DOB NOW: *Build* - Scope of Work *Plumbing, Sprinkler & Standpipe* Step-By-Step Guides

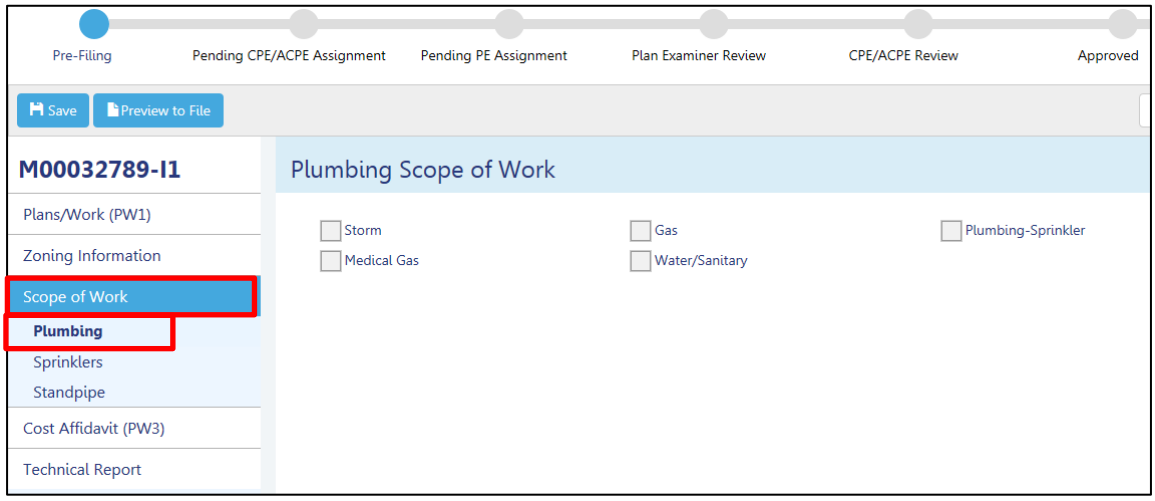
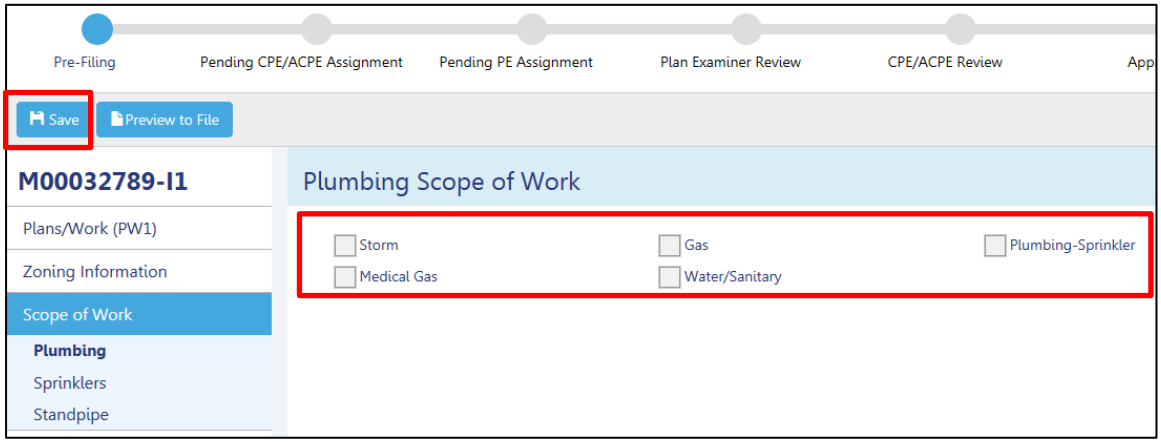
Some actions may only be performed by specific industry users.

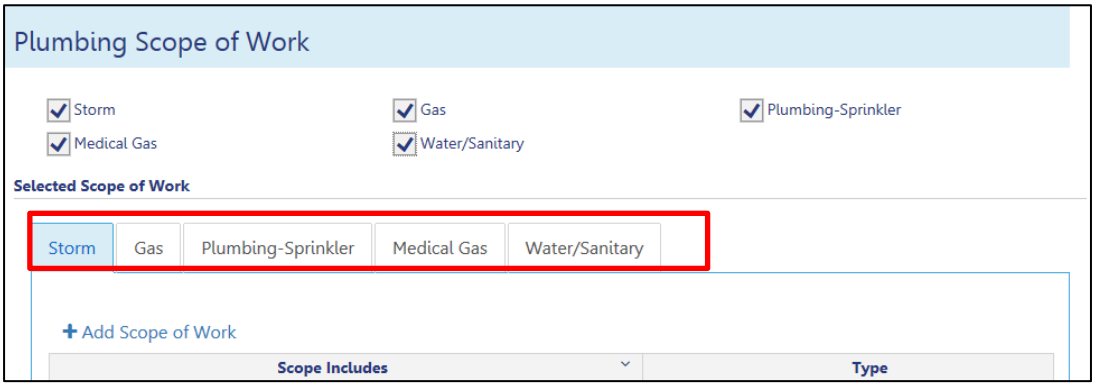
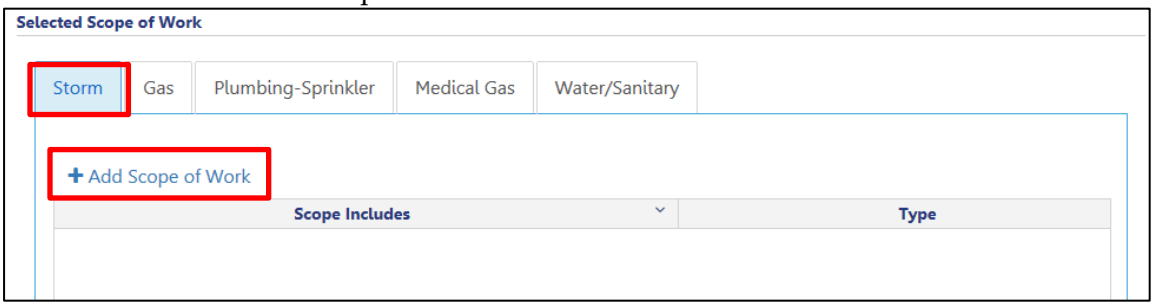
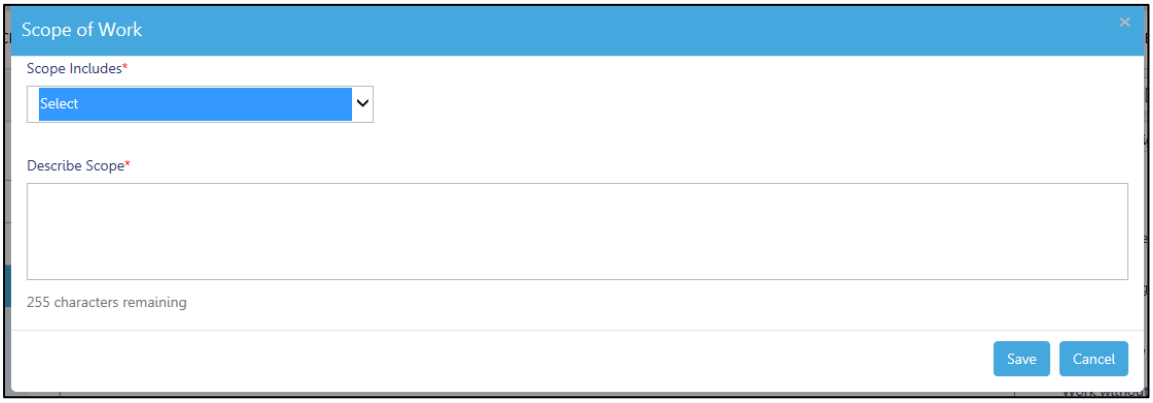
The following roles are authorized to complete the Scope of Work section:

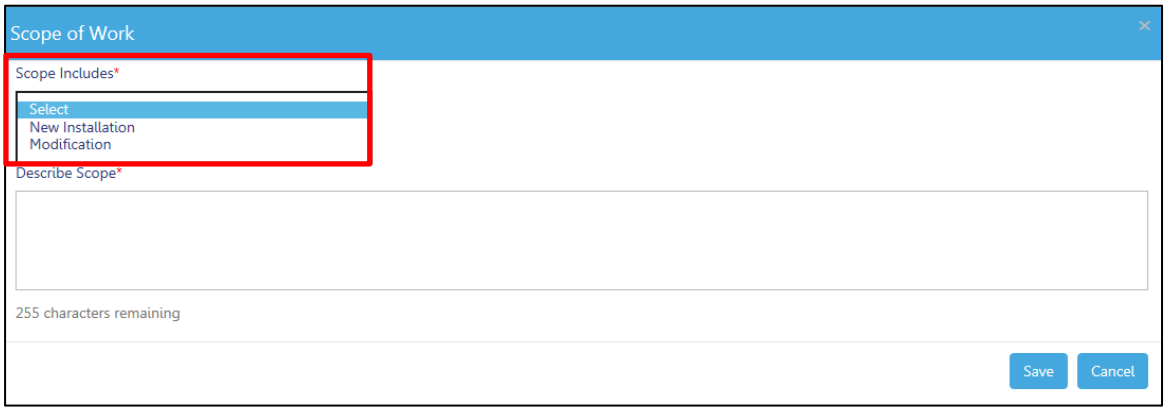
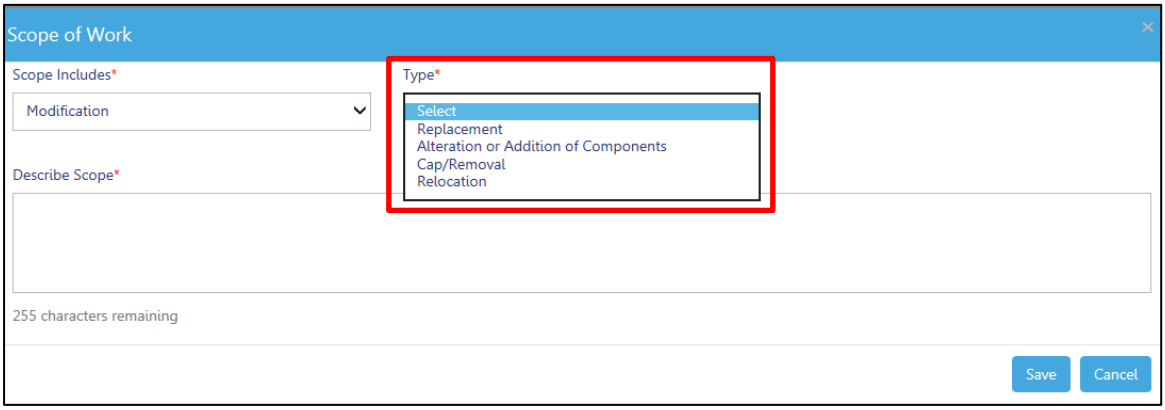
- Master Plumber
- Oil Burner Installer
- Master Fire Suppression Contractor
- Owner
- Filing Representative
- Applicant

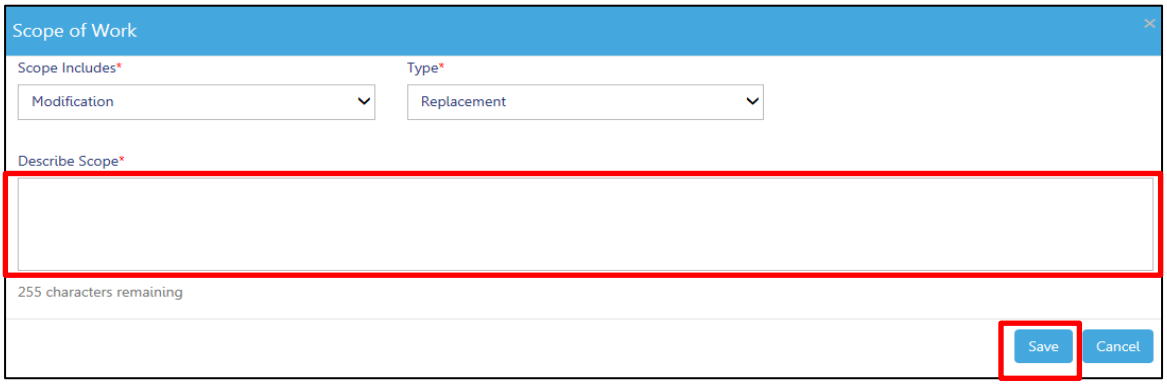
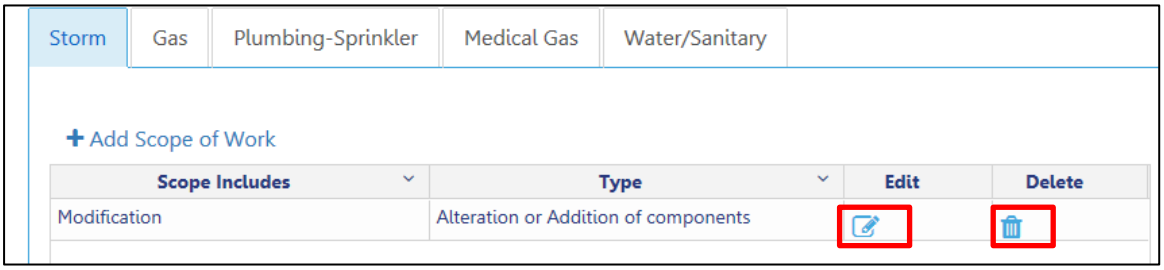
Plumbing Scope of Work

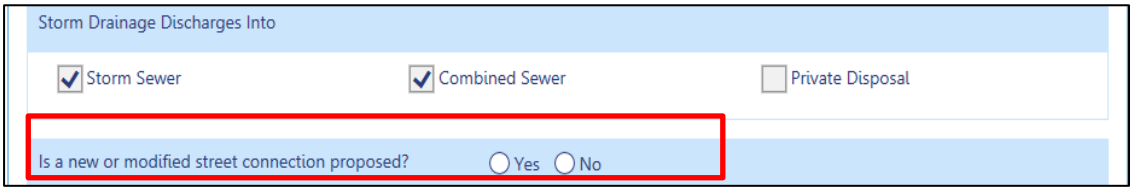
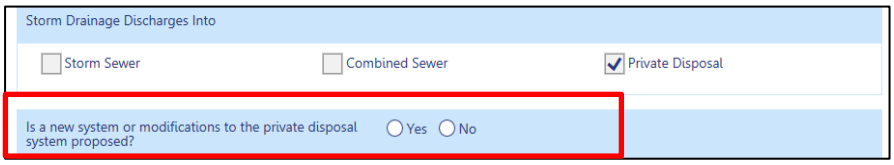
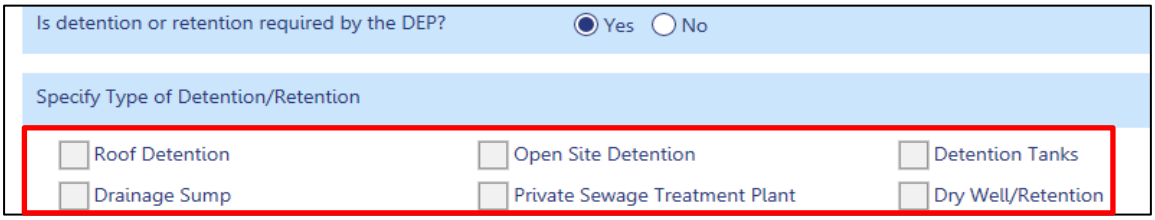
Complete the following steps to enter the Plumbing Scope of Work:

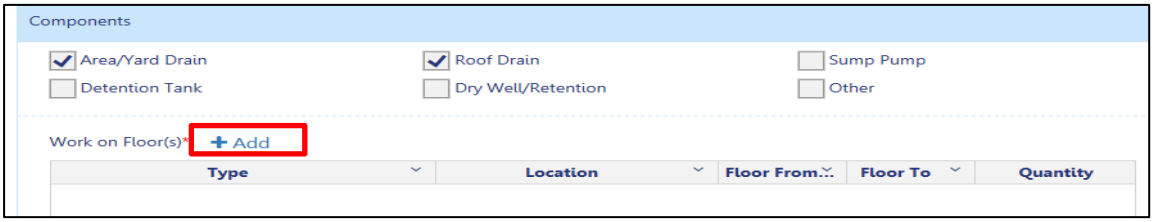
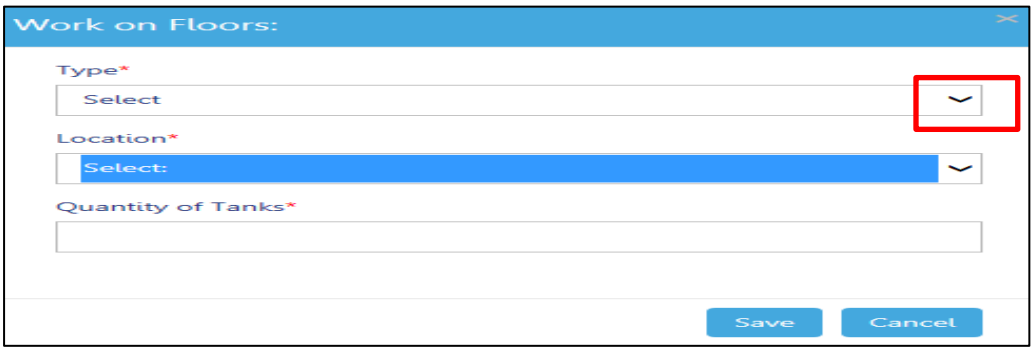
Step	Action
1.	Select the **Scope of Work** tab. If the job filing consist of multiple work types (i.e. PL, SP and SD) on the PW1 tab, all work types will appear in the **Scope of Work** tab. Click on **Plumbing**.  **Note**: The work types that are displayed in the Scope of Work tab are derived from the work types that were selected when the filing was initiated. The work types cannot be changed. To remove or add work types from a filing, the applicant must delete and initiate a new job filing.
2.	Select all the appropriate system. After making selection, click on the **Save** button in the upper left of the screen. 

