Checklist: Antenna On-Going Project Work

Project Checklists contain project-specific details as they apply to the scope of work of the project to provide compliance with the NYC Construction Codes and other regulations.

- **Construction Drawings**
  Make sure work conforms to approved drawings. However, minor variations are allowed – see minor variations memo. Certain changes may require an amendment.

- **Scope Modifications**
  Verify if changes need an amendment.

- **Site Safety**
  The Contractor *must* maintain their work site in a safe condition during construction and *must* minimize the risk of accidents and fire.

- **Special Inspections**
  Make sure to coordinate work schedule with the Special Inspection Agency to ensure these are completed as required by stage of work.

- **Department Inspections**
  Make sure to request or self-certify the required inspections, by stage of completion, and obtain sign-off for the completed work.

- **Self-Certification**
  If self-certifying the required inspections, make sure to submit a Notice of Intent to Self-certify, which may be audited.