D/A/C Saia, Dir. L. Martinez, QA – S. Sauberman, Construction - Borough Director, Program Management – Borough Director, L. Ledesma, V. Jones, EIC, File