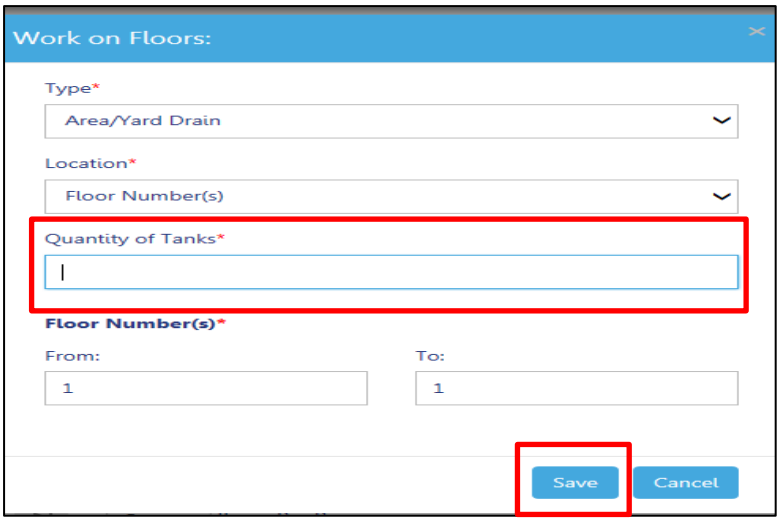
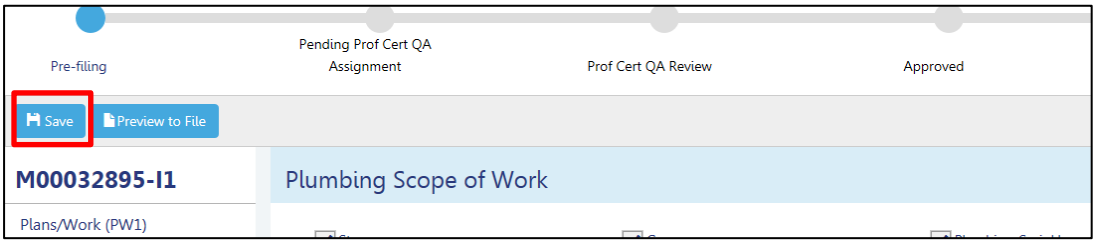
Step	Action
3.	The system will display a new tab for each Plumbing system that was selected and display them in the **Selected Scope of Work** section. Click on the **tab** for the system to enter the scope of work. 
	Note: Refer to the steps below to enter a Plumbing Scope of Work for a **Storm** system.
4.	Click on the **Storm** tab. In the **Selected Scope of Work** section, click on the **+Add Scope of Work** button to add the Scope of Work details. 
	The **Scope of Work** details pop-up window displays. 

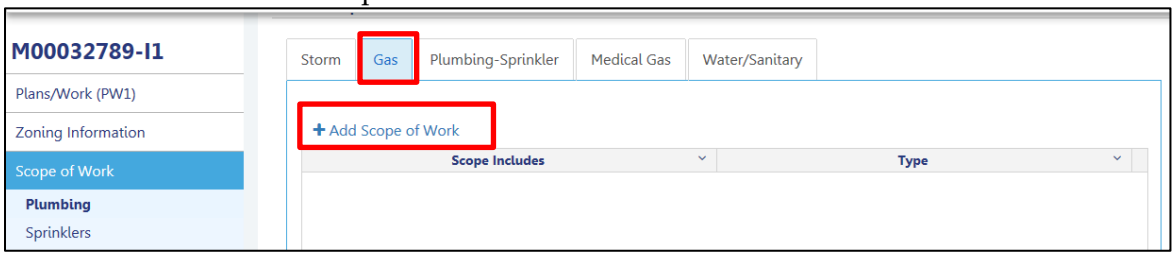
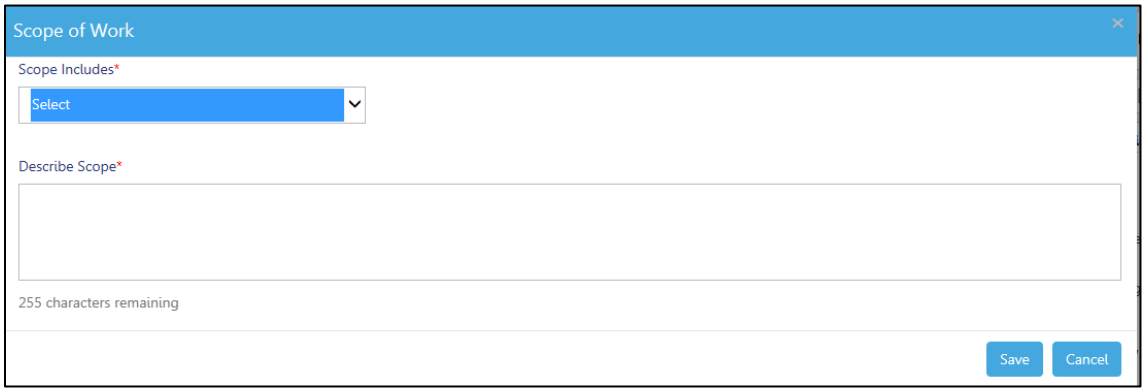
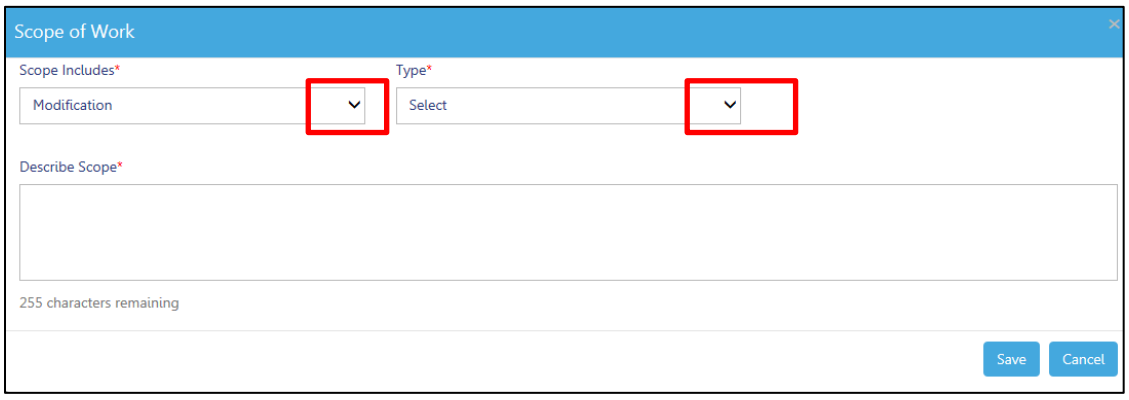
Step	Action
5.	Select the applicable **Scope Includes** from the drop-down list (e.g., **New Installation or Modification**).  **Note**: If **Modification** was selected, the **Type** field will appear. Select the applicable type.  **Note**: If **Replacement** and/or **Cap/Removal** is selected the system will only require the components information. If **Relocation** the system will require the components information. Depending on component selection, the system will require additional information. If **Alteration or Addition of components** is selected the system will require the components and other additional information.

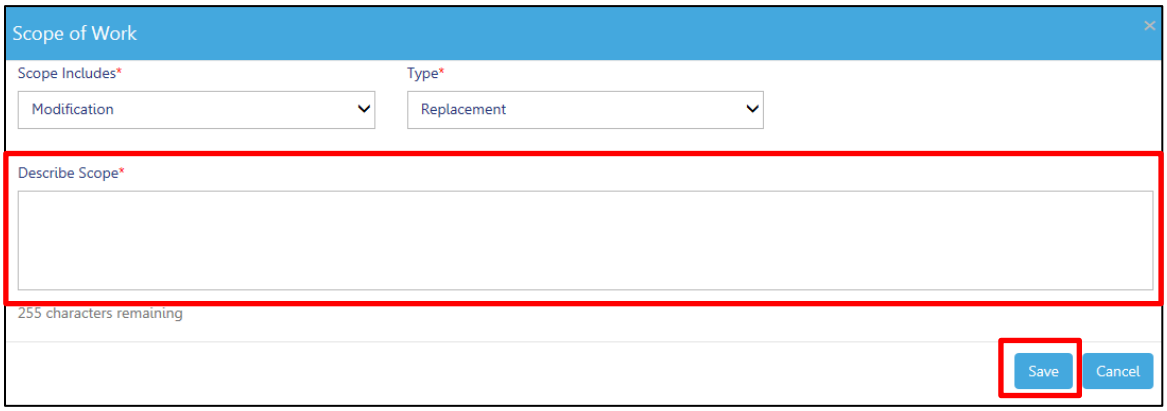
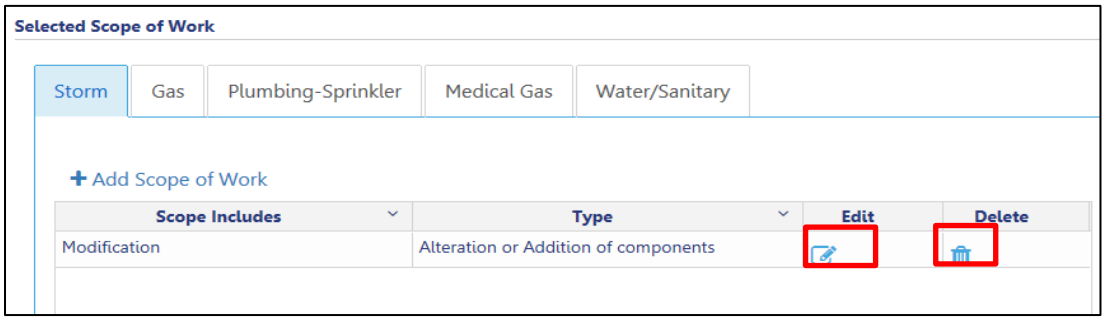
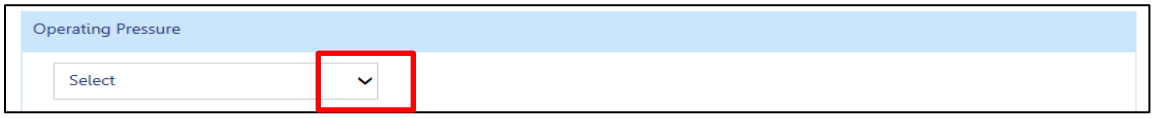
Step	Action
6.	In the **Describe Scope** field enter the scope details. Click on the **Save** button to save the scope information. 
	The scope of work will appear in the grid. If necessary, click on the **Edit** icon to edit the scope or click on the **Delete** icon to delete the scope. 
7.	Select the applicable **Storm Drainage Discharges Into** **Note**: **Storm Drainage Discharges Into** is not required if the scope is for a modification for a replacement and/or Cap/Removal.

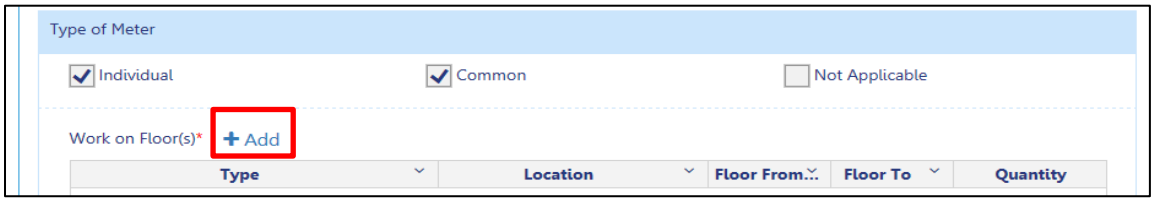
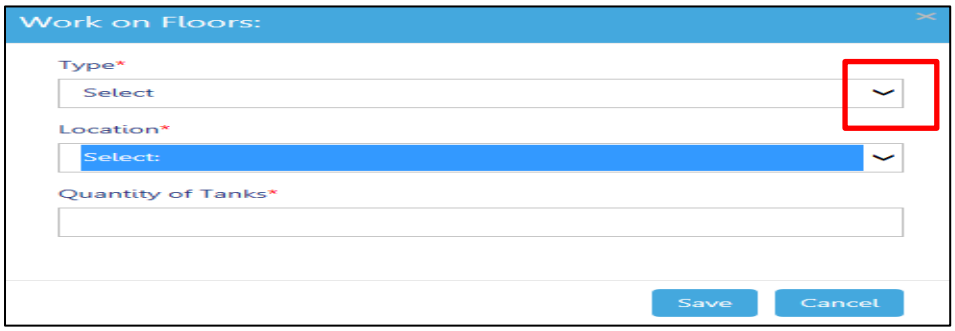
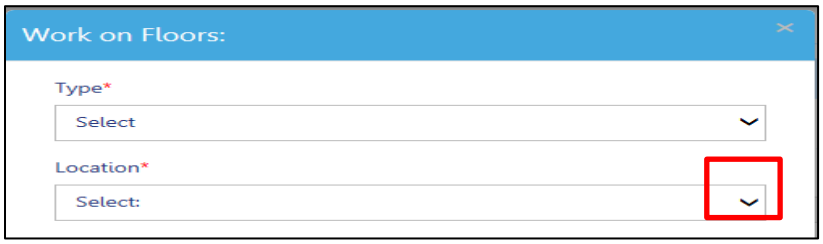
Step	Action
8.	If **Storm Sewer** and/or **Combined Sewer** are selected, the following question will appear: **Is a new or modified street connection proposed?** Click in the appropriate **Yes** or **No** radio button to make selection.  If **Private Disposal** is selected, the following question will appear: **Is a new system or modifications to the private disposal system proposed?** Click in the appropriate **Yes** or **No** radio button to make selection. 
9.	Click on the appropriate **Yes** or **No** radio button for the following question: **Is detention or retention required by the DEP?** **Note**: This question will only appear if **Yes** was selected as the response to any of the previous two questions.
10.	If detention or retention required by the DEP, **Specify Type of Detention/Retention**.  **Note**: When Storm Drainage Discharges into **Private Disposal** and the Type of Detention/Retention is **Dry well/Retention** then the **Subsurface Investigations** special inspection on the **Technical Report (TR1)** is required.

