



STANDARD CONSTRUCTION OPERATING PROCEDURE

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

SCOP.....: 02 -007G

CATEGORY...: ADMINISTRATIVE
Subcategory : PED RAMPS

Keywords .. Ped Ramps

SUBJECT: MONTHLY PEDESTRIAN RAMP REPORTS

Supersedes... : N/A

Supplements... : N/A

Sheet.....: 1 of 1

APPROVED:

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

Issue Date.... : January 28, 2002

DOT has requested monthly electronic updates of the pedestrian ramps installed on each of the pedestrian ramp projects. The procedure is as follows:

- 1) At the start of each pedestrian ramp project, the Resident Engineer (RE) will e-mail Shawn Rae and Chris Quinn of DOT's Pedestrian Ramp Unit and request an electronic copy of the pedestrian ramps planned for their project. Their e-mail addresses are srae@dot.nyc.gov, and cquinn@dot.nyc.gov respectively. Shawn Rae can be contacted at (212) 487-8451.
- 2) DOT will e-mail the proposed pedestrian ramp listing in an Excel spreadsheet and include the blank fields that DOT requires the DDC RE to complete (i.e. date completed, and field notes).
- 3) The RE will update the required fields and return the spreadsheet via e-mail to: cquinn@dot.nyc.gov, and srae@dot.nyc.gov at the end of every month, reflecting the work completed to date.
- 4) The project's Engineer-in-Charge (EIC) will also be copied on all transmittals to DOT.
- 5) When the project is substantially completed, the e-mail should so indicate. Copy DDC Construction Support at: zetterlu@ddc.nyc.gov on the substantial completion e-mail transmittal.