

City of New York



Department of Design and Construction
Division of Infrastructure Bureau of Construction

STANDARD CONSTRUCTION OPERATING PROCEDURE

SCOP..... : 01 -009W

CATEGORY.... : RECORD KEEPING
Subcategory : AS-BUILTS

Keywords : Water Mains, As-Builts

SUBJECT: WATER MAIN IN-SERVICE NOTIFICATION

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

APPROVED:

[Signature] 8/9/01
Assistant Commissioner John Pusz, P.E.

Issue Date..... : August 9, 2001

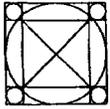
The importance of DEP receiving water main In-Service Notifications upon the installation of new water mains is critical to the operation of the water supply system. The timely submission of these notifications (which include in-service sheets) by DDC to the appropriate DEP Water Maintenance Supervisor and Distribution Engineer for the borough, and the centralized Mapping and Records Unit is extremely important. This will ensure that DEP can maintain the water system with a high level of service.

In-service sheets are block-by-block sketches which show the size and location of new water mains including valves and hydrants, and must be prepared upon the completion of the water main work on every block on the project. When a large project is done in phases, In-Service Notifications are to be submitted at the completion of the water main work in each phase (not to exceed a 10 block area). When a project is scheduled to be shutdown for an extended period of time, then In-Service Notifications are to be submitted at the beginning of the shutdown period. On short-term projects, In-Service Notifications are to be submitted upon completion of the water main work. If the work on a block is delayed, and the work includes the installation of new valves, then a partial block In-Service Notification must be prepared and submitted.

Attached is an In-Service Notification to be used for the submission of in-service sheets to the appropriate DEP personnel as well as a sample in-service sheet. Each Borough Office must maintain a centralized log of all In-Service Notifications transmitted to DEP for each project.

Superseded by 10-007W

ATTACHMENTS: DEP TRANSMITTAL LETTER, SAMPLE IN-SERVICE SHEET



City of New York Department of Design and Construction

Kenneth Holden
Commissioner

CERTIFIED MAIL WITH RETURN RECEIPT

(DATE)

William Lipski, P.E.
Assistant Commissioner- Infrastructure
Brooklyn/Staten Island/Construction
Support Unit

30-30 Thomson Avenue
Long Island City, NY 11101

Tel. 718 / 391-1901
Fax: 718 / 391-2384

www.nyc.gov/buildnyc

(NAME)
Water Maintenance Supervisor
NYC Department of Environmental Protection
(ADDRESS)
(CITY, NY, ZIP CODE)

Re: FMS (CAPIS) ID: _____
JOB DESCR. _____
Contract Reg. #: _____
Contractor: _____
IN-SERVICE NOTIFICATION

Dear Mr./Ms. (NAME):

Enclosed please find the In-Service Sheet(s) for the water mains constructed on the subject project at the following location(s):

(ENTER STREET(S) AND LIMITS)

The main were flushed, and samples taken. Main Test Results: _____

(Include the following statements when appropriate)

All valves on the new water main work were left open. DEP can now open all valves previously closed as part of the shutdown associated with this work.

REMARKS: (Note any special conditions) _____

Very truly yours,

(NAME)
Engineer-in-Charge

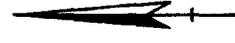
C: Borough File, Resident Engineer, Construction Support

COPY TO: (NAME)
Central Mapping and Records Unit Chief
NYC Department of Environmental Protection
(ADDRESS)
(CITY, NY, ZIP CODE)

(NAME)
Distribution Engineer
NYC Department of Environmental Protection
(ADDRESS)
(CITY, NY, ZIP CODE)