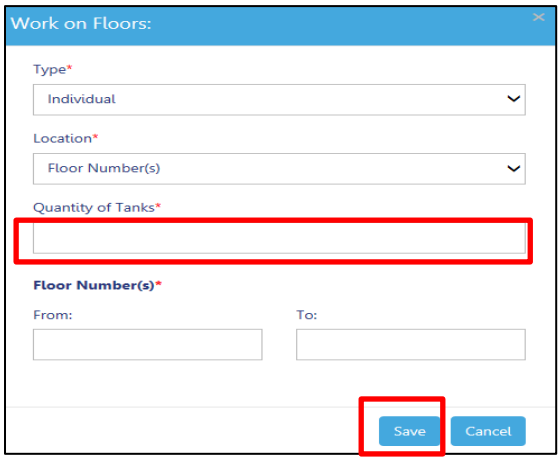
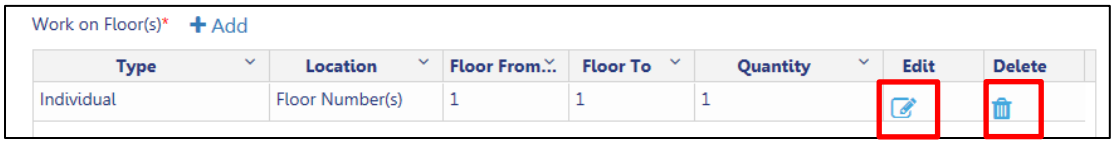
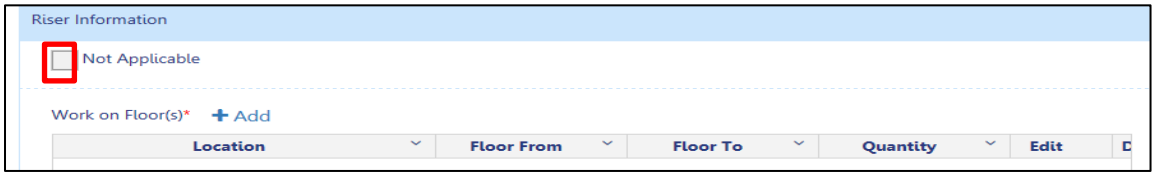
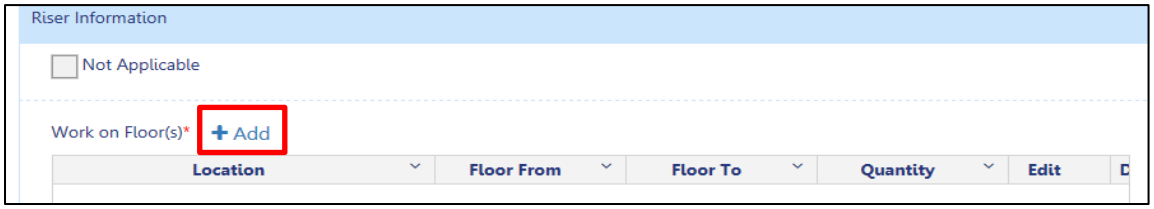
Step	Action
11.	Select all the applicable **Components**.
12.	Once a component selection is made the system will display the **Work on Floor(s)** grid. Click on **+Add** to enter the Quantity for each Item Type. 
13.	The **Work on Floors** pop up will appear. Click on drop down arrow in the **Type** field to make selection.  **Note**: The drop down list will consist of all components that were selected.
14.	Click on the **drop down arrow** by **Location** to select the appropriate location. **Note**: Additional fields may appear to enter additional location information when applicable. For example, if **Floor Number(s)** is selected, the **Floor Numbers (s) From** and **To** fields will appear.

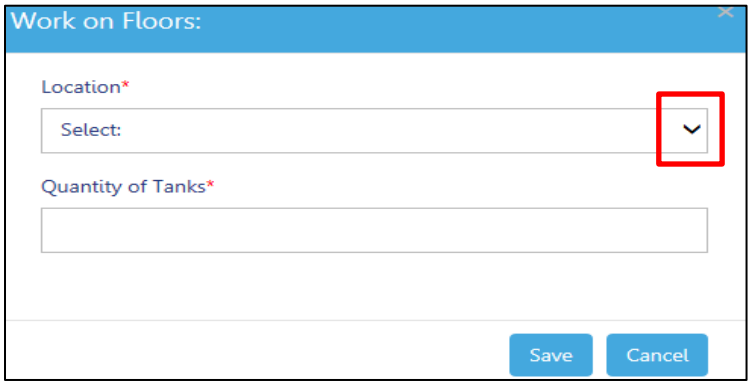
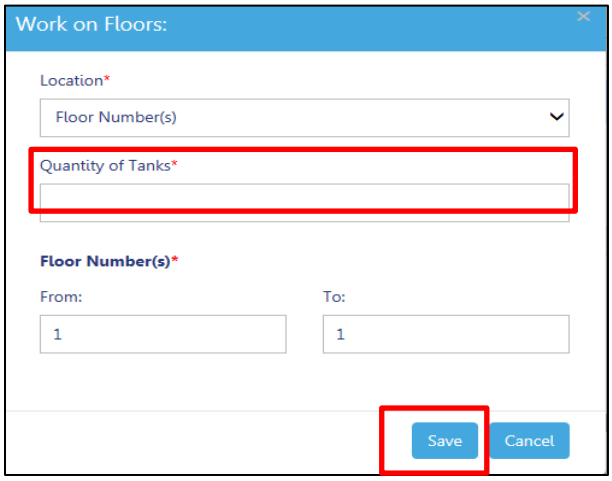
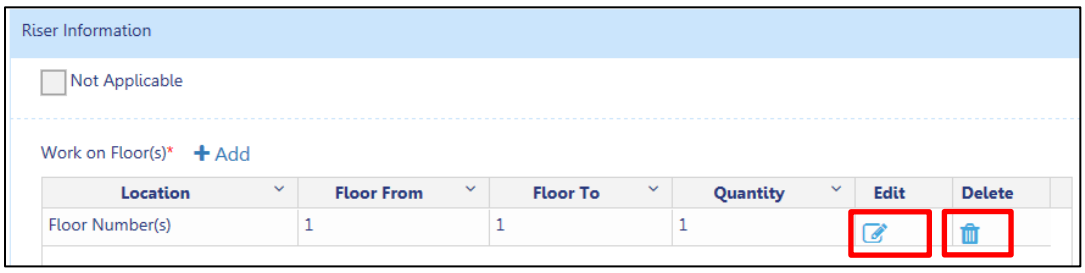
Step	Action
15.	Enter **Quantity of Tanks**. Click on **Save.** 
	The Work on Floors information will appear in the grid. If necessary, click on the **Edit** icon to edit the scope or click on the **Delete** icon to delete the scope. Repeat the steps above to add additional Work on Floors information for other components.
16.	Click on the **Save** button in the upper left of the screen. 
You have completed the steps to add a Plumbing Storm system to the scope of work. Continue to add additional plumbing systems.	

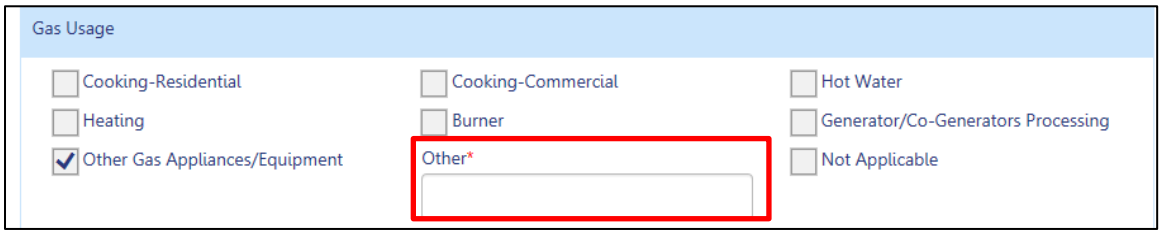
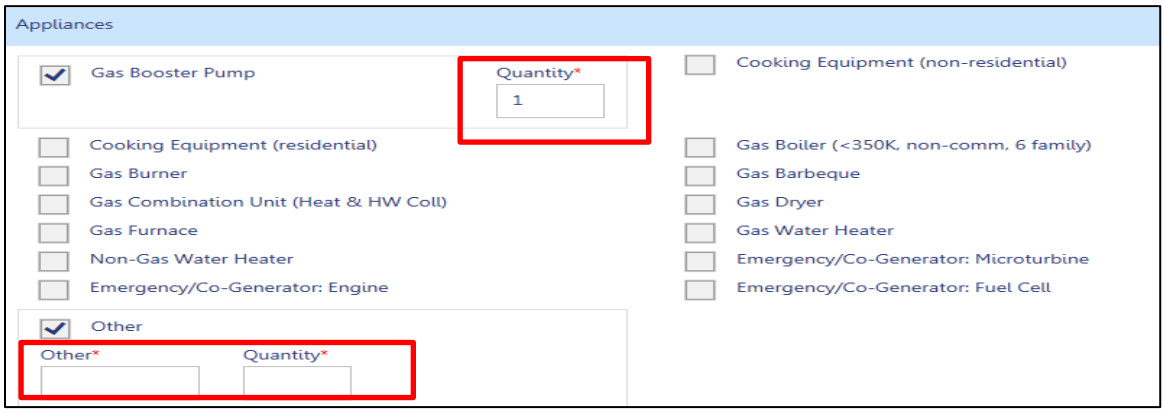
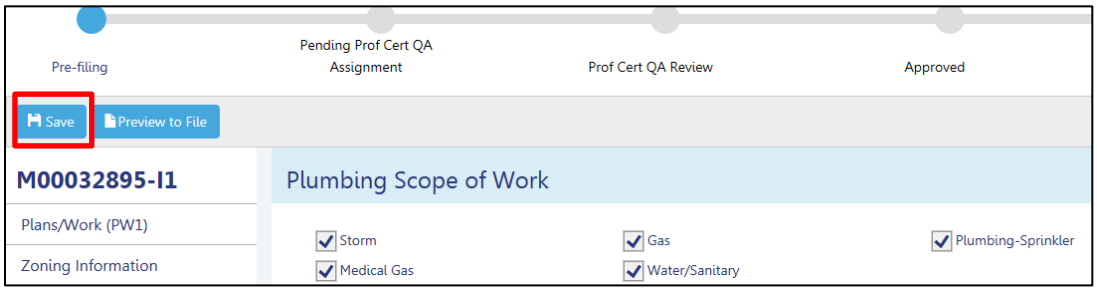
Step	Action
	Note: Refer to the steps below to enter a Plumbing Scope of Work for a **Gas** system.
17.	Click on the **Gas** tab. In the **Selected Scope of Work** section, select the **+Add Scope of Work** button to add the Scope of Work details. 
	The **Scope of Work** details pop-up window displays. 
18.	Select the applicable **Scope Includes** from the drop-down list (e.g., **New Installation or Modification**). If **Modification** was selected, the **Type** field will appear. Select the applicable type. 

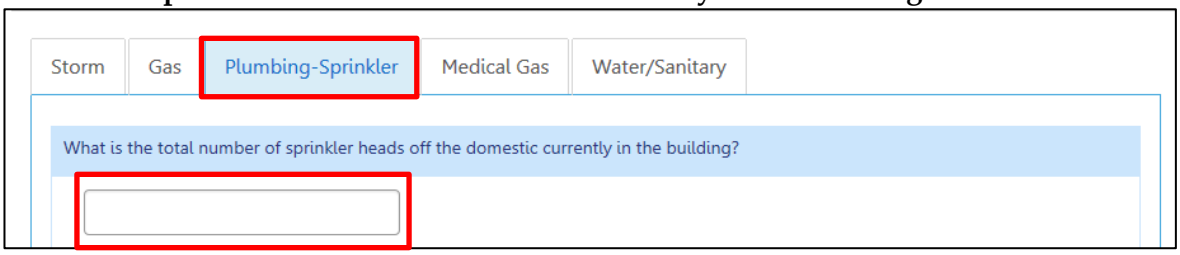
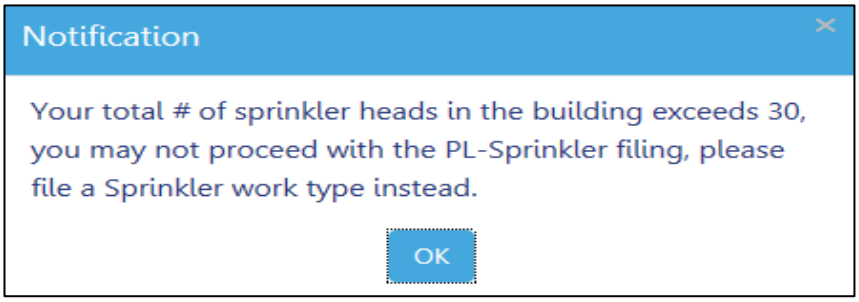
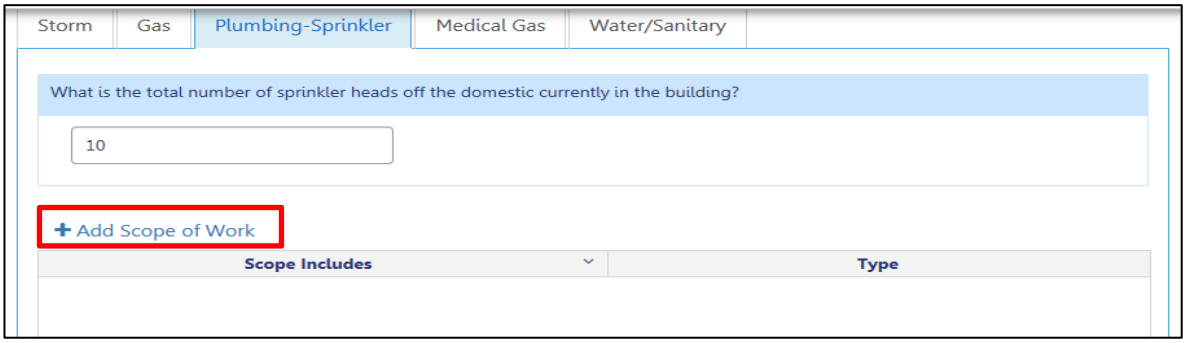
Step	Action
19.	Enter the scope details in the **Describe Scope** field. Click on **Save**. 
	The scope of work will appear in the grid. If necessary, click on the **Edit** icon to edit the scope or click on the **Delete** icon to delete the scope. 
20.	Select **Yes** or **No** radio button to indicate if **Gas Piping Involved?**
21.	Click on **drop down arrow** by **Operating Pressure** to make selection. 
22.	Select the applicable **Type of Meter**. **Note**: If **No** was selected for **Gas Piping Involved?**, the system will select **Not Applicable**.

