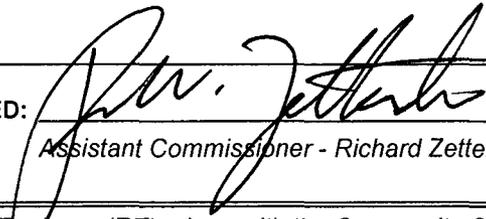


STANDARD CONSTRUCTION OPERATING PROCEDURE

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

SUBJECT: WATER SHUTDOWN PLANNING

SCOP..... : 05 - 004G
CATEGORY.... : CONSTRUCTION
Subcategory : Water Main
**Keywords : Water Main Shutdown,
Water Sensitive Business**

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

Supersedes... : N/A
Supplements..... : 04-012G; 05-002G
Sheet..... : 1 of 1
Issue Date..... : October 4, 2005

The Resident Engineer (RE), along with the Community Construction Liaison (CCL), must perform a survey of water sensitive businesses and premises within the project site prior to commencement of water main work and before any planned water shut down. The RE must ensure steps are taken to minimize the impact and duration of water shut downs.

In order to accomplish this, the RE should obtain all water tap records/field cards within the work zone from DEP and locate the sensitive businesses/premises and their taps. A detailed sketch that includes the sensitive businesses/premises and their tap information should then be produced. A log book with details of the water shutdown must also be maintained.

Conduct a survey of each water sensitive business or premises like Beauty Parlors, Laundromats, Dentists, Dialysis Centers, premises with water cooled refrigeration, Medical Centers, Hospitals, Schools, Food Service Premises, Daycare Centers, Senior Centers, Homeless Centers, or other sensitive establishments that may be adversely affected by the water shutdown. Interview each business and building owner and/or the building superintendent and obtain from each business or premises their working hours. Explain the work to be done and obtain the exact location of the domestic and sprinkler water services and the side of the street where the feed is coming from. Special attention must be given to medical facilities and schools, where work must be rescheduled to avoid total shutdown during normal business hours.

The above procedure must be performed strictly by the RE or under his strict supervision and direction. The EIC is to review the shutdown plan before the work is started.