

**STANDARD CONSTRUCTION OPERATING PROCEDURE**

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

SCOP..... : 03 -004G

CATEGORY.... : Administration  
Subcategory : Construction

**SUBJECT: SITE PATROL OF PROJECTS BY EIC**

Keywords .... Walk-Through  
Site Patrol

**APPROVED:**

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

Supersedes... : N/A

Supplements.... : N/A

Sheet..... : 1 of 1

Issue Date..... : June 24, 2003

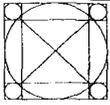
To mitigate site maintenance/safety/MPT problems on all projects, the Engineer-In-Charge (EIC) must begin routine weekly patrols of the project sites to insure that all site maintenance/safety/MPT requirements are met and that deficiencies are promptly rectified.

The EIC must survey the project sites on a weekly basis to check for inconsistencies, extent of contractor's compliance, to issue supplementary field orders, and to authorize payment to the contractor for compliant maintenance of site/safety/MPT work. All deficiencies must be transmitted to the Contractor promptly and tracked until they are resolved by the EIC.

The EIC must review the daily site patrol forms and associated field orders for the week and based on compliance as shown on these forms/field orders, as well as his personal observations of site conditions, authorize daily payment accordingly.

The revised site patrol form including the EIC authorization for payment is attached; the electronic version will be made available on the intranet.





City of New York

Department of Design and Construction

FIELD ORDER # \_\_\_\_\_

Contract No: \_\_\_\_\_ Reg. No: \_\_\_\_\_

Project Description: \_\_\_\_\_

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

Contractor: \_\_\_\_\_

Resident Engineer's Name: \_\_\_\_\_

Date Issued: \_\_\_\_/\_\_\_\_/\_\_\_\_

**THE FOLLOWING DEFICIENCIES IN MAINTENANCE AND PROTECTION OF TRAFFIC AND SITE MAINTENANCE HAVE BEEN OBSERVED:**

LOCATION	<u>MAINTENANCE AND PROTECTION OF TRAFFIC DEFICIENCIES</u>	Required Completion Date	Actual Date / Time Completed

LOCATION	<u>MAINTENANCE OF SITE DEFICIENCIES</u>	Required Completion Date	Actual Date / Time Completed

The above deficiencies are to be completed to the satisfaction of Resident Engineer by the required completion date.

Failure to comply will result in non payment of applicable contract items, assessment of penalties, and/or further actions as appropriate.

Received by: \_\_\_\_\_  
Contractor's Representative

Issued by: \_\_\_\_\_  
Resident Engineer

Witness: \_\_\_\_\_ (Only if Contractor refused to sign)

**AUTHORIZATION FOR PAYMENT BY ENGINEER-IN-CHARGE:**

I, \_\_\_\_\_, hereby certify that I have patrolled this project site on \_\_\_\_\_ and reviewed Daily Site Patrol forms from \_\_\_\_\_ to \_\_\_\_\_. I have determined that payment for satisfactory MPT and MOS can be made for the following dates:

MPT: (Dates) \_\_\_\_\_

MOS: (Dates) \_\_\_\_\_

\_\_\_\_\_  
Engineer-In-Charge's Signature

\_\_\_\_\_  
Date