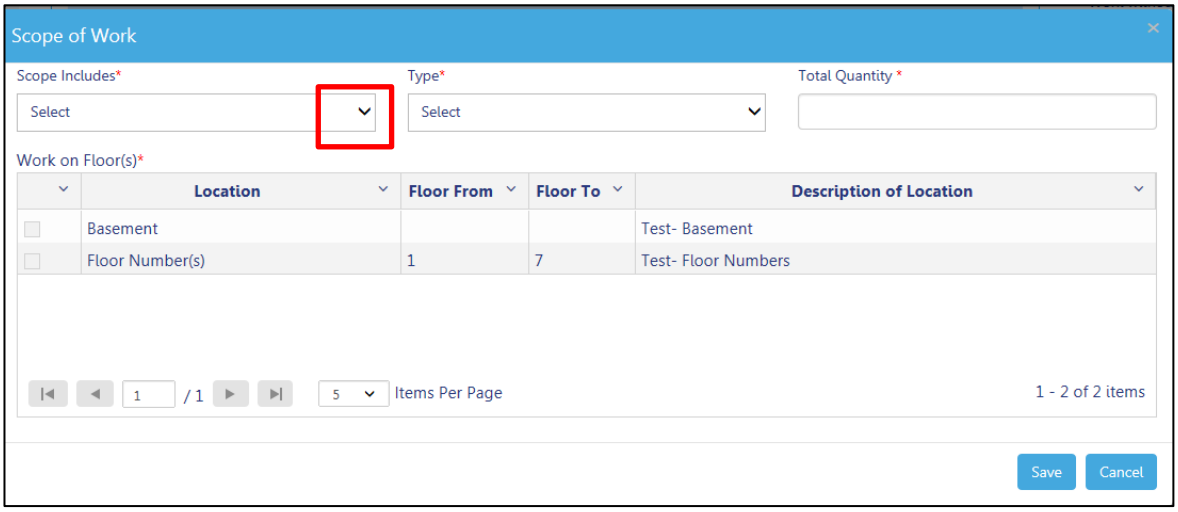
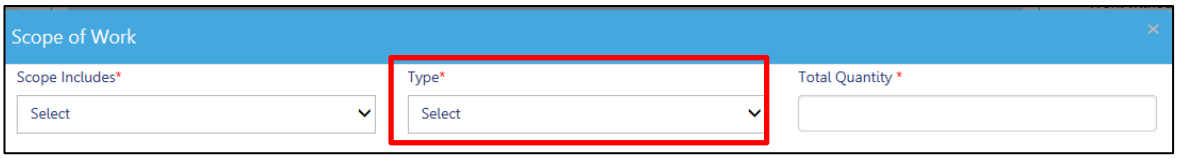
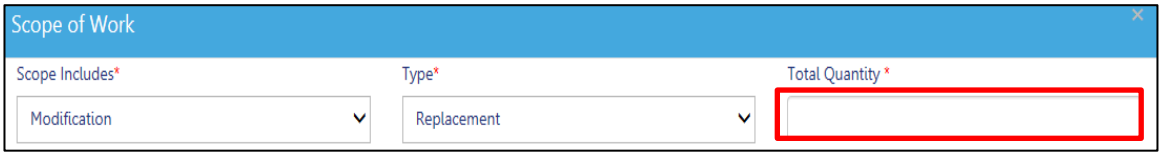
Step	Action
23.	Once a **Type of Meter** selection is made the system will display the **Work on Floor(s)** grid. Click on **+Add** to enter the quantity and floor(s) number and location each meter. 
24.	The **Work on Floors** pop up will appear. Click on **drop down arrow** in the **Type** field to make selection.  **Note**: The drop down list will consist of the type of meter that was selected
25.	Click on the drop down arrow by **Location** to select the appropriate location.  **Note**: Additional fields may appear to enter additional location information when applicable. For example, if **Floor Number(s)** is selected, the **Floor Numbers (s) From** and **To** fields will appear.

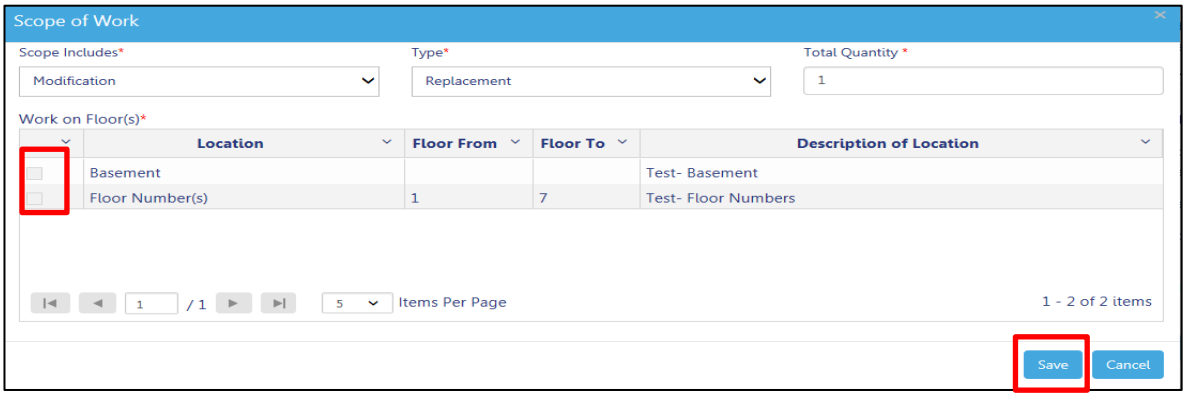
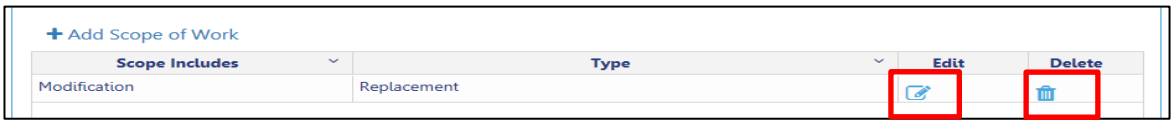
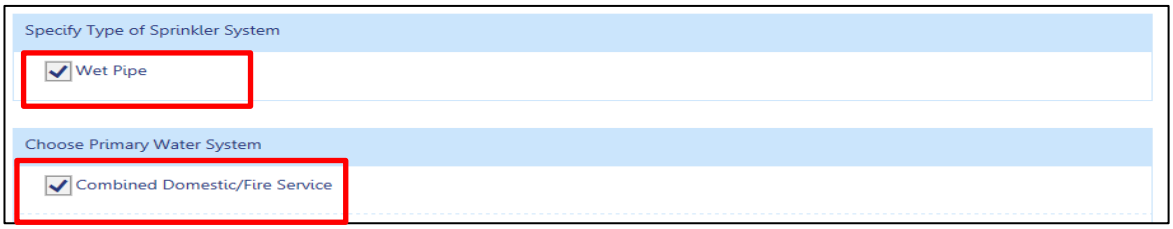
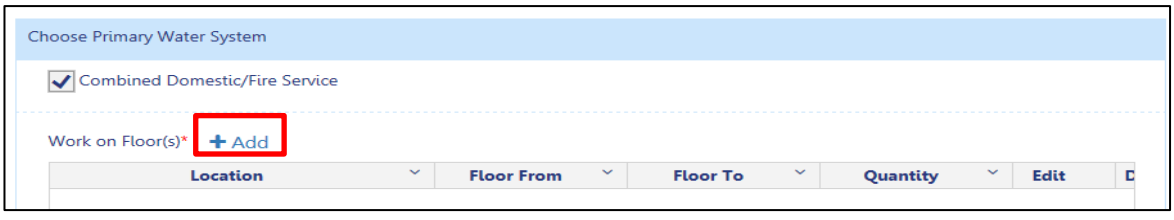
Step	Action
26.	Enter **Quantity of Tanks**. Click on **Save.** 
	The Work on Floors information will appear in the grid. . If necessary, click on the **Edit** icon to edit the scope or click on the **Delete** icon to delete the scope.  Repeat the steps above to add additional Work on Floors information for other components.
	In the **Riser Information** section, place a checkmark next to **Not Applicable** if it does not apply. The system will select Not Applicable if No was selected for the Gas Piping Involved question. 
27.	Click on the **+Add** button in the **Work on Floor(s)** grid to add the riser quantity and location information. 

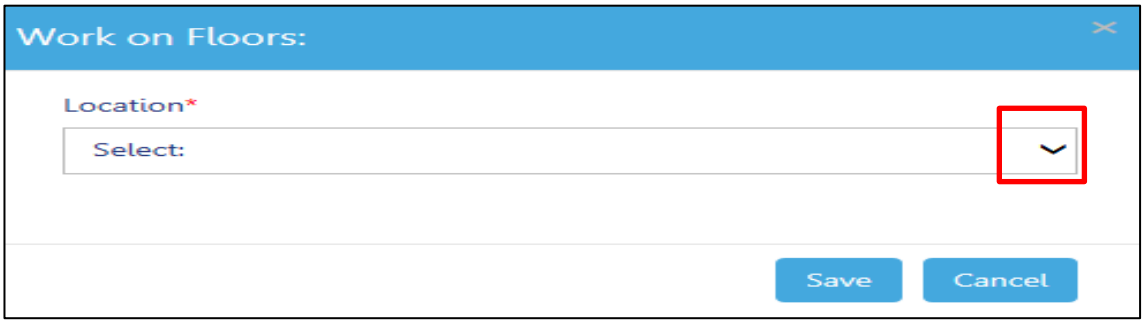
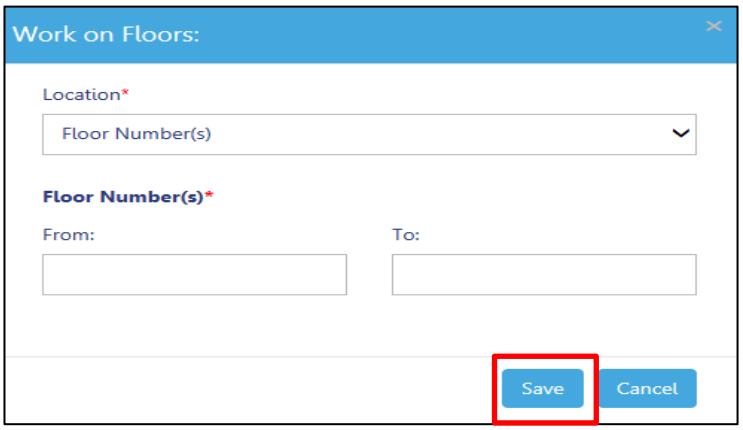
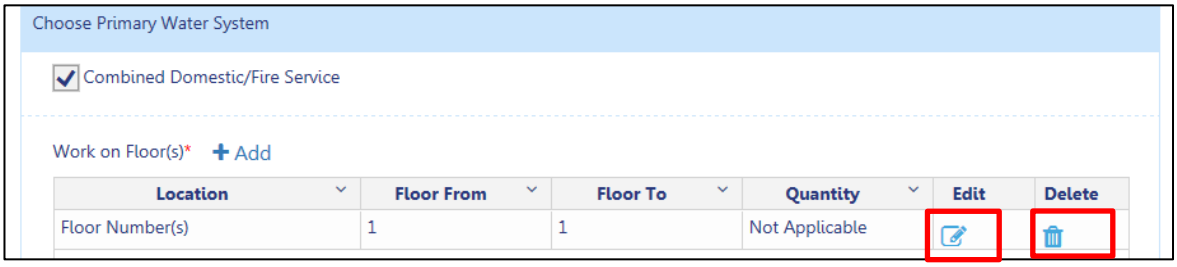
Step	Action
28.	The **Work on Floors** pop up will appear. Click on the **drop down arrow** by **Location** to select the location.  **Note**: Additional fields may appear to enter additional location information when applicable. For example, if **Floor Number(s)** is selected, the **Floor Numbers (s) From** and **To** fields will appear.
29.	Enter **Quantity of Tanks**. Click on **Save**. 
	The **Work on Floor(s)** information will appear in the grid. If necessary, click on the **Edit** icon to edit the scope or click on the **Delete** icon to delete the scope. 

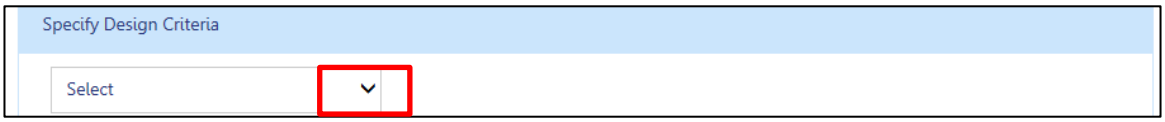
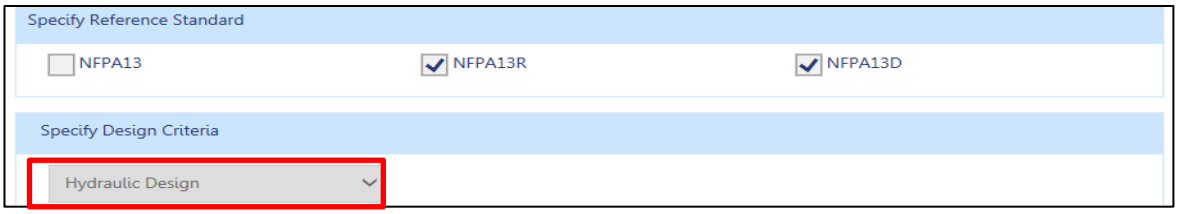
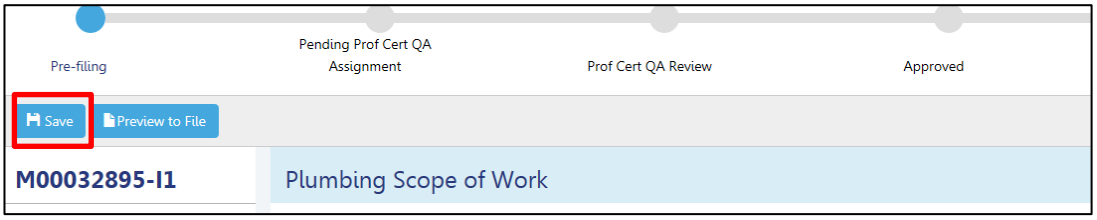
Step	Action
30.	Select **Gas Usage**. **Note**: If **Other Gas Appliances/Equipment** is selected, the **Other** field will appear to provide additional information. 
31.	Select **Appliances**. **Note**: Once selection is made the **Quantity** field will appear to indicate the quantity of the selected appliance. If **Other** is selected, the **Other** and **Quantity** fields will appear to enter additional informaiton. 
32.	Click on the **Save** button in the upper left of the screen. 
	You have completed the steps to add a Plumbing Gas system to the scope of work. Continue to add additional plumbing systems.