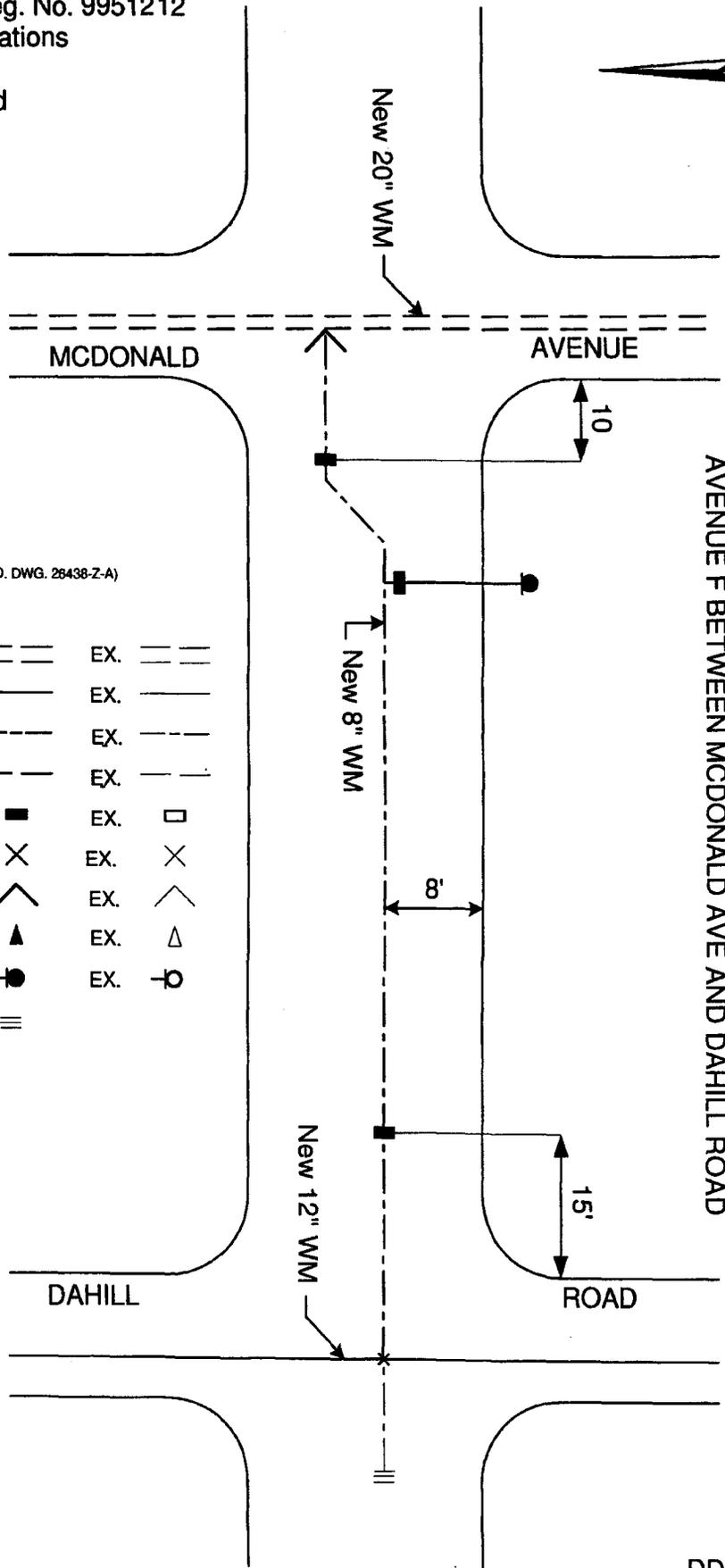
Contract No. BED 734, Reg. No. 9951212
 Water Mains, Various Locations
 Brooklyn
 Prepared By: R. Zetterlund

SAMPLE



SYMBOLS (REF. WM STD. DWG. 26438-Z-A)

| | | | | |
|----------------|-----|-------|-----|-------|
| 20" WM | NEW | ==== | EX. | ---- |
| 12" WM | NEW | ===== | EX. | ----- |
| 8" WM | NEW | ----- | EX. | ----- |
| 6" WM | NEW | ----- | EX. | ----- |
| VALVE | NEW | ■ | EX. | □ |
| 4 WAY | NEW | × | EX. | × |
| 3 WAY | NEW | ∧ | EX. | ∧ |
| REDUCER | NEW | ▲ | EX. | △ |
| HYDRANT | NEW | ● | EX. | ⊙ |
| TO EXISTING WM | | ≡ | | |



IN-SERVICE SHEET