



**STANDARD CONSTRUCTION OPERATING PROCEDURE**

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

**SUBJECT: QA ADVANCE NOTICE BI-WEEKLY PROJECT INFORMATION**

SCOP..... : 98 - 009 G

CATEGORY : ADMINISTRATIVE  
Subcategory : QA NOTIFICATION

Keywords ..... : QA  
NOTIFICATION

Supersedes... : N/A

Supplements..... : N/A

Sheet..... : 1 of 1

**APPROVED**

*[Signature]* 12-3-98  
*Assistant Commissioner - John Pusz, P.E.*

Issue Date..... : December 3, 1998

Effective Immediately, all Section Engineers will be responsible for completing and submitting the attached "Advance Notice Bi-weekly Project Information - Stage of Construction" form. All projects assigned to the Section Engineer are to be listed by project number and description on one form. An "X" is to be placed in the project's row under the appropriate column for all construction activities planned for the upcoming two-week period. If work is planned within one block of a school over the next two weeks, list the school and it's location. The Section Engineer and/or Resident Engineer must meet with the School Principal before work commences to ensure that the needs of the school are addressed.

The completed forms are to be faxed by 3 PM on the Friday of every payweek to QA at (718) 848-7985, and Construction Support at (718) 391-2386.

**SUPERSEDED BY SCOP 01-004G**

ATTACHMENT: ADVANCE NOTICE BI-WEEKLY PROJECT INFORMATION

Date: \_\_\_\_\_

# Advance Notice Bi-Weekly Project Information - Stage of Construction

To be Completed by Section Engineer and Faxed to Richard Zetterlund (718) 391-2386 & QA (718) 848-7985

On Friday of Each Pay Week for the Upcoming Two Week Period

Bi-Weekly From: \_\_\_\_\_

Period: To: \_\_\_\_\_

City of New York Department of Design and Construction

Borough: \_\_\_\_\_

Section Eng.: \_\_\_\_\_

Project Number	Description	Sewer and Watermain Work			Earth Work / Soils				Concrete Work				Asphalt Work					
		Sewer	CB / Chute	Water Main	Road Base	Sidewalk Foundation	Trench	Backfill	Cradle	Structures	Curbs	Side Walks	Road Base	Temp. Trench Restoration	Permanent Trench Rest. Binder	Permanent Trench Rest. Top	Curb to Curb Resurfacing Binder	Curb to Curb Resurfacing Top
<b>SUPERSEDED BY SCOP 01-004G</b>																		
Remarks:																		
Any Work Near School? If Yes List Schools and Locations:																		
Remarks:																		
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Remarks:																		
Any Work Near School? If Yes List Schools and Locations:																		
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Instructions: Place an "x" in box indicating each type of work to be performed in the next two week period for each of your projects.