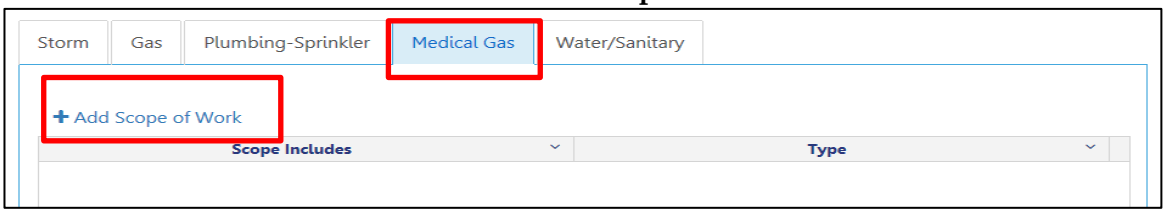
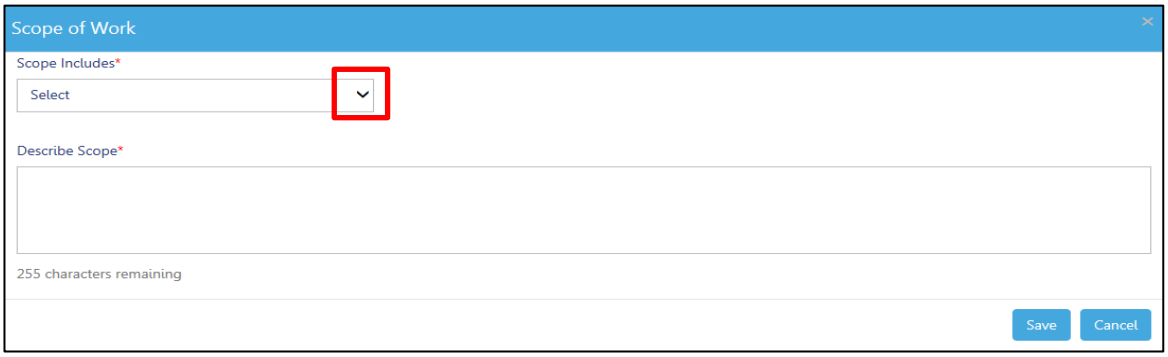
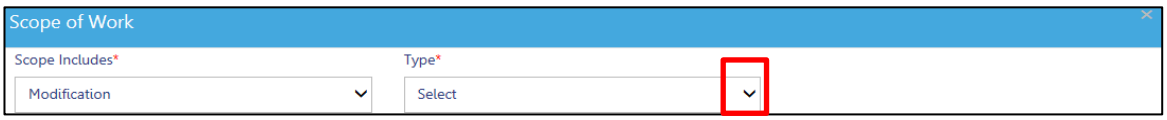
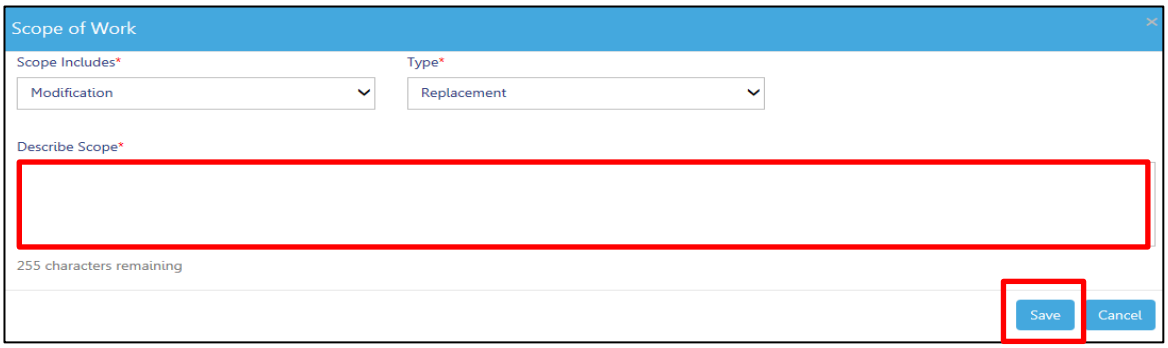
Step	Action
	Note: Refer to the steps below to enter a Plumbing Scope of Work for a **Plumbing-Sprinkler** system.
33.	Click on **Plumbing-Sprinkler** tab. Enter value in the following field: **What is the total number of sprinkler heads off the domestic currently in the building?**  **Note:** If number of sprinkler head is greater than 30, the error message below will appear. A new job filling will need to be created for a sprinkler work type. 
34.	Once the number of sprinkler head (30 or less) is entered, additional fields will appear. Click on **+Add Scope of Work.** 

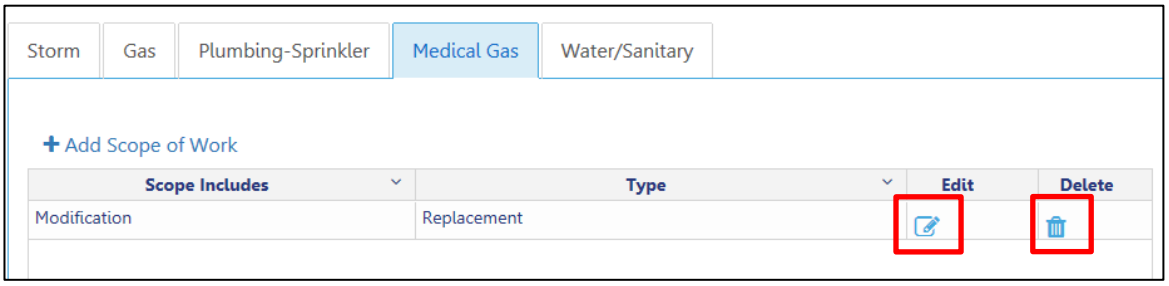
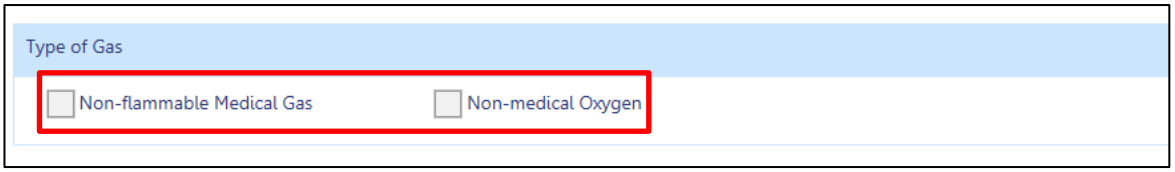
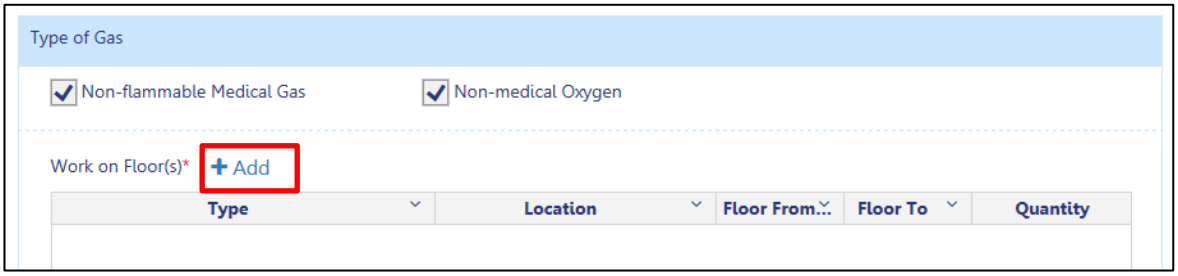
Step	Action
35.	The following pop-up will appear. Click on the drop down arrow by **Scope Includes** to select the applicable scope from the drop-down list (e.g., **New Installation** or **Modification**). 
36.	Click on the **drop down arrow** by **Type** to select the applicable type. The drop down option will depend on the selection that was made in the Scope Includes field. 
37.	Enter **Total Quantity** 

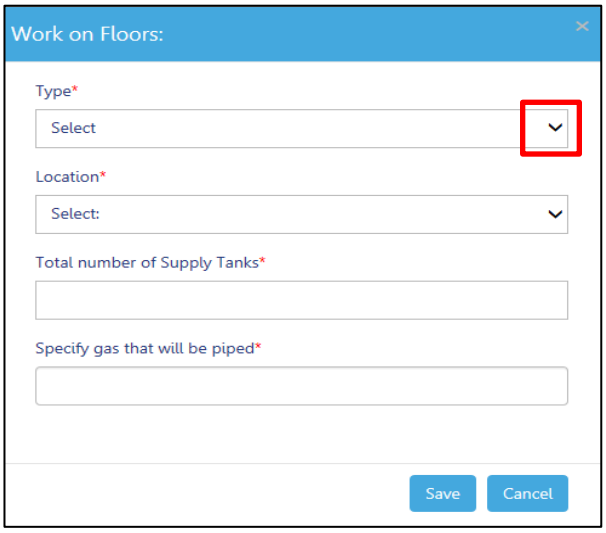
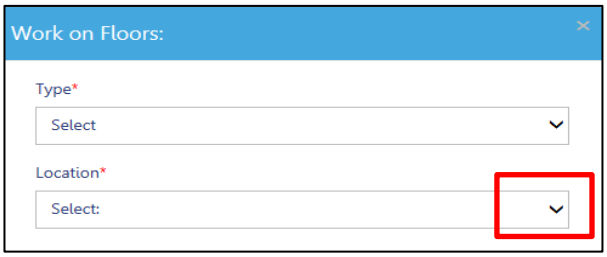
Step	Action
38.	In the **Work on Floor(s)** section, place a check mark by the applicable location. Click on **Save**.  **Note:** The floor options displayed are based on the selection made on the Location section on the Plans/Work (PW1) tab.
	The scope of work will appear in the grid. If necessary, click on the **Edit** icon to edit the scope or click on the **Delete** icon to delete the scope. 
	The system will default **Specify Type of Sprinkler System** to **Wet Pipe** and **Choose Primary Water System** to **Combined Domestic/Fire Service.** These selections are not editable. 
39.	Click on **+Add** to indicate the floor number and location of each service. 

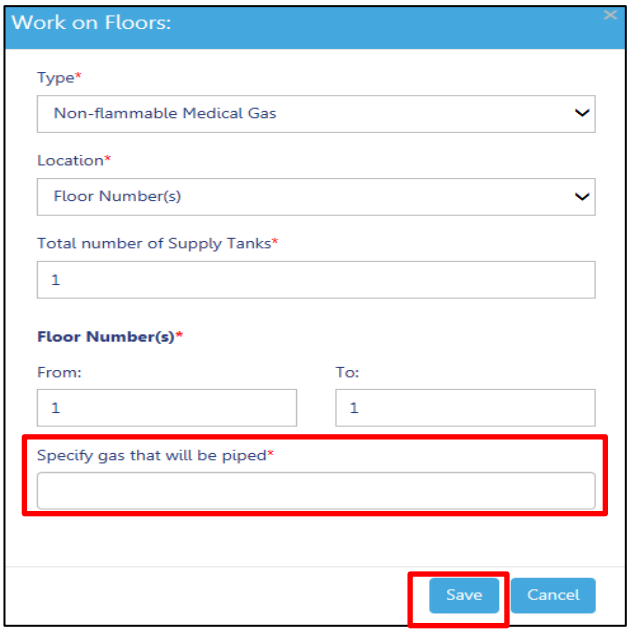
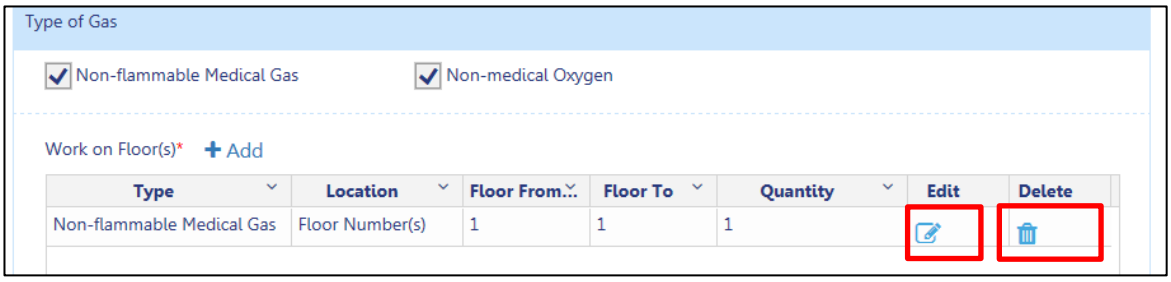
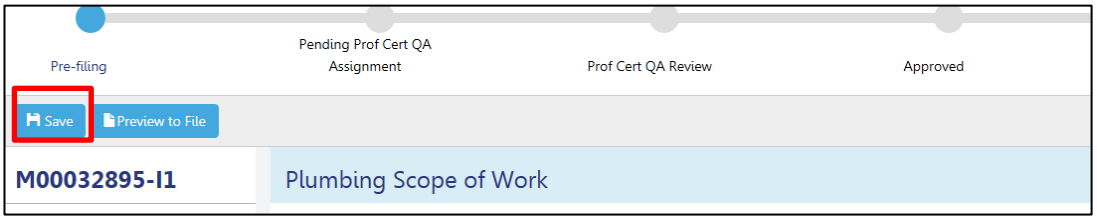
Step	Action
40.	The **Work on Floors** pop up will appear. Click on the **drop down** arrow to select the **Location**.  **Note**: Additional fields may appear to enter additional location information when applicable. For example, if **Floor Number(s)** is selected, the **Floor Numbers (s) From** and **To** fields will appear.
41.	Click on **Save**. 
	The information will appear in the grid. If necessary, click on the **Edit** icon to edit the scope or click on the **Delete** icon to delete the scope. 

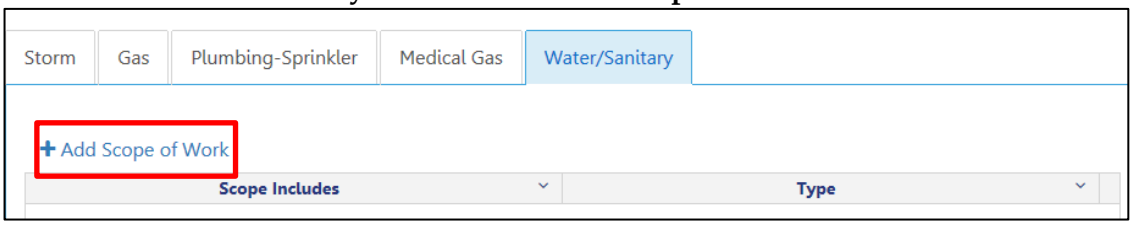
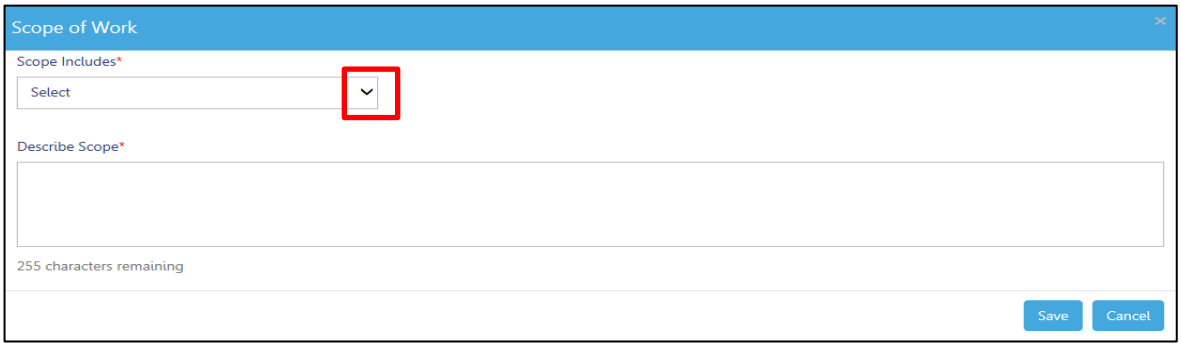
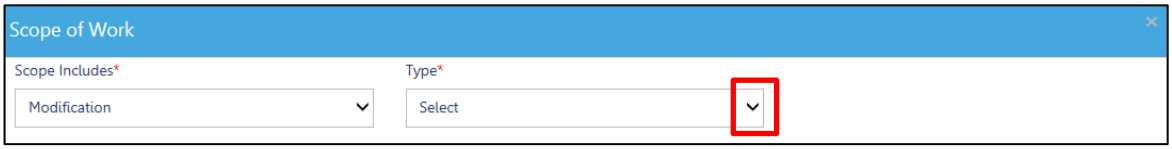
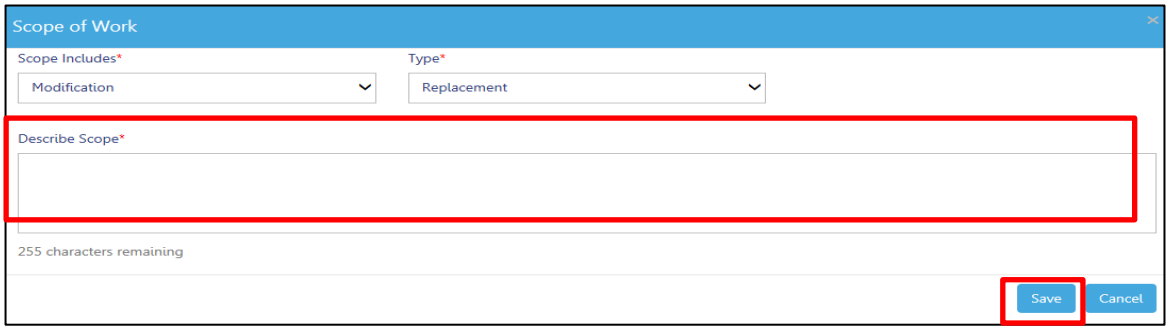
Step	Action
42.	Place a checkmark to **Specify Reference Standard**.
43.	Click on the **drop down arrow** to **Specify Design Criteria**.  **Note**: The system will default the selection to Hydraulic Design if NFPA13R or NFPA13D were selected as the Reference Standard. 
44.	Click on **Save** button in the upper left of the screen. 
You have completed the steps to add a Plumbing-Sprinkler system to the scope of work. Continue to add additional plumbing systems.	

