

STANDARD CONSTRUCTION OPERATING PROCEDURE

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

SCOP..... : 04 -015G

CATEGORY.... : CONSTRUCTION
Subcategory : Water Main Shutdown

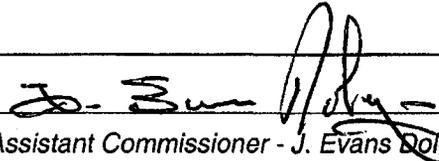
Keywords Trunk Water Main

SUBJECT: TRUNK WATER MAIN SHUTDOWN REQUEST

Supersedes... : N/A

Supplements.... : N/A

Sheet..... : 1 of 1

APPROVED: 
Assistant Commissioner - J. Evans Doleayres, P.E.

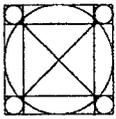
Issue Date..... : December 29, 2004

Effective immediately, all trunk water main shutdown request must be documented on the attached form and be forwarded to DDC's trunk water main shutdown coordinator for review and scheduling. An accurate assessment of the contractor's schedule and the status of the project must be made prior to requesting a trunk water main shutdown. Efforts must be made to minimize the duration of the required trunk main shutdown time, whenever possible, by scheduling the least amount of work required to restore service (such as tie-in into existing bulkhead, cutting in a new valve chamber, etc.); except when complete pipe replacement is involved. The contractor should also be required to perform any preliminary work that will reduce the duration of the shutdown.

The Resident Engineer must obtain written documentation from the contractor certifying that all materials (pipe, valve, flange bolts, etc.) required to restore service have been approved and are available for installation; and that there are no monetary issues that would have an adverse impact on prompt restoration of trunk water main service. In addition, the Resident Engineer should independently verify material availability and other matters that may adversely impact the timely restoration of service.

Once the Resident Engineer completes the attached form it is to be forwarded to the Engineer-In-Charge (EIC) for review. The EIC is then to forward the form to the DDC's trunk water main coordinator for final review and scheduling with DEP's Distribution Engineer. DEP's Distribution Engineer has final authority in granting, scheduling and rejecting trunk water main shutdown requests.

Attachments: Trunk Water Main Shutdown Request Form



City of New York Department of Design and Construction

TRUNK WATER MAIN SHUTDOWN REQUEST

Project / Contact Information

FMS ID #: _____ Comptroller's Reg. #: _____
Managing Borough: _____
Contractor: _____ Tel. No.: _____
Engineer-in-Charge: _____ Tel. No.: _____
Resident Engineer: _____ Tel. No.: _____

Scheduling

Proposed start date for work requiring shutdown: _____
Estimated duration to complete work for service restoration: _____ CCD

Description of Work Requiring Shutdown

Location of work: _____

Describe scope of work to be performed before service can be restored:

List material required to complete work for service restoration:

Is the material approved, fabricated, ready for release and shipping?

Yes No If No, provide details below regarding status of all critical material.

Will any temporary work be required for service restoration?

Yes No If Yes, provide details below and answer following the questions regarding temporary work.

How will the contractor be reimbursed for performing temporary work?

If additional funding is required (change order or overrun), are the funds registered?

Yes No If No, provide details below concerning status.

Miscellaneous

Are all necessary permits (i.e., OCMC, etc.) on hand to commence work? Yes No

Are there outstanding private utility issues that may delay the work? Yes No

Are there any Embargo (i.e., Holiday, Shutdown, etc) or restrictions that may delay work? Yes No

If so, attach a copy of the restrictions.

Provide details for any other reason why the contractor may not be timely in completing work described above to restore service. _____

Print Name of EIC or RE

Signature

Date