NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION
Division of Infrastructure
Bureau of Construction

STANDARD CONSTRUCTION OPERATING PROCEDURE

SCOP…….. : 06 -002G

CATEGORY.. : CONSTRUCTION
Subcategory : SHOP DRAWING

Keywords …… : Approval, Schedule Log Sheets

Supersedes……. : N/A
Supplements….. : 01-009G
Sheet……..…. : 1 of 2

Issue Date…… : February 14, 2006

SUBJECT: SHOP DRAWING LOG SHEETS

APPROVED: ORIGINAL SIGNED BY
Assistant Commissioner - J. Evans Doleyres, P.E.

At the pre-construction meeting the contractor will be required to provide a detailed construction schedule as per the contract requirements. This schedule must include all required shop drawings and their submittal dates. The Resident Engineer (RE) must review this schedule with the contractor, and if acceptable, prepare Shop Drawing Log Sheets (attached) from this information. The RE will henceforth maintain the Shop Drawing Log Sheets for all required shop drawings.

The Shop Drawing Submittal Log must outline the shop drawing submittals scheduled dates and the target dates for the completion of the review processes. The RE and the EIC will together establish the guidelines for the determination of the target dates. The RE will continuously track the schedule and insure that all submittals are reviewed promptly.

At the regularly scheduled progress meetings the status of each shop drawing submittal must be discussed and outstanding issues promptly resolved.

Attachments: Shop Drawing Log Sheet

SHOP DRAWING SUBMITTAL LOG

CONTRACT NO.: **PROJECT:** **SHEET** _____ **OF** _____

ADDRESS:

DESCRIPTION	Submission #	Date Rec'd from Contractor	No. of Copies	Date Trans to Reviewing Unit	Reviewing Unit Name	No. of Copies	Date Rec'd from Reviewing Unit	No. of Copies	Trans to Contractor	Approval Status A/AC/R	No. of Copies	Target Date	COMMENTS

Note: A - Approved; AC - Approved with Comments; R - Rejected/Resubmit