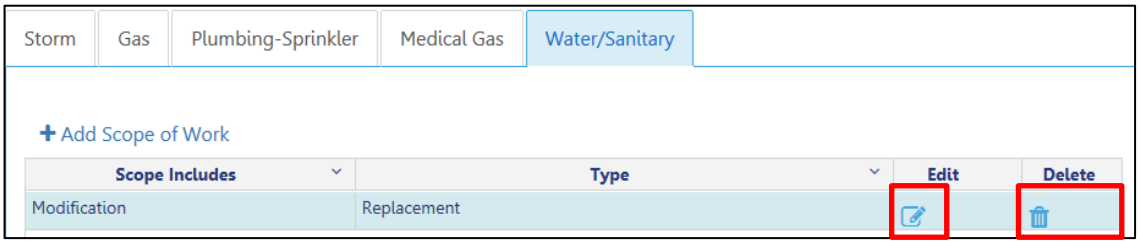
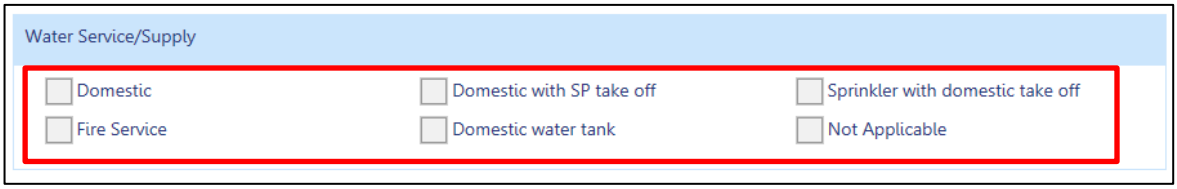
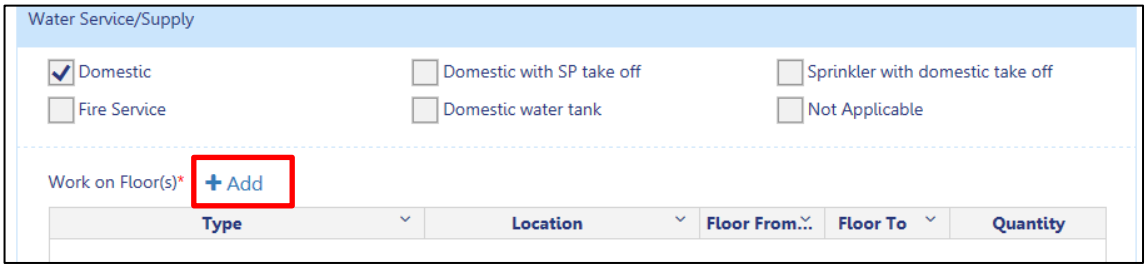
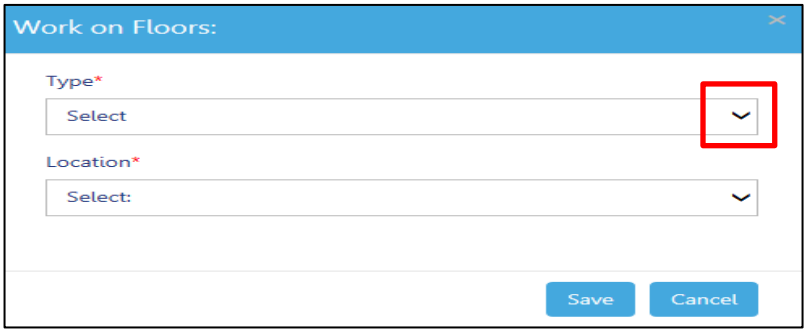
Step	Action
	Note: Refer to the steps below to enter a Plumbing Scope of Work for a **Medical Gas** system.
45.	Click on the **Medical Gas** tab. Click on **+Add Scope of Work** 
46.	The following pop-up will appear. Click on the **drop down arrow** to select the **Scope Includes**.  If **Modification** is selected, additional field will appear to indicate the **Type**. Click on the **drop down arrow** to select the Type of modificaiton. 
47.	**Describe Scope** the scope in the textbox. Click on **Save**. 

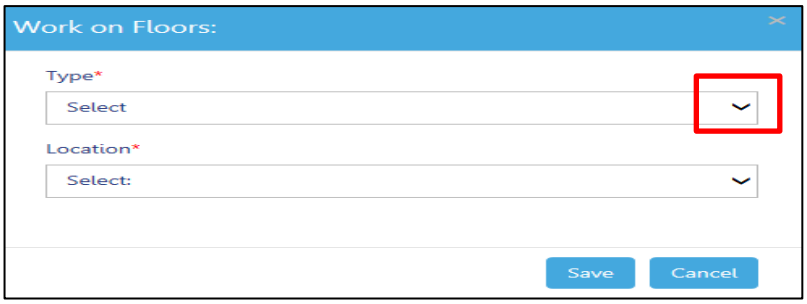
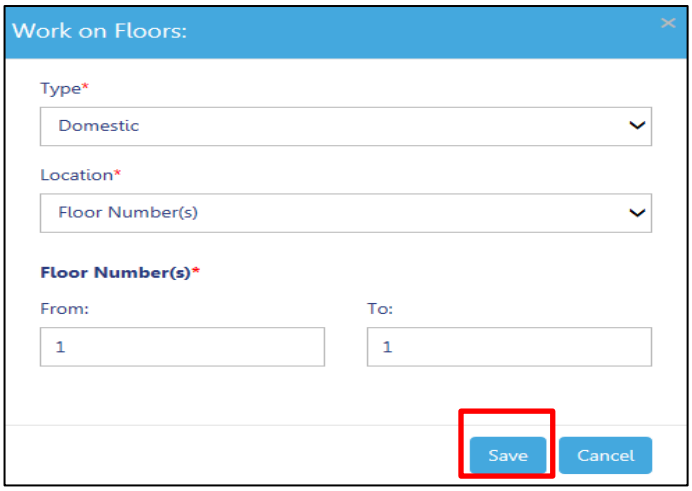
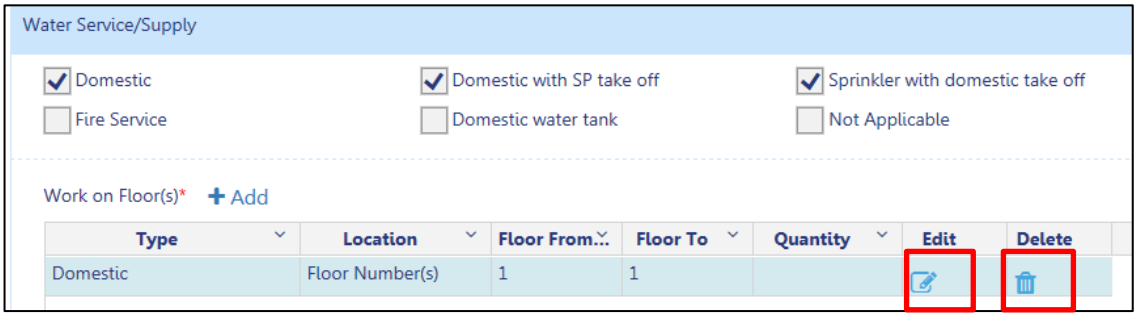
Step	Action
	The scope of work will appear in the grid. If necessary, click on the **Edit** icon to edit the scope or click on the **Delete** icon to delete the scope. 
48.	Place a checkmark by the applicable **Types of Fixtures**.
49.	Place a checkmark by the applicable **Types of Gas**. 
50.	Once the type of gas is indicated, the **Work on Floor(s)** grid will appear to indicate total number of supply tanks, location and specify the gas. Click on **+Add**. 

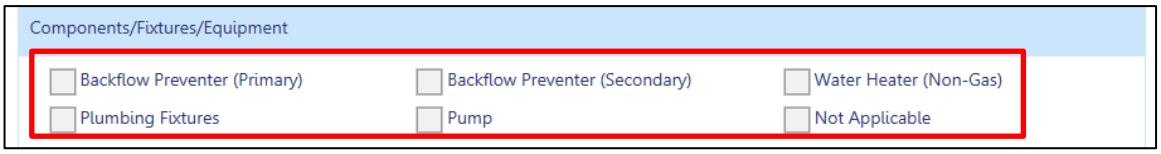
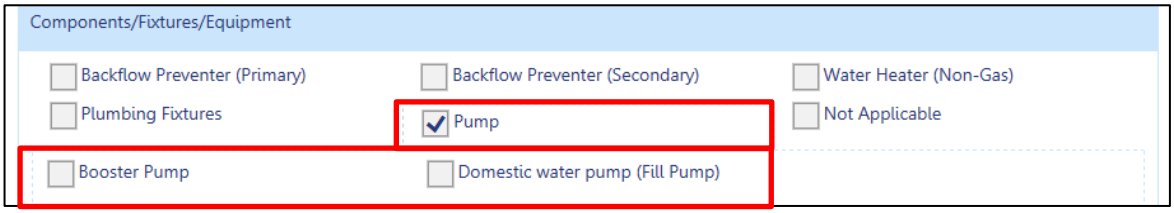
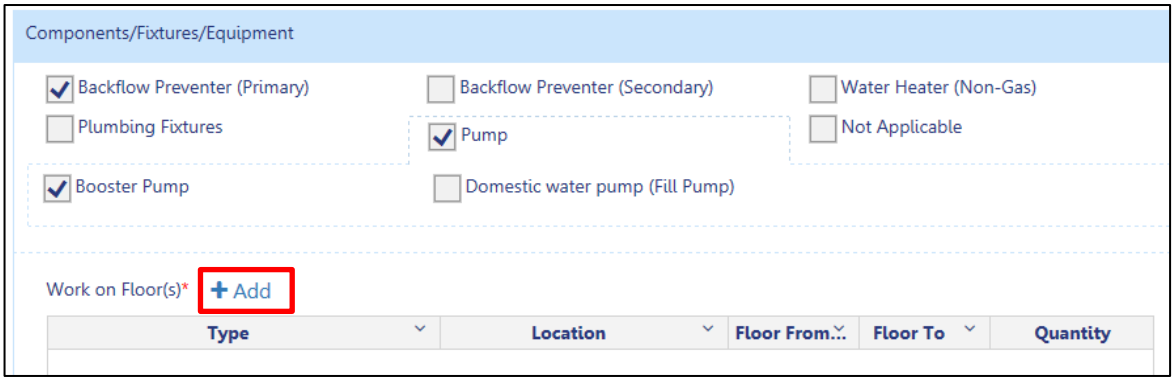
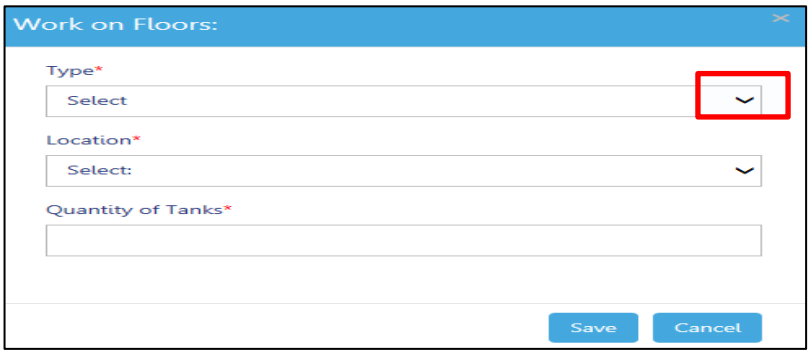
Step	Action
51.	The **Work on Floors** pop up will appear. Click on the **drop down arrow** by **Type** to make selection. 
52.	Click on the drop down arrow by **Location** to make selection.  **Note**: Additional fields may appear to enter additional location information when applicable. For example, if Floor Number(s) is selected, the **Floor Numbers (s) From** and **To** fields will appear.
53.	Enter **Total number of Supply Tanks**.

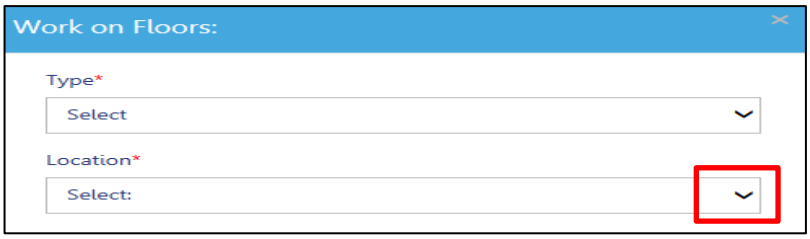
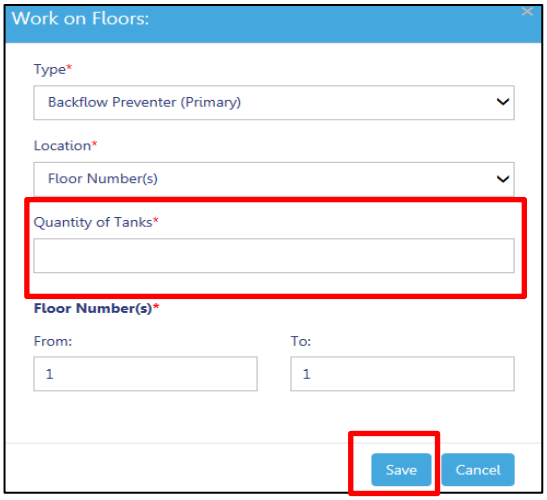
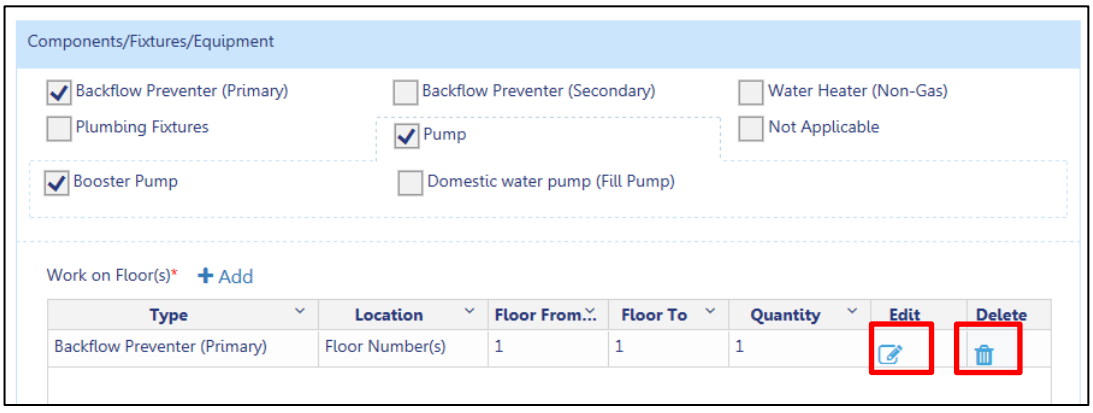
Step	Action
54.	**Specify gas that will be piped** in the textbox. Click on **Save**. 
	The scope of work will appear in the grid. If necessary, click on the **Edit** icon to edit the scope or click on the **Delete** icon to delete the scope. Repeat steps above to add additional work on floors information. 
55.	Click on the **Save** button in the upper left of the screen. 
	You have completed the steps to add a Plumbing Medical Gas system to the scope of work. Continue to add additional plumbing systems.

