

STANDARD CONSTRUCTION OPERATING PROCEDURE

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

SUBJECT: DAILY WATER MAIN SHUTDOWN LOG

SCOP..... : 04 - 012G

CATEGORY...: ADMINISTRATIVE
Subcategory : WATER MAIN SHUT-
DOWN LOG

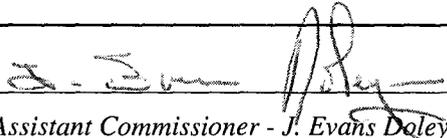
Keywords : Water main, Shutdown

Supersedes... : 00 - 004G

Supplements..... : N/A

Sheet..... : 1 of 1

Issue Date..... : August 23, 2004

APPROVED: 
Assistant Commissioner - J. Evans Doleyes, P.E.

The Resident Engineer on projects with water main shutdowns (by Noon on the day prior to the shutdown, or the preceding Wednesday for weekend shutdown) will be responsible to provide the Borough Office with the project ID, shutdown time, water main size, shutdown location and limits, work location and limits, contractor, emergency contact name and phone number, EIC's name, the inspector's name and phone number and the field office email address.

The Borough Director will designate a person to receive the above information from the Resident Engineers, summarize the Borough information on the "Daily Water Main Shutdown Log" and e-mail this form to their Assistant Commissioner by 1PM each day. If there are no shutdowns in the Borough, the Borough designee must state this in the e-mail to the Assistant Commissioner.

The Resident Engineer is required to open the field office email before the shutdown time to see if there are any relevant email regarding that day's shutdown from Infrastructure executives.

ATTACHMENT DAILY WATER MAIN SHUTDOWN LOG



City of New York Department of Design and Construction

DAILY WATER MAIN SHUTDOWN LOG

BOROUGH:	DATE:	DAY OF WEEK:	DEP YARD PHONE #
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PROJECT ID	SHUTDOWN TIME	WM SIZE	SHUTDOWN LOCATION / LIMITS	CONTRACTOR / EMERGENCY CONTACT NAME AND PHONE #	EIC NAME / INSPECTOR NAME PHONE # AND FIELD OFFICE E-MAIL ADDRESS

BOROUGH TO E-MAIL THIS LOG DAILY TO THE D/C AND THEIR A/C BY 1PM EACH DAY.

SHEET __ OF __

Water main log 2004 (include field office email)