

**STANDARD CONSTRUCTION OPERATING PROCEDURE**

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

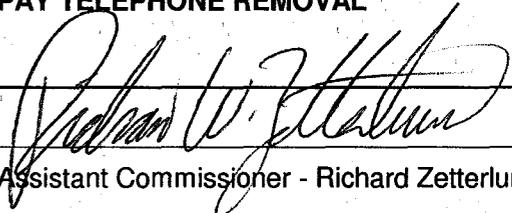
SCOP..... : 04-003G

CATEGORY.... : PRECONSTRUCTON  
Subcategory : UTILITIES

Keywords ..... Pay Telephone, Utility,  
Telephone

**SUBJECT: PAY TELEPHONE REMOVAL**

Supersedes... : N/A  
Supplements..... : N/A  
Sheet..... : 1 of 1

**APPROVED:**   
Assistant Commissioner - Richard Zetterlund, P.E.

Issue Date..... : April 26, 2004

There are numerous companies that operate pay telephones within our project limits. The New York City Department of Information Technology and Telecommunications (DoITT) oversees the franchise agreements with these companies. In order to minimize delays and interference during construction due to public pay telephones, the following procedures are to be followed.

Prior to contract registration, Program Management will send the Assistant Commissioner for Public Pay Telephones at DoITT (75 Park Place, New York, NY 10007) a notice of contract award and the sketch of the project limits for all projects.

For site-specific projects, if any pay telephones have not been removed 30 days prior to the start of construction, the Construction EIC is to write to DoITT and request that DoITT have the pay telephones removed within 30 days. The following information needs to be provided to DoITT at this time: pay telephone operator's name, and the pay telephone location (building #, street, borough). If any pay telephones still have not been removed 30 days after the final written notification, they can be removed by DDC's contractor as necessary and DoITT promptly notified.

For various location DOT projects, without pre-identified locations (i.e., sidewalk, pedestrian ramps, resurfacing, etc.), where location of work is not known until after the notice-to-proceed date, the Engineer-In-Charge (EIC) must notify DoITT as soon as the work locations are known. For other various location projects, such as the seepage basins, catch basins, etc., Program Management will notify DoITT as soon as locations are identified. A minimum of 30 days notice should be provided whenever possible.

Attachments: Letter and phone list to DoITT



City of New York Department of Design and Construction

David J. Burney, AIA  
Commissioner

NOTE: Remove all italicized items from the final version of this letter and attachments.

Richard Ocken  
Deputy Commissioner  
Infrastructure

Date:

30-30 Thomson Avenue  
Long Island City, NY 11101

Tel. 718 / 391-2254  
Fax 718 / 391-2390  
www.nyc.gov/buildnyc

(MR/MS 1ST NAME LAST NAME)

Assistant Commissioner

Public Pay Telephones

NYC Dept Of Information, Technology, and Telecommunications (DoITT)

75 Park Place

New York, New York 10007

Re: **Public Pay Telephone Removal**

CAPIS ID:

Contract Reg. No.:

Project Description:

Dear (MR/MS LAST NAME:)

Please be advised that Pay Telephones on the subject contract still have unresolved interference issues. Construction work is scheduled to start on (date). DDC is requesting that the pay telephones be removed within 30 days of the start of construction using DoITT's own contractor, if necessary.

Transmitted with this letter please find a listing showing the pay telephone operator's name and the location of the telephone (building #, street, borough).

DDC request that DoITT notify the pay telephone operators of the imminent work. The pay telephone operator should be advised that if the telephones are still not removed 30 days after the final written notification, DDC's contractor, as necessary, may remove them.

The DDC Engineer-In-Charge - (first and last name, telephone number), should be contacted for any additional information on this project.

Very truly yours,

(Name)

Director, (Borough) Construction

C: Borough Director, D/D, EIC, RE, Program Mgmt. Borough Director

SCOP 04-003G

DDC99-1-237