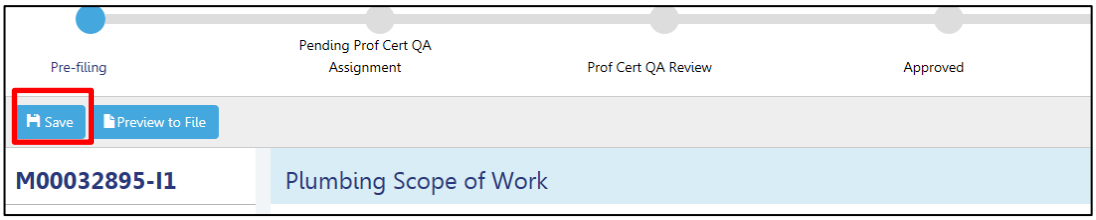
Step	Action
	Note: Refer to the steps below to enter a Plumbing Scope of Work for a **Water/Sanitary** system.
56.	Click on the **Water/Sanitary** tab. Click on **+Add Scope of Work** 
57.	The **Scope of Work** pop-up will appear. Click on the **drop down arrow** to select the **Scope Includes**.  If **Modification** is selected, additional field will appear to indicate the **Type**. Click on the **drop down arrow** to select the Type of modificaiton. 
58.	**Describe Scope** the scope in the textbox. Click on **Save**. 

Step	Action
	The scope of work will appear in the grid. If necessary, click on the **Edit** icon to edit the scope or click on the **Delete** icon to delete the scope. 
59.	Place a checkmark by the applicable **Water Service/Supply**. 
60.	Once the water service supply is indicated, the **Work on Floor(s)** grid will appear to indicate the type and location. Click on **+Add**. 
61.	The **Work on Floors** pop up will appear. Click on the **drop down arrow** by **Type** to make selection. The drop down list will consist of all selection that was made for the water service/supply. 

Step	Action
62.	Click on the drop down arrow by **Location** to make selection.  **Note**: Additional fields may appear to enter additional location information when applicable. For example, if Floor Number(s) is selected, the **Floor Numbers (s) From** and **To** fields will appear.
63.	Click on **Save**. 
	The work on floor information will appear in the grid. If necessary, click on the **Edit** icon to edit the scope or click on the **Delete** icon to delete the scope. Repeat steps above to add additional work on floors information. 

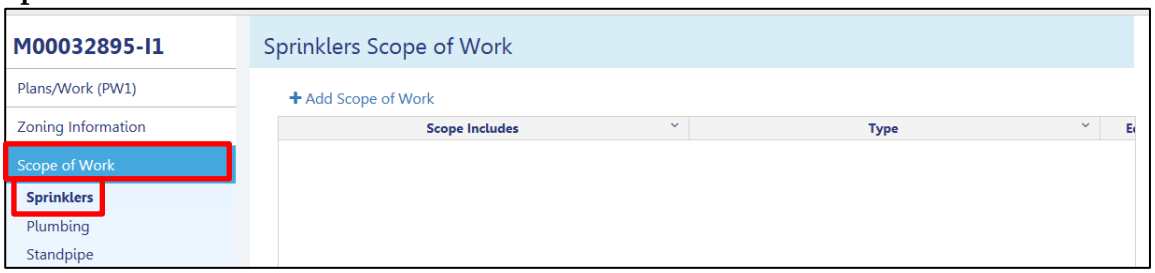
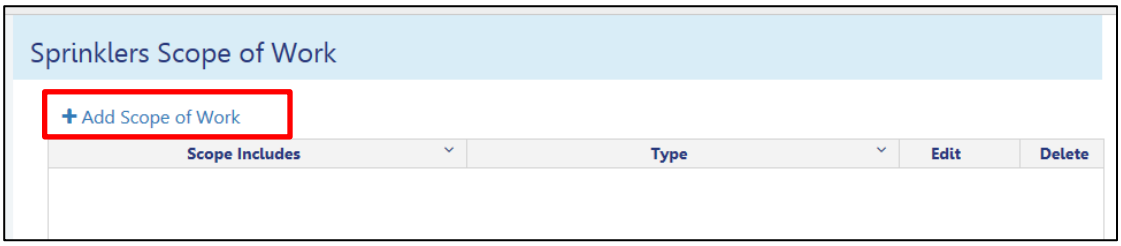
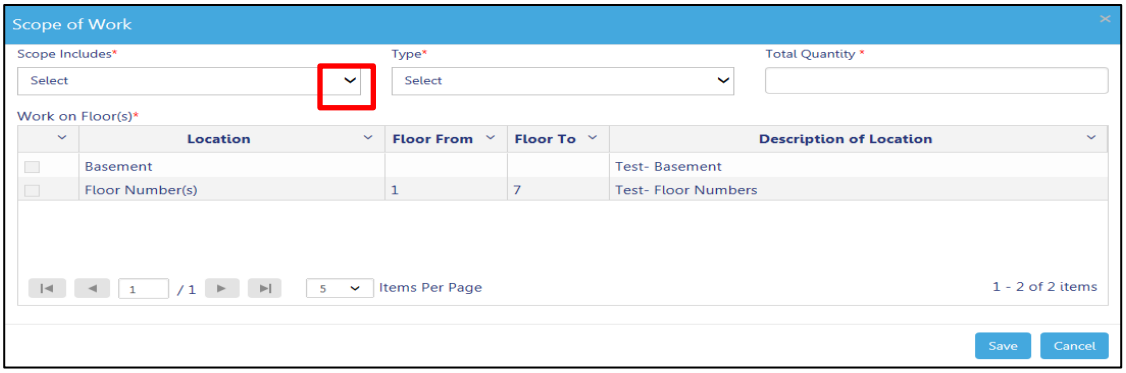
Step	Action
64.	Place a checkmark by the applicable **Components/Fixtures/Equipment.**  If **Pump** is selected, additional options will appear to indicate if it is a **Booster Pump** or a **Domestic water pump (Fill Pump)**. 
65.	Once a selection is made for the components/fixtures/equipment, the **Work on Floor(s)** grid will appear to indicate the location and quantity. Click on **+Add.** 
66.	The **Work on Floors** pop up will appear. Click on the **drop down arrow** by **Type** to make selection. The drop down list will consist of all selection that was made for the water service/supply. 

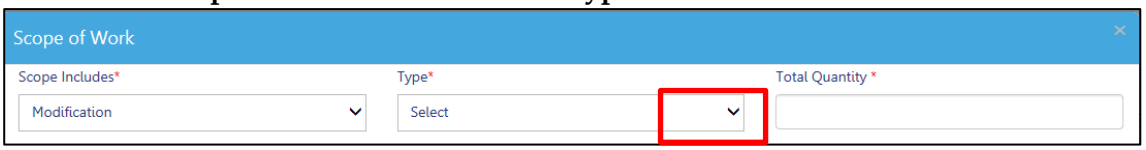
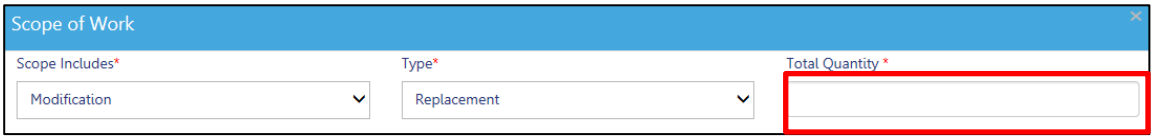
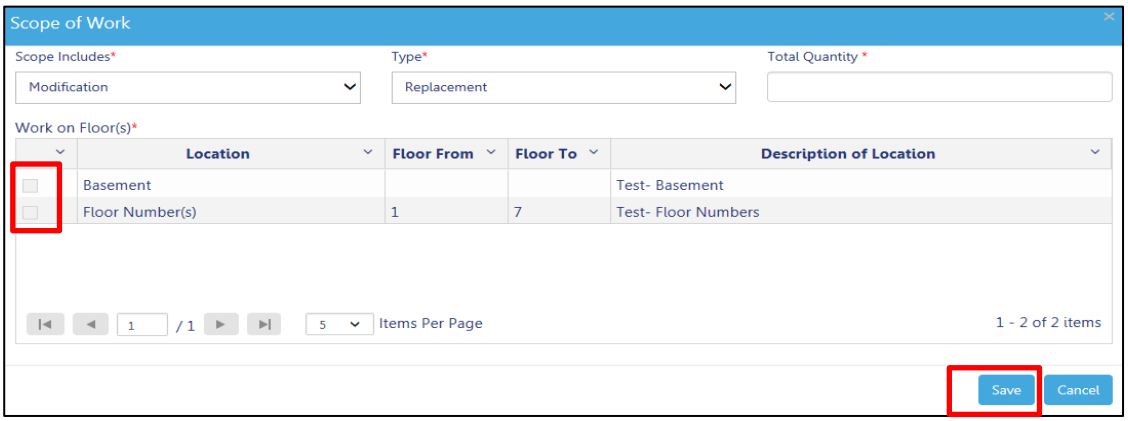
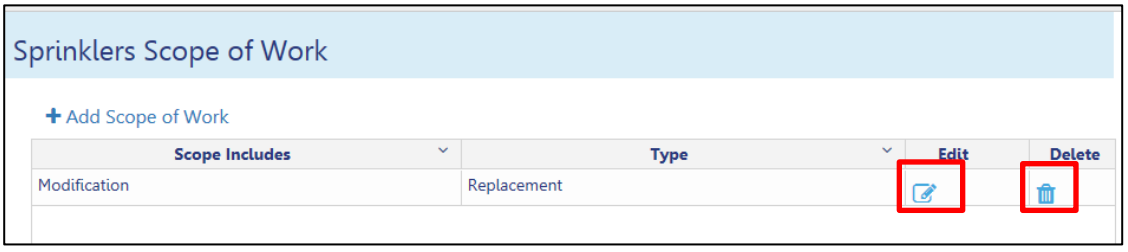
Step	Action
67.	Click on the drop down arrow by **Location** to make selection.  **Note**: Additional fields may appear to enter additional location information when applicable. For example, if Floor Number(s) is selected, the **Floor Numbers (s) From** and **To** fields will appear.
68.	Enter **Quantity of Tanks**. Click **Save**. 
	The work on floor information will appear in the grid. If necessary, click on the **Edit** icon to edit the scope or click on the **Delete** icon to delete the scope. Repeat the steps above to add additional work on floor information. 

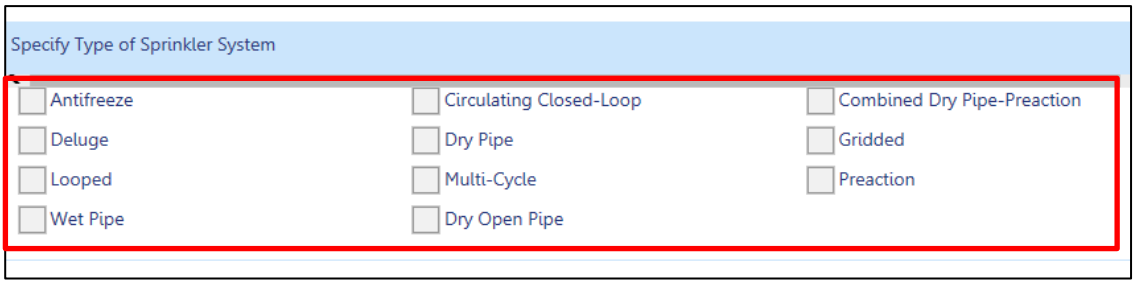
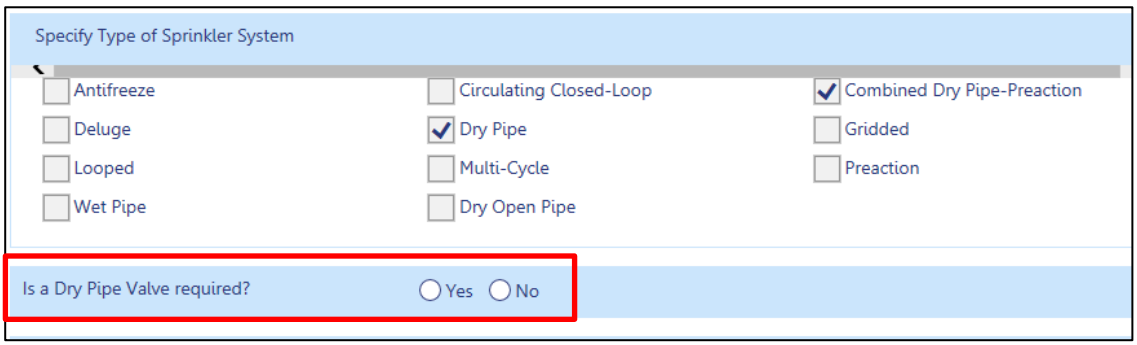
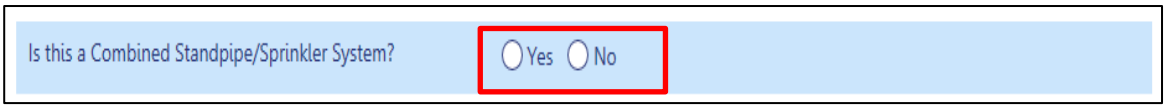
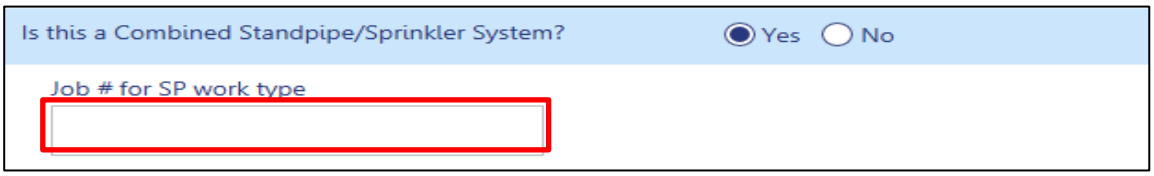
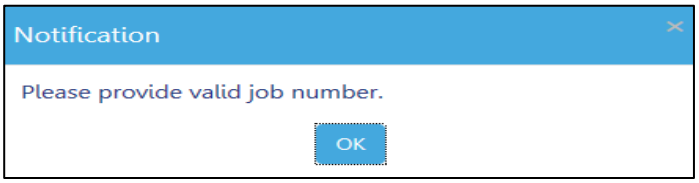
Step	Action
69.	Click on the **Save** button in the upper left of the screen. 
You have completed the steps to add a Plumbing Water/Sanitary system to the scope of work. Continue for the steps to add a Sprinkler scope of work.	

