

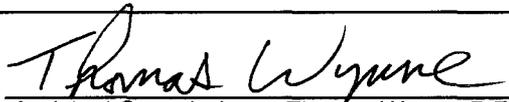


# STANDARD CONSTRUCTION OPERATING PROCEDURE

NEW YORK CITY DEPARTMENT OF  
**DESIGN + CONSTRUCTION**  
Division of Infrastructure  
Bureau of Construction

**SUBJECT: QA CONSTRUCTION MEETING REQUEST  
NOTIFICATION**

**APPROVED:**

  
*Assistant Commissioner, Thomas Wynne, P.E.*

**SCOP..... : 09 - 002G**

**CATEGORY.. : CONSTRUCTION**  
**Subcategory : MEETINGS**

Keywords ..... : QA Meeting,  
QA Notification

Supersedes..... : N/A  
Supplements..... : 99-007G, 01-004G  
Sheet..... : 1 of 1

Issue Date..... : November 6, 2009

The Resident Engineer on all Infrastructure construction projects can submit to Quality Assurance & Construction Safety Bureau (QA&CS) construction meeting requests via fax (718) 391-2885 or via email.

These electronic meeting notifications can be utilized for all construction meetings (pre-construction, critical phase, progress, etc.,) except Substantial Completion Inspection request.

For Substantial Completion Inspection requests, the RE is required to submit a hard copy of the Substantial Completion Request Form via fax only to (718) 391-2885.

All electronic meeting request notifications should be e-mailed to the following QA&CS personnel: Senior Infrastructure Investigator and the Investigator with a copy to the Deputy Director. The current detailed contact information is on the attached sheet.

Attachment: QA&QC Personnel and their contact information

**QA&CS Staff Contacts:**

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