

**COMMODITY CODES GUIDELINES**

<b>Category</b>	<b>Description/Comments</b>	<b>Insurance Requirements Template Code</b>
AC - AIR CONDITIONERS	Installation, servicing and repair of air conditioners only plus components in community centers, senior centers, day care centers etc.	01
AD-ACCIDENTAL AND NON-ACCIDENTAL DEATH	Clean up after tenant death or other medical incident - hazardous and biological waste cleanup.	02
AE-ARCHITECT AND ENGINEER	Design, survey, building inspection, testing (air, asbestos, water, boiler), design documents. Heating plant upgrades for new above ground heating systems.	02
AF - ALTERNATIVE FLEET	Hired car service	01
AL-APPLIANCES	Refrigerator and range installation, repair and removal; cleaning of range hoods	01
AL-ATHLETIC, EDUCATIONAL & RECREATIONAL ACTIVITIES	Sports Education, educational services, consulting, martial arts, performances and visual arts, basketball consultants, special events, tournaments, sports leagues, recreational, arts & crafts, music lessons	04
AS - ABATEMENT	Pollutant removal - All Contaminants and Pollutants, including, but not limited to, Lead, Asbestos, Fuel Oil Remediation and Regulated Waste.	12
AU-AUTOMOTIVE REPAIRS	Auto repairs	08
BF -BARRIER FREE ARCHITECTURE	Construction of access for handicapped people	08
BL-BOILER REPAIRS OR BOILER REPLACEMENT	Installation, physical improvement, replacement, including temporary boiler installation	12
BW - BRICKWORKS	Includes refacing	07
CA-CARTING	Garbage removal, including containers	07
CC - CONSULTANTS	Art, music, yoga, computer training, e.g. See PS for Professional Services	02
CM - CONSTRUCTION MANAGERS AS AGENTS	General Management of subcontractors hired by NYCHA.	08
CP-COMPUTER REPAIR AND MAINTENANCE	Desktop hardware repair and replacement	01
CT - CCTV INSTALLATION	Closed Circuit TV installation, service and repair.	06
CX - REFUSE COMPACTOR - EXTERIOR	Exterior compactor repair, maintenance (For Interior Compactors, use Code XC)	06
DC-DESIGN-CONSTRUCTION	Design Build - firm that designs and builds. Real estate developer - Public & Private. Insurance to be determined on a case-by-case basis depending on work to be performed.	08
DE - DEMOLITION/DEBRIS REMOVAL	Demolition and removal - no explosives	07
DP-DUPLICATION, PRINTING ETC.	Signs, newspapers etc.	01

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DR- DOORS - EXTERIOR OR INTERIOR	Installation of doors inside apartment, e.g. bathroom doors and doors in public spaces: to stairwells, halls & public entrances. Includes locking systems	06
EL-ELECTRICAL	Power upgrades, electric risers. Upgrade of meter room, apartment upgrade, lighting upgrade, building controls (lights), intercom installation, exterior lighting	06
EN-ENVIRONMENTAL	Risk evaluation, air, water, lead, boiler, soil monitoring and other pollutant evaluation. testing. Not for abatement. Supervisory	02
EV-ELEVATOR REPAIR OR REPLACEMENT	Elevator repair, replacement, service	14
EX - EXCAVATION	Includes removal of Underground Storage Tanks etc.	07
EX - EXTERMINATING SERVICES	Includes bed bugs, rodents etc. For Pest Management of Trees, see PM	07
FL-FLEET MANAGEMENT	Vehicle and horticultural equipment rental, repair, fleet services.	08
FR-FIRE ALARMS-INSTALLATION, INSPECTION AND REPAIR	Low voltage systems. Interior and exterior alarms, sprinkler systems - install, repair, inspect, test. Stand pipe.	08
FS - LUBRICANTS AND FUELS	Includes delivery of fuels	13
GR - GENERAL RENOVATION	Apartment restoration/renovation (kitchen, bathroom) cabinets, sinks, toilet/locker room renovation, public space plumbing, mail boxes. For more specific classification, see. e.g., Roof. Window. Door. Tile etc.	06
GD-GROUNDS AND GROUNDS MAINTENANCE	Gardening, pruning, weeding, planting, fences, new playgrounds, development lighting, roads, ramps, sidewalk repair and replacement, landscaping, fence installation	01
GF-GRAFFITI REMOVAL		01
HE-HEATING	Steam main replacement. Heating system components - not boilers. Controls (zone valves, vacuum pumps, condensate pumps etc.)	07
IT - INFORMATION TECHNOLOGY	Application Service Provider, Disaster Recovery, Internet Business, Information Services (On-site support for Communications or Infrastructure), LAN/Network Management, Systems Maintenance/Installation of hardware/software applications and appliances	02
JA - JANITORIAL	Cleaning of offices and sites.	01
LO-PROFESSIONAL SERVICES LEGAL	Law firms - outside counsel	11
MA - MARSHAL SERVICES	NYC Marshall's service - Tenant eviction	01
MC - MACHINERY REPAIR		01
MC - MOTOR CARRIER	Moving vans, hired vans, hired buses including cargo coverage	05
MD-SAFETY AND MEDICAL	Vaccinations for employees, pre-employment medical screening	11

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PD - PAINTING	Interior and Exterior	01
PH - PHOTO SERVICES	Photography, web design, graphic design	02
PL-PLUMBING	Domestic water lines, fixtures, sewer lines, sump pumps, gas lines, roof tanks, fire lines	07
PM - PEST MANAGEMENT	Pest Management of trees. For rodents, cockroaches etc.- see EX - Exterminating Services	07
PR - Property	Issuance of permits for parking lot spaces	01
PS-LOCKBOX	Tenant rent payment via Lockbox or In-Person Cash Payment	10
PS-PROFESSIONAL SERVICES OTHER	IT -Utilities Software, Consulting Services, Research and Development Services; Community Ops; Special Studies; Design; Photography; Advertising; HR; Independent claim cost estimating services; financial; management training; insurance consulting; stenography; telecommunications audit etc.	02
PV-PRIVATE MANAGEMENT	Property Managers e.g. Kraus etc.	18
RE - RECREATION		04
RF-ROOF	Includes parapets, brickwork, fencing on roof, flashings, drains	12
SM - SMALL PURCHASE	Classify according to work to be done	
SP-GUARD SERVICE	Senior Developments, police, security guards	02
SP - SECURITY SERVICE AND SYSTEM	Security system not guards	01
ST-STRUCTURAL	Building structure - concrete beams, supports, floors, balconies, sidewalk sheds, concrete repair etc.	06
TE - TELECOMMUNICATIONS	Phone audit, cabling, maintenance fees, radio repairs, telecommunications/internet services, pagers	01
TL - TILE	Installation and removal of vinyl tiles, floors, VAT, VC	07
TR - TRAINING	Occupational Safety, computer learning, CUNY research, environmental safety	02
TR - TREE REMOVAL		01
VA-VENTILATION	Fresh air exchange - roof fans, not HVAC. For HVAC, see HE.	01
WA - WINDOWS - APARTMENTS	Install, replace, repair windows in apartments	06
WP - WINDOWS - PUBLIC SPACE	Install, replace, repair windows in public spaces	06
XC-REFUSE COMPACTOR - INTERIOR	Compactor installation, maintenance, replacement and repair (For exterior compactors, use Code CX)	16
ZI - ZIPCAR RENTAL		01