



**STANDARD CONSTRUCTION OPERATING PROCEDURE**

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

**SUBJECT: SITE VISITOR SIGN IN**

**APPROVED:**

Assistant Commissioner - William F. Lipski, P.E.

**SCOP..... : 99 - 009G**

**CATEGORY.. : RECORD KEEPING**

**Subcategory : VISITORS**

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Supersedes... : N/A

Supplements..... : N/A

Sheet..... : 1 of 1

Issue Date..... : October 27, 1999

As per DDC Policy and Procedures Memorandum # 99-3 (Operational), each field employee must record the date, arrival time, departure time, and name of all DDC and other City employees who visit the project site. This information must be noted in the Inspector's Report and/or Resident Engineer's Diary.

ATTACHMENT: DDC POLICY MEMO # 99 - 3



City of New York Department of Design and Construction

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**DDC Policy and Procedures Memorandum -- #99 -- 3 (Operational)**

TO: Michael Burton  
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Mark Canu

FROM: Kenneth Holden 

SUBJECT: Site Visitor Sign In Procedure

DATE: September 14, 1999

Documenting the visits of DDC and other City employees to a job site is an essential project management task. Therefore, I am requiring that each DDC field employee maintain a record of the date, arrival time, departure time and identity of all DDC and other City employees who visit the job site.

For Structures projects, this information should be maintained in the Project Manager's Log Book.

Infrastructure personnel should note this information in the Inspector's Daily Report and/or the Resident Engineer's Diary.

For projects involving asbestos abatement, the HAZMAT consultants should include the required information as part of the monthly report package they submit to DDC.