



STANDARD CONSTRUCTION OPERATING PROCEDURE

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

SCOP..... : 10 - 007W

CATEGORY.. : RECORD KEEPING
Subcategory : AS-BUILT

**SUBJECT: WATER IN-SERVICE NOTIFICATION -
REVISED**

Keywords : Water Mains, As-Builts

APPROVED:

Associate Commissioner, Richard Zetterlund, P.E.

Supersedes..... : 01-009W

Supplements..... : N/A

Sheet..... : 1 of 1

Issue Date..... : April 26, 2010

The importance of DEP receiving water main In-Service Notifications upon the installation of new water mains is critical to the operation of the water supply system. The timely submission of these notifications (which include in-service sheets) by DDC to the appropriate DEP Water Maintenance Supervisor and Distribution Engineer for the borough, and the centralized Mapping and Records Unit is extremely important. This will ensure that DEP can maintain the water system with a high level of service.

In-service sheets are block-by-block sketches which show the size and location of new water mains including valves and hydrants, and must be prepared upon the completion of the water main work on every block on the project. On all projects In-Service Notifications are to be submitted on a monthly basis. If the work on a block is delayed, and the work includes the installation of new valves, then a partial block In-Service Notification must be prepared and submitted.

At the completion of Water Main for all blocks, In-Service sheets for the entire project site must be submitted and appropriately marked as Final In-Service Submission.

Attached is an In-Service Notification to be used for the submission of in-service sheets to the appropriate DEP personnel as well as a sample in-service sheet. Each Borough Office must maintain a centralized log of all In-Service Notifications transmitted to DEP for each project.

Attachments: Samples of In-Service Notification Letter & Sketch



**NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION**

CERTIFIED MAIL WITH RETURN RECEIPT

(DATE)

(NAME)

Water Maintenance Supervisor
NYC Department of Environmental Protection

(ADDRESS)

(CITY, NY, ZIP CODE)

Re: FMS (CAPIS) ID: _____

JOB DESCR. _____

Contract Reg. #: _____

Contractor: _____

IN-SERVICE NOTIFICATION

Dear Mr. /Ms. (NAME):

Enclosed please find the In-Service Sheet(s) for the water mains constructed on the subject project at the following locations(s):

(ENTER STREET(S) AND LIMITS)

The main were flushed, and samples taken. Main Test Results: _____

(Include the following statements when appropriate)

All valves on the new water main work were left open. DEP can now open all valves previously closed as part of the shutdown associated with this work.

REMARKS: (Note any special conditions) _____

Very Truly Yours,

(NAME)

Engineer-in-Charge

C: Borough File, Resident Engineer, Construction Support

COPY TO: (NAME)

Central Mapping and Records Unit Chief
NYC Department of Environmental Protection

(ADDRESS)

(CITY, NY, ZIP CODE)

(NAME)

Distribution Engineer
NYC Department of Environmental Protection

(ADDRESS)

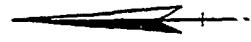
(CITY, NY, ZIP CODE)

DC99-1-569



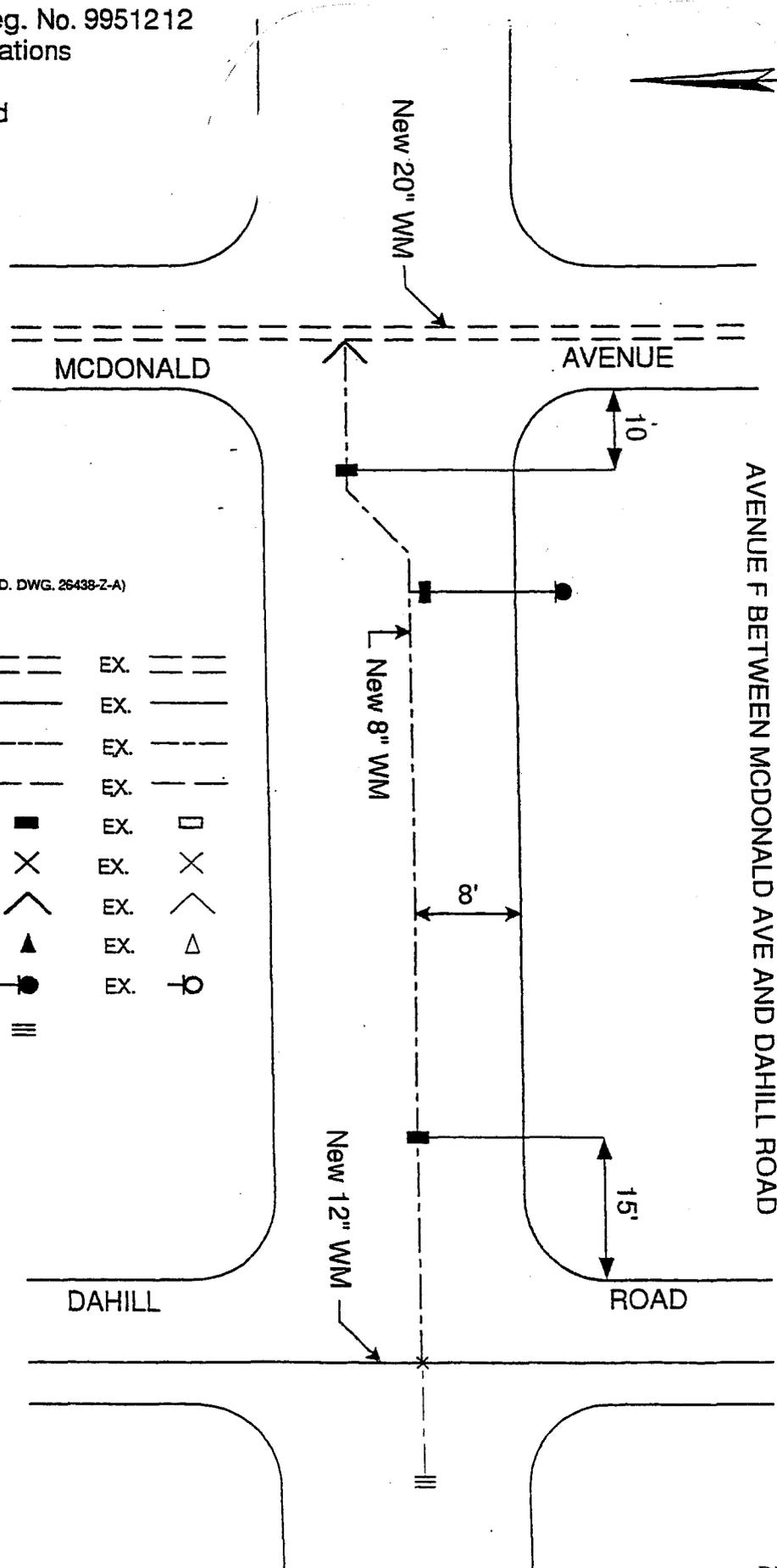
Contract No. BED 734, Reg. No. 9951212
 Water Mains, Various Locations
 Brooklyn
 Prepared By: R. Zetterlund

SAMPLE



SYMBOLS (REF. WM STD. DWG. 26438-Z-A)

20" WM	NEW	====	EX.	----
12" WM	NEW	=====	EX.	-----
8" WM	NEW	-----	EX.	-----
6" WM	NEW	-----	EX.	-----
VALVE	NEW	■	EX.	□
4 WAY	NEW	×	EX.	×
3 WAY	NEW	∧	EX.	∧
REDUCER	NEW	▲	EX.	△
HYDRANT	NEW	●	EX.	⊙
TO EXISTING WM		≡		



IN-SERVICE SHEET