



STANDARD CONSTRUCTION OPERATING PROCEDURE

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

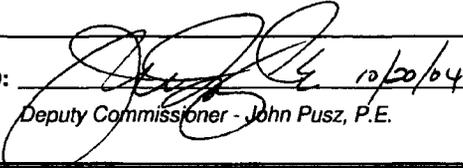
SUBJECT: SHOP DRAWING APPROVAL

SCOP..... : 04-009G

CATEGORY.... : CONSTRUCTION
Subcategory : SHOP DRAWINGS

Keywords Approvals, Shop
Drawings, Submittals

Supersedes... : SCOP 01-007G
Supplements.... : ~~SCOP 00-003G~~ SCOP 04-010G
Sheet..... : 1 of 1

APPROVED:  10/20/04
Deputy Commissioner - John Pusz, P.E.

Issue Date..... : October 18, 2004

The Contractor must prepare and submit shop drawings for various items of work as required by the contract specifications. All shop drawings are to be submitted to the Resident Engineer (R.E.) who will process them in accordance with the following guidelines:

Consultant Managed (R.E.I.) Projects: In general, all shop drawings, except for trench sheeting and some specialized items below, must be reviewed and approved by the Consultant. Consultant P.E.'s responsible for reviewing and approving submittals must be approved by DDC.

In-house Projects: In general, on projects supervised by an In-house R.E. all shop drawings, except as noted below, are to be reviewed by the R.E. and E.I.C. and forwarded to the Design Director for approval.

Specialized Items:

1) Standard Details: Shop drawings are not required for standard items which are preapproved by Design as Standard Details.

2) Trench Sheeting Shop Drawings: All shop drawings for sheeting on both In-house and R.E.I. managed projects must be reviewed by the R.E. for constructability as per SCOP 00-003G, and then forwarded to the DDC Design Director for approval.

3) Drill Sheets: Precast manhole drill sheets must be approved by the R.E. on R.E.I. managed projects and by the R.E. and/or the E.I.C. on In-house projects. These drill sheets shall note all pipes connected to the manholes, their elevations, sizes and angles of entry into the manholes, final elevation, etc.

4) Trunk Water Main: The geometry and fabrication drawings for trunk mains on R.E.I. managed projects must be reviewed and approved by the consultant. The Geometry and Fabrication drawings for trunk mains on In-house projects must be reviewed by the Resident Engineer in consultation with the E.I.C. and the Deputy Director and then submitted to Design for approval.

5) Traffic Signals and Street Lighting Shop Drawings: All traffic signals and street lighting shop drawings on both R.E.I. managed and In-house projects must be reviewed for completeness by the R.E. and forwarded to the DOT Assistant Chief - Signal Construction or Director of Street Lighting, as appropriate, for review and approval. The R.E. must forward five (5) copies of these shop drawings to DOT and one (1) to the Director of Technical Services - Design. Each drawing must be stamped with the contract information and proper item numbers.

6) Shop Drawings for Box Culverts and Chambers: The Consultant must review and approve these on R.E.I. Managed projects. On In-house projects, these must be forwarded to the Design Director for review and approval.

7) Water Main Specialty Items: The following procedures apply to both R.E.I. managed and In-house projects.

A) Water Main Mechanical and Electrical items: Regulator valves, butterfly valves, Venturi meters, gauges, etc., must be preliminarily reviewed by the R.E., in consultation with the E.I.C., and then forwarded to the DEP Deputy Director of Field Operations, Bureau of Water and Sewer Operations (BWSO), for approval.

B) Cathodic Protection: Three copies of all cathodic protection drawings are to be forwarded to the Chief of Metallurgical Engineering and Quality Assurance Division at the DEP BWSO for review and approval. Furthermore, when a Cathodic Protection System has been installed and completed, the R.E. must arrange a final inspection with the Chief of Metallurgical Engineering and Quality Assurance Division to verify the proper functioning of the system.

8) Misc. Architectural Items (color, texture, aesthetics, etc.): On R.E.I. managed and In-house projects, all architectural items are to be forwarded to the appropriate Agency for approval (i.e. Parks Dept., Landmarks, etc.). A copy of the transmittal is to be sent to the DDC Design Director.