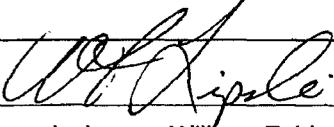


**DDC**

**STANDARD CONSTRUCTION OPERATING PROCEDURE**

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

**SUBJECT: NOTIFICATION OF SUBSTANTIAL  
COMPLETION**

**APPROVED:**   
Assistant Commissioner - William F. Lipski, P.E.

**SCOP..... : 99 - 008G**

**CATEGORY... : CLOSEOUT**  
**Subcategory : SUBSTANTIAL  
COMPLETION**  
**Keywords ..... : SUBSTANTIAL  
COMPLETION**

**Supersedes... : N/A**  
**Supplements..... : N/A**  
**Sheet..... : 1 of 1**

**Issue Date..... : October 26, 1999**

Substantial Completion of a project occurs when all original contract and change order work is completed, with the exception of the punch list work, seasonal work where allowed under the contract, and incidental contract work when approved by the E.I.C. This is a major milestone on DDC projects, and it is important that certain DDC personnel be notified when a project is substantially completed. Therefore, each Resident Engineer must complete the attached Substantial Completion memo **within one week** of the Substantial Completion of their project, and distribute it to the listed personnel.

**SUPERSEDED BY SCOP 01-002G**

ATTACHMENT :SUBSTANTIAL COMPLETION MEMO



City of New York Department of Design and Construction

# Memo

DATE:

TO: Richard Zetterlund, P. E.  
Director of Construction Support

FROM: Resident Engineer

SUBJECT: **SUBSTANTIAL COMPLETION**

CAPIS ID No. \_\_\_\_\_

CONTRACT REGISTRATION NO. \_\_\_\_\_

PROJECT DESCRIPTION: \_\_\_\_\_

Please be advised that the work on the above referenced project was

**SUBSTANTIALY COMPLETED**

on

\_\_\_\_\_  
*Month/ Day/Year*

Resident Engineer: \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

Attachment: Schedule "A" (to original only)

c: Deputy ACCO - Contract Administration, Director of OCO - D. Pope, A/C Lipski or Pusz, A/C Cowan, A/C Ng, D/A/C Saia, Dir. L. Martinez, QA - S. Sauberman, Construction - Borough Director, Program Management - Borough Director, L. Pena-Franco, V. Jones, Engineer-in-Charge, File

SUBCOMP.DOC

October 26, 1999

DDC99-1-67