



STANDARD CONSTRUCTION OPERATING PROCEDURE

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

SCOP..... : 07- 005G

CATEGORY..: CLOSEOUT
Subcategory : Closeout Tasks

SUBJECT: PROJECT CLOSEOUT TRACKING SHEET

Keywords : Closeout Tasks

APPROVED:

ORIGINAL SIGNED BY

Chief Construction Engineer - William Svilar, P.E.

Supersedes..... : N/A

Supplements..... : N/A

Sheet..... : 1 of 2

Issue Date..... : October 4, 2007

Effective immediately, in order to monitor the timely completion of the closeout process on all Infrastructure projects, the attached "Project Closeout Tracking Sheet" is to be initiated for any project that is nearing or at substantial completion. It should be utilized by the Engineer-in-Charge or the DDC Office Engineer to assign tasks and track the progress in closing out the project.

The original tracking sheet is to remain with the project records until all the tasks that are the responsibility of the Borough, including coordination tasks are completed and then it is to be submitted to the Construction Support Unit (CSU) for record keeping and filing. An updated copy of the "Project Closeout Tracking Sheet" is to be brought to the Borough Closeout Meetings. A separate copy of the tracking sheet is to be kept with the Borough Office Manager to assist the Engineer-in-Charge with tracking of the progress of the Closeout process. The Tracking Sheet must be available for the Quarterly Construction Review Meetings.

Engineers-in-Charge are reminded that they are responsible to ensure timely Closeouts of their assigned projects and to take all necessary and appropriate action to ensure compliance while documenting the same.

Attachment: "Project Closeout Tracking Sheet"

DDC99-1-347

PROJECT CLOSEOUT TRACKING SHEET

Comptroller Reg. #: _____
 Project Description: _____
 Borough: _____
 Subs. Compl. Date: _____
 Final Compl. Date: _____

FMS (CAPIS) ID: _____
 Contractor: _____
 Office Engineer: _____
 Resident Engineer: _____
 Eng. In Charge - EIC: _____

**TARGET
 COMPL.
 In
 MONTHS
 from
 SUBS.
 COMPL.
 DATE**

ID NO	FINAL PAYMENT TASKS	DURATION	TARGET COMPL. In MONTHS from SUBS. COMPL. DATE	RESOLUTION	RESPONSIBLE PARTY	DATE DUE	DATE COMPLETED
1	All Material Certification on File Verified	PSC	0.5				
2	All Subs & Vendors Approvals Verified	PSC	0.5				
3	Substantial Completion Memo submitted	0.5	0.5				
4	Subcontractors Perf. Evaluations Submitted	0.5	0.5				
5	Contractor Performance Evaluation Submitted	0.5	0.5				
6	DOS - Excess Fill Delivery Verified	PSC	0.5				
7	All Change Orders Registered	PSC	2				
8	Notification to/from Community Board	2	2				
9	Other Agency Inspections Performed	PSC	2				
10	All DDC Inspections Performed	PSC	2				
11	All Cores are Taken	Cont'r	1.5				
12	All Core and Cylinder Reports Received	0.5	2				
13	Core and Cylinder Reports Analyzed	0.5	2.5				
14	QA Subst. Completion Sign-off Obtained	0.5	1				
15	Final Punch List / Subs C. Ltr to Contractor	0.5	2.5				
16	Substantial Completion Payment	0.5	4				
17	OCO (LBE - W/MBE - LL50) Approval	3	6				
18	DBS Local Law 50 (over \$1Million only)	5	6				
19	DOS - Stockpile Cleanup / Notification	Cont'r	2				
20	Final Punch List Completed and Certified	Cont'r	6				
21	Final Completion Letter to C'tractor	0.5	6.5				
22	Certificate of Completion and Acceptance	0.5	7.5				
23	Credits/Permanent Deductions Established	0.5	3				
24	Completion of Final Measurements	PSC	2				
25	Completion of Final Quantities	PSC	3				
26	Final Qty, CO's & Deductions Send to C'tractor	0.5	3.5				
27	Final Qty - Concurred by Contractor	Cont'r	4				
28	Final Qty, CFO & Budg. Code Funding OK	0.5	4.5				
29	Over./Under. Request/Reports Registered	2	6.5				
30	Time Extension/Claim Submission Submitted/Approved	Cont'r	6				
31	C'tractor Submit. Payment Req. and Forms	Cont'r	7				
32	Final Payment Prepared	0.5	7.5				
33	Final Payment Submitted to CFO	0.5	8				
PROJECT DATA TRANSMITTAL		PSC: Task that should be started Prior Substantial Compl. Date					
34	Tap / Field Cards, In Service Sheets to DEP & CSU		2				
35	Fixed Assets to Construction Support Unit (CSU)		1				
36	Sidewalk Assessments Entered		2				
37	Sewer Assessments Entered (RPF)		2				
38	Ped. Ramps Inventory to Const. Support Unit		1				
39	As-Built Drawings to Const. Support Unit		2				
40	Catch Basin Inventory to Const. Support Unit		1				
41	Survey Monument Report Sent to Boro Pres't		2				
42	Survey Mon. Report Sent to DDC Site Engineering		2				

N/R - Not Required

Cont'r - Contractor's Responsibility