

CATEGORY	SCOPE OF WORK DESCRIPTION	Insurance Requirement Template Code
AC - AIR CONDITIONERS	Installation, maintenance and removal of window unit air conditioners.	<a href="#">01</a>
AE-ARCHITECT AND ENGINEER	Major architectural or engineering professional services agreements, for example structural design, new construction, redesign of building systems, etc.. For minor architecture and engineer services, PS-Professional Services - Other may be used.	<a href="#">11</a>
AF - ALTERNATIVE FLEET	Hired Passenger Car Service Only - Not for use with any other hired vehicles, see FL & MC below.	<a href="#">01</a>
AL-APPLIANCES	Installation, maintenance and removal of appliances.	<a href="#">01</a>
AL-ATHLETIC & RECREATIONAL ACTIVITIES	Athletic, Physical Recreation and Physical Volunteer Participation (i.e. painting, building) programs and activities, EXCEPT such activities which include the custodial care of minor children or other vulnerable populations, in which case see Schools, Daycare and Custodial Care below.	<a href="#">01</a>
AS - ABATEMENT	Regardless of other scope descriptions which may apply, this scope and code is applicable to all major construction-related scopes which include the abatement of environmentally hazardous materials, including without limitation: lead, asbestos, mold, fuel oil, etc....  For remediation, please utilize code LD for Lead, and utilize code EN for all other hazardous remediation.	<a href="#">12</a>
AU-AUTOMOTIVE REPAIRS	Auto maintenance and repair services.	<a href="#">01</a>
BL-BOILER REPAIRS OR BOILER REPLACEMENT	Installation, maintenance and removal of Boilers, including Temporary Boilers. Note that for Boilers purchased by NYCHA subject to HUD Form 5370, additional requirements may apply. Please consult with Insurance Compliance Administrator.	<a href="#">12</a>
BW - BRICKWORKS	Includes refacing.	<a href="#">07</a>
CA-CARTING	Waste/garbage removal and hauling.	<a href="#">07</a>

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CAPITAL PROJECTS - MAJOR SCOPES GENERAL CONTRACTOR - HUD 5370	For General Contractors performing major scopes of work, for example - ground-up new construction, development-wide renovations, disaster recovery & restoration, scope should be reviewed with Insurance Compliance Administrator.	<a href="#">19</a>
CC - CONSULTANTS	For the use of Family Partnership Senior Center Consultants and otherwise may be utilized for non-professional training and presentation to NYCHA staff and residents. Classify all other consultants under the code which best describes their scope of work.	<a href="#">01</a>
CM - CONSTRUCTION MANAGERS AS AGENTS	Management, administration and oversight of contractors hired by NYCHA for large construction projects. For smaller projects, PS-Professional Services - Other may be used.	<a href="#">11</a>
CONTRACTS	Miscellaneous legal and/or para-professional services (court reporters, process servers).	<a href="#">06</a>
CP-COMPUTER	IT Service Providers, incl. Cloud Services, Hosting, etc... (Interchangeable with IT)	<a href="#">02</a>
CT - CCTV INSTALLATION	Closed Circuit TV & Surveillance System installation, service and repair. Not to be used for professional design of such systems, which may be coded as PS-Professional Services-Other	<a href="#">01</a>
CX - REFUSE COMPACTOR - EXTERIOR	Exterior compactor installation, repair or maintenance.	<a href="#">01</a>
DC-DESIGN-CONSTRUCTION	Design Build - firm that designs and builds, including real estate developers. Insurance requirements must be determined on a case-by-case basis by the Insurance Compliance Administrator.	Refer to RM
DE - DEMOLITION/DEBRIS REMOVAL	Medium to large scale demolition only. Incidental demolition may be classified with the appropriate scope of work.	<a href="#">12</a>
DP - DUPLICATION, PRINTING ETC.	Printing and on-site distribution of NYCHA published materials.	<a href="#">01</a>

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DR - DOORS - APARTMENTS	Installation and maintenance of doors and locking mechanisms in apartments, except for Lead Remediation which should be classified as EN, or Lead Abatement which would be classified as LD.	<a href="#">01</a>
DS - DOORS - PUBLIC AREAS	Installation and maintenance of doors and locking mechanisms in common areas, except for Lead Remediation which should be classified as EN, or Lead Abatement which would be classified as LD.	<a href="#">01</a>
EF - OFFICE FURNITURE	Installation and maintenance of office furniture.	<a href="#">01</a>
EL-ELECTRICAL	Electrical services provided by a Master Electrician subject to permit. Incidental electrical-related work may be classified with appropriate scope of work.	<a href="#">06</a>
EN-ENVIRONMENTAL	<p>This code is applicable to Remediation (as opposed to Abatement which is code AS) of environmental hazards, including without limitation: lead, asbestos, mold, fuel oil, medical waste, etc.</p> <p>This code is not applicable to inspections or evaluations which do not include actual remediation, which may be classified as PS-Professional Services-Other.</p>	<a href="#">07</a>
EV-ELEVATOR REPAIR OR REPLACEMENT	All non-cosmetic elevator installation and maintenance work that affects the stability and functionality of elevators. Cosmetic work can be classified under GR.	<a href="#">14</a>
EX - EXCAVATION	All excavation or digging, inclusive of the removal of Underground Storage Tanks or other equipment.	<a href="#">07</a>
EX - EXTERMINATING SERVICES	Includes bed bugs, rodents etc. For Pest Management of Trees, see PM	<a href="#">07</a>
FL-FLEET MANAGEMENT	Temporary vehicle and horticultural equipment rental, repair, fleet services.	<a href="#">01</a>
FR-FIRE ALARMS-INSTALLATION, INSPECTION AND REPAIR	Low voltage systems. Interior and exterior alarms, sprinkler systems - install, repair, inspect, test. Stand pipe.	<a href="#">14</a>
FS - LUBRICANTS AND FUELS	Transportation of lubricants, fuels and other small amounts of hazardous materials.	<a href="#">07</a>

