



STANDARD CONSTRUCTION OPERATING PROCEDURE

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

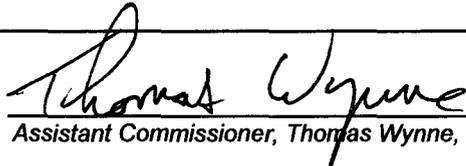
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CATEGORY.. : CONSTRUCTION
Subcategory : CONSTRUCTION

**SUBJECT: INTER-BOROUGH COORDINATION OF
CITYWIDE PROJECTS**

Keywords : Citywide Projects

APPROVED:


Assistant Commissioner, Thomas Wynne, P.E.

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

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Effective immediately, each Borough Office must designate a Borough Office Personnel to coordinate Infrastructure's Citywide Projects, given that Citywide Projects are no longer exclusively managed by the Manhattan Construction Office. It is therefore imperative to coordinate all citywide projects to ensure expeditious resolution of customer's/client's complaints.

The Borough Office Coordinator must be a DDC employee responsible to track and collect daily work information for citywide projects being managed by the various Boroughs. The designated Borough Coordinator must also be able to field complaints and forward them to the responsible Engineer-In-Charge (EIC).

Currently, Citywide projects include, but are not limited to, the following: Distribution Water Main Extensions/Replacements - New Buildings, Milling in Preparation for Resurfacing, Installation of Pedestrian Ramps, Sidewalks, Bus Pads and School Safety Improvement.

Any EIC assigned to a Citywide Project must ensure that the Borough Coordinator for each of affected Borough is kept abreast of all work locations in that Borough on a daily basis and that he/she is copied on all required notices and communication, including water main shutdowns on the project.

This policy is to be reviewed with the field staff at preconstruction and critical phase meetings and should be documented properly in the project records.