



**STANDARD CONSTRUCTION OPERATING PROCEDURE**

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

**SUBJECT: DAILY WATER MAIN SHUTDOWN LOG**

**SCOP..... : 00 - 004G**

**CATEGORY.. : ADMINISTRATIVE**  
**Subcategory : WATER MAIN SHUT-DOWN LOG**

Keywords ..... : Water main, Shutdown

Supersedes... : N/A

Supplements..... : N/A

Sheet..... : 1 of 1

**APPROVED:**

*[Signature]* 3/30/2000  
*Assistant Commissioner - John W. Pusz, P.E.*

Issue Date..... : March 27, 2000

The Resident Engineer on projects with water main shutdowns (by Noon on the day of the shutdown) will be responsible to provide the Borough Office with the project ID, shutdown time, water main size, shutdown location and limits, work location and limits, contractor, emergency contact name and phone number, EIC's name, and the inspector's name and phone number.

The Borough Director will designate a person to receive the above information from the Resident Engineers, summarize the Borough information on the "Daily Water Main Shutdown Log" and e-mail this form to their Assistant Commissioner by 1PM each day. If there are no shutdowns in the Borough, the Borough designee must state this in the e-mail to the Assistant Commissioner.

ATTACHMENT DAILY WATER MAIN SHUTDOWN LOG



City of New York Department of Design and Construction

## DAILY WATER MAIN SHUTDOWN LOG

<b>BOROUGH:</b>	<b>DATE:</b>	<b>DAY OF WEEK:</b>	<b>DEP YARD PHONE #</b>
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PROJECT ID	SHUTDOWN TIME	WM SIZE	SHUTDOWN LOCATION / LIMITS	CONTRACTOR / EMERGENCY CONTACT NAME AND PHONE #	EIC NAME / INSPECTOR NAME AND PHONE #

**BOROUGH TO E-MAIL THIS LOG DAILY TO THE D/C AND THEIR A/C BY 1PM EACH DAY.**

**SHEET \_\_\_ OF \_\_\_**

Water main log 2000 rz