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GD-GROUNDS AND GROUNDS MAINTENANCE	Installation and maintenance of landscaping, fencing, pavements, lighting, playgrounds and other outdoor property, excluding hazardous abatement or remediation work.	<a href="#">01</a>
GF-GRAFFITI REMOVAL	Removal of graffiti	<a href="#">01</a>
GR - GENERAL RENOVATION	Interior renovations - excluding hazardous abatement or remediation work.	<a href="#">01</a>
HE-HEATING	Steam main replacement. Heating system components - not boilers. Controls (zone valves, vacuum pumps, condensate pumps etc.)	<a href="#">07</a>
IT - INFORMATION TECHNOLOGY	IT Service Providers, incl. Cloud Services, Hosting, etc... (Interchangeable with CP)	<a href="#">02</a>
JA - JANITORIAL	Routine cleaning of offices and sites.	<a href="#">01</a>
LD - Lead Abatement Contractor	Lead Abatement - for remediation use EN	<a href="#">12</a>
LO-PROFESSIONAL SERVICES LEGAL	Law firms - Outside Counsel for claims, lawsuits or other major legal services. Minor legal services can be categorized as Contract or PS-Professional Services-Other.	<a href="#">11</a>
MC - MACHINERY REPAIR	Minor equipment repair, tune-ups and onsite maintenance, except as more specifically described in these guidelines (i.e. EV for Elevators, BL for Boilers, etc..)	<a href="#">01</a>
MC - MOTOR CARRIER	Moving vans, van or bus charter/rental, cargo transport but not including hazardous materials (FS) or passenger automobiles (AF).	<a href="#">01</a>
MD - SAFETY AND MEDICAL	Any organization providing substantial medical services on NYCHA premises or on behalf of NYCHA, including such services to residents, employees or the general public. Minor medical services such as blood drives, dentistry and health clinics can be classed as PS-Professional Services with lower insurance requirements.	<a href="#">11</a>

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PD - PAINTING	All painting, excluding Lead Remediation which shall be categorized as EN.	<a href="#">01</a>
PH - PHOTO SERVICES	Photography or other creation of visual elements for NYCHA use.	<a href="#">01</a>
PL - PLUMBING	Use only for services provided by a Master Plumber subject to permit. Incidental plumbing-related work may be classified with appropriate scope of work.	<a href="#">20</a>
PM - PEST MANAGEMENT	Pest Management of trees. For interior pest management, please see EX.	<a href="#">07</a>
PR - PLASTER RESTORATION	All plaster restoration, excluding Lead Remediation which shall be categorized as EN.	<a href="#">01</a>
PS - LOCKBOX	Any collection, deposit or management of funds for NYCHA, including rent payment via Lockbox or In-Person Cash Payment	<a href="#">10</a>
PS - PROFESSIONAL SERVICES OTHER	Miscellaneous professional services except as more specifically provided for in these guidelines (LO for attorneys, AE for architects, etc...)	<a href="#">06</a>
PV - PRIVATE MANAGEMENT	Property Management service providers contracted to manage NYCHA developments on a full-time basis. Insurance requirements must be determined on a case-by-case basis by the Insurance Compliance Administrator.	Refer to RM
RC - REFUSE COMPACTOR	Installation & Maintenance of Compactors.	<a href="#">01</a>
RF - ROOF	Includes parapets, brickwork, fencing on roof, flashings, drains and all exterior construction, maintenance or repair work performed at high elevations.	<a href="#">12</a>

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SCHOOLS, DAYCARE & CUSTODIAL CARE	Organizations who will have custodial care over vulnerable populations, including without limitation minor children, seniors, the cognitively impaired or physically handicapped, survivors of domestic abuse, patients in addiction treatment, etc...	<a href="#">03</a>
SM - SMALL PROCUREMENT	For Micro-Procurements under \$10K ONLY. Small Procurements over \$10K must be classified with the appropriate scope of work per these guidelines.	<a href="#">01</a>
SP - SECURITY SYSTEMS & GUARDS	Provision of security guards, design of security systems.	<a href="#">06</a>
ST - STRUCTURAL	Major structural repair and maintenance - including concrete beams, supports, floors, balconies, concrete repair, foundations, etc...	<a href="#">12</a>
TE - TELECOMMUNICATIONS	Telecommunications utility services, cabling, equipment maintenance and repairs.	<a href="#">01</a>
TL - TILE	Installation and removal of vinyl composition tiles, floors (VAT, VCT, etc....).	<a href="#">07</a>
TR - TRAINING	Critical Life/Safety and Legal/Compliance Training - Occupational/Environmental Safety, Training on Elevators, Fire Systems, etc... All Other Training/Presentations etc... may be classified under CC.	<a href="#">06</a>
VA - VENTILATION	Fresh air exchange - roof fans, not HVAC. For HVAC, see HE.	<a href="#">01</a>
WA - WINDOWS - APARTMENTS	Install, replace, repair windows in apartments, except for Lead Remediation which should be classified as EN, or Lead Abatement which would be classified as LD.	<a href="#">01</a>
WP - WINDOWS - PUBLIC SPACE	Install, replace, repair windows in public spaces, except for Lead Remediation which should be classified as EN, or Lead Abatement which would be classified as LD.	<a href="#">01</a>
XC - REFUSE COMPACTOR - INTERIOR	Compactor installation, maintenance, replacement and repair (For exterior compactors, use Code CX)	<a href="#">01</a>