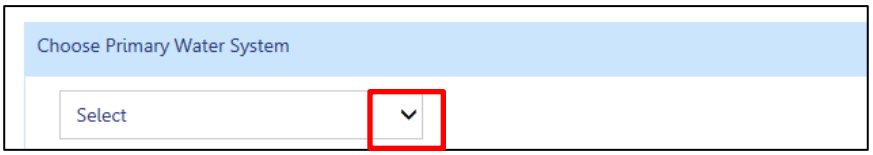
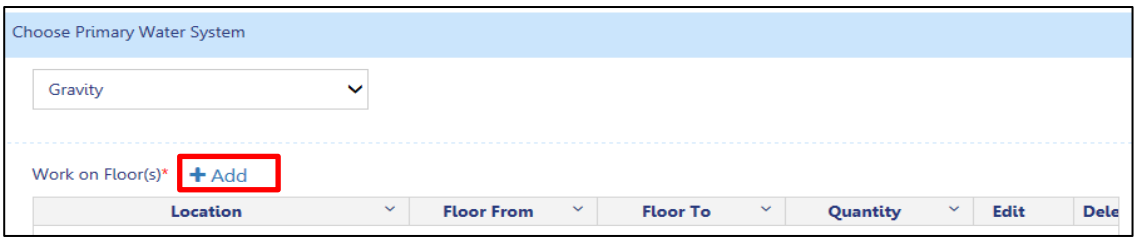
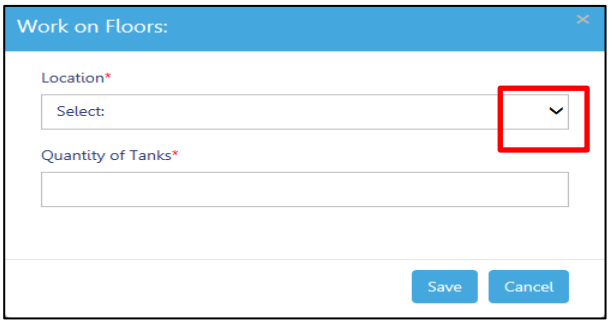
Sprinkler Scope of Work

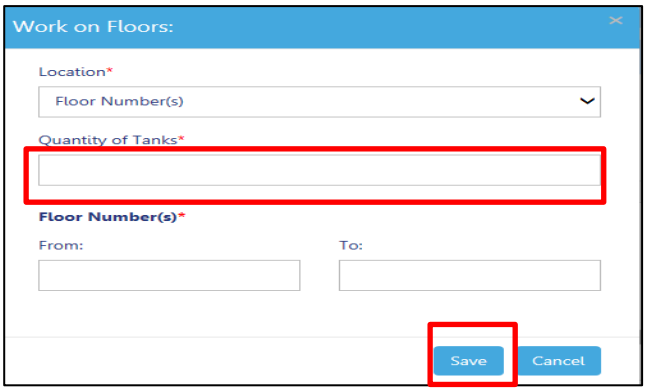
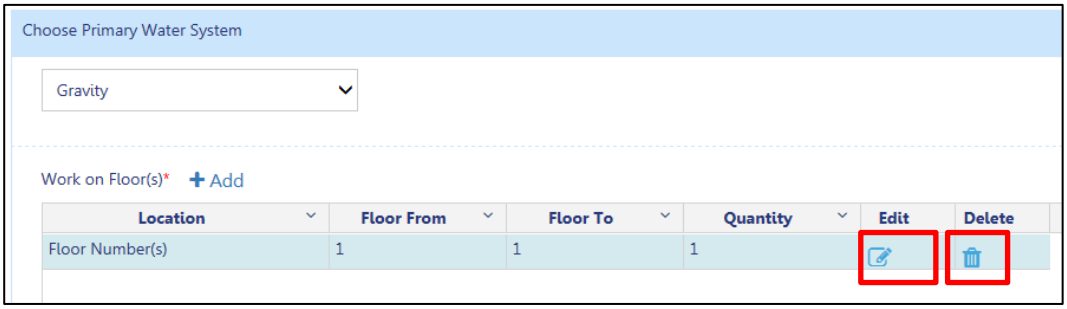
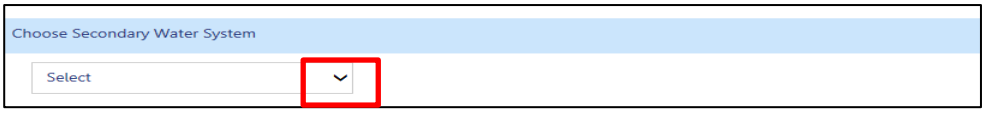
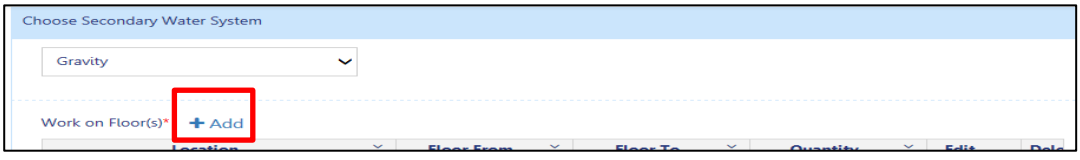
Complete the following steps to enter the Sprinkler Scope:

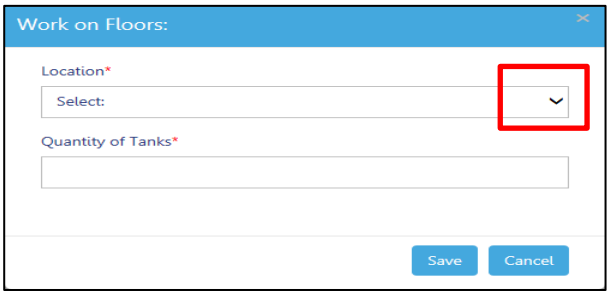
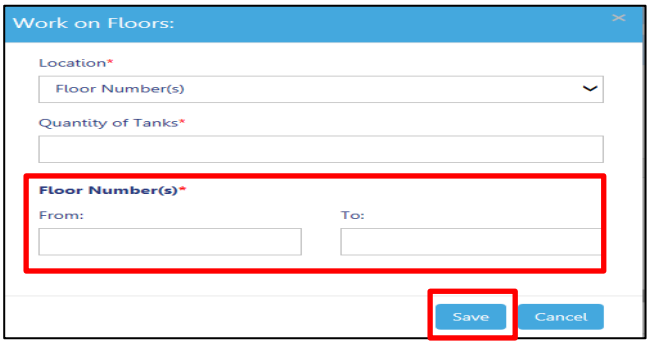
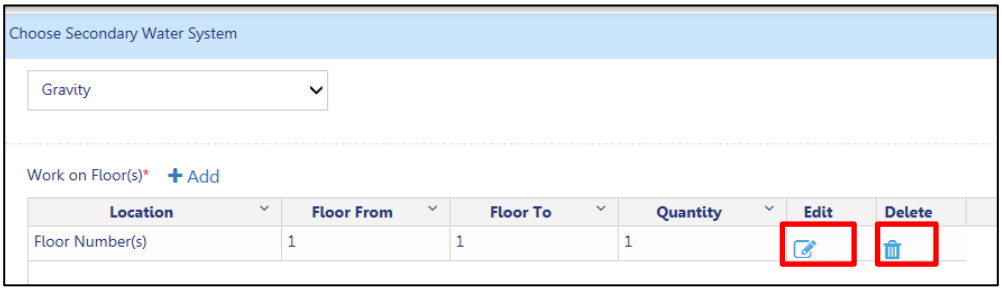
Step	Action
1.	Click on the **Scope of Work** tab. If the job filing consist of multiple work types (i.e. PL, SP and SD) on the PW1 tab, all work types will appear in the **Scope of Work** tab. Click **Sprinkler**.  **Note**: The work types that are displayed in the Scope of Work tab are derived from the work types that were selected when the filing was initiated. The work types cannot be changed. To remove or add work types from a filing, the applicant must delete and initiate a new job filing.
2.	Click on **+Add Scope of Work**. 
3.	The **Scope of Work** pop-up window will display. Select the applicable **Scope Includes** from the drop-down list (e.g., **New Installation or Modification**). 

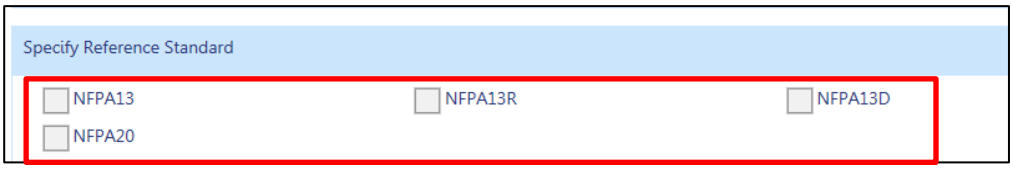
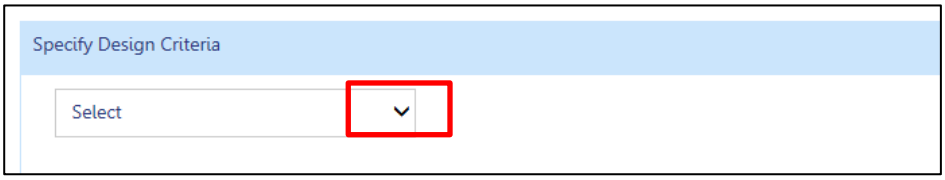
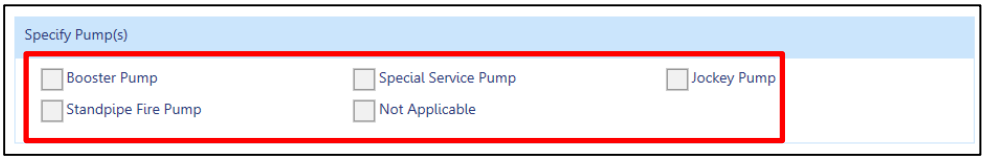
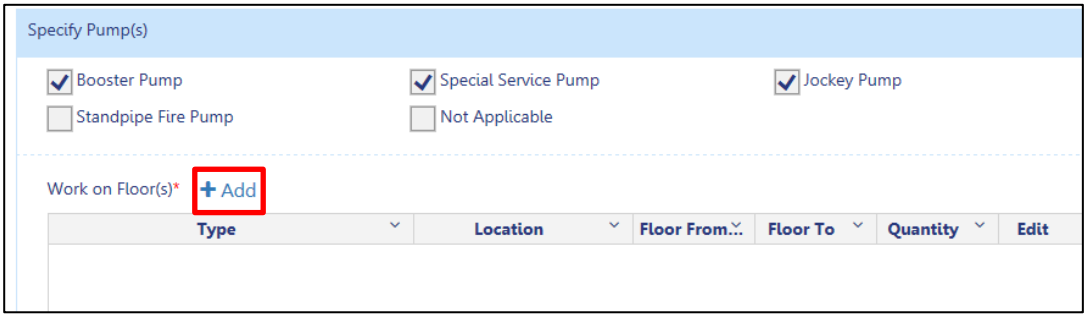
Step	Action
4.	Click on the **drop down arrow** to select the **Type**. 
5.	Enter **Total Quantity**. 
6.	Click in the **box** to select the appropriate floor. The floor options displayed are based on the selection made on the Location section on the Plans/Work (PW1) tab. Click on **Save**. 
	The scope of work will appear in the grid. If necessary, click on the **Edit** icon to edit the scope or click on the **Delete** icon to delete the scope. 

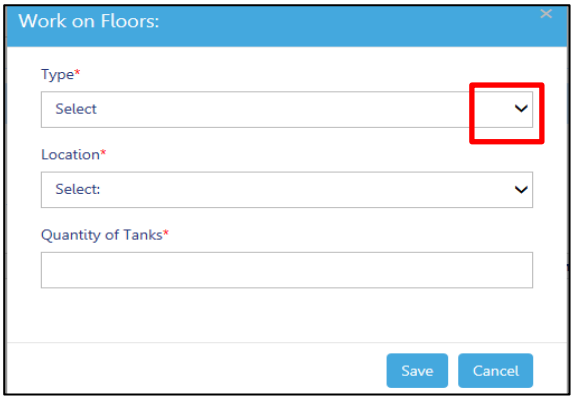
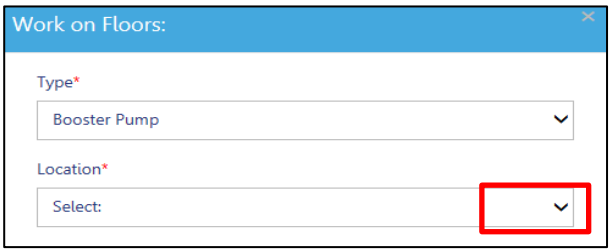
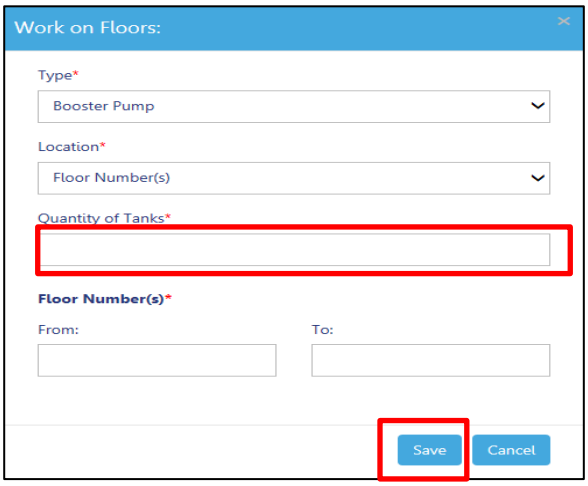
Step	Action
7.	Select the applicable system in the **Specify Type of Sprinkler System** section  If **Dry Pipe** or **Combined Dry Pipe-Preaction** is selected, the following field will appear. Click on the **Yes** or **No** radio button to make a selection. 
8.	Click on the **Yes** or **No** radio button in the **Is this a Combined Standpipe/Sprinkler System?** Field.  If **Yes** is selected, an additional field will appear to enter **Job # for SP work type.**  **Note**: The system will validate the job number that is entered. If an invalid job number is entered, the system will display the following error message. 

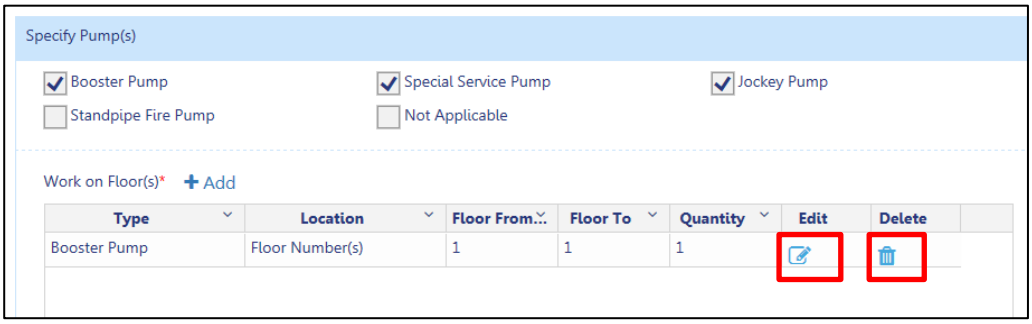
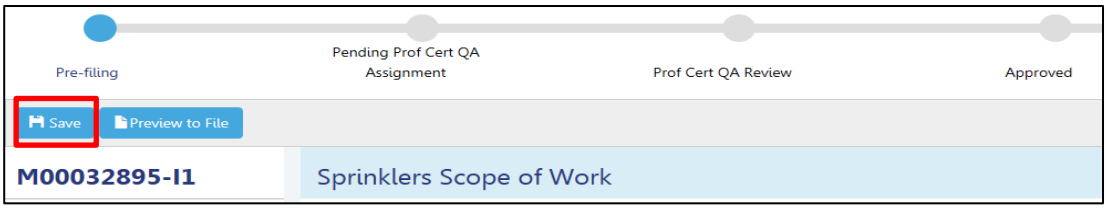
Step	Action
9.	Click on the **drop down arrow** to **Choose Primary Water System** 
10.	The **Work on Floor(s)** grid will display. If **Gravity**, **Pressure** or **Suction** is selected, indicate quantity and location in this grid. If **Dedicated Fire Service** or **Combined Domestic/Fire Service** is selected indicate the floor number for each service. Click on **+Add**. 
11.	The **Work on Floors** pop up will appear. Click on the drop down arrow by **Location** to select the location. **Note**: If **Dedicated Fire Service** or **Combined Domestic/Fire Service** is selected, the pop up will not display the quantity field.  **Note**: Additional fields may appear to enter additional location information when applicable. For example, if Floor Number(s) is selected, the **Floor Numbers (s) From** and **To** fields will appear.

Step	Action
12.	Enter **Quantity of Tanks.** Click on **Save**. 
	Work on floor information will appear in the grid. If necessary, click on the **Edit** icon to edit the scope or click on the **Delete** icon to delete the scope. 
13.	Click on the **drop down arrow** to **Choose Secondary Water System**. 
14.	The **Work on Floor(s)** grid will display. If **Gravity** or **Pressure** is selected, indicate quantity and location in this grid. If **Dedicated Fire Service** or **Combined Domestic/Fire Service** is selected indicate the floor number for each service. Click on **+Add**. 

Step	Action
15.	The **Work on Floors** pop up will display. Click on the drop down arrow by **Location** to select the location. **Note**: If **Dedicated Fire Service** or **Combined Domestic/Fire Service** is selected, the pop up will not display the quantity field.  **Note**: Additional fields may appear to enter additional location information when applicable. For example, if Floor Number(s) is selected, the **Floor Numbers (s) From** and **To** fields will appear.
16.	Enter **Quantity of Tanks.** Click on **Save**. 
	Work on floor information will appear in the grid. If necessary, click on the **Edit** icon to edit the scope or click on the **Delete** icon to delete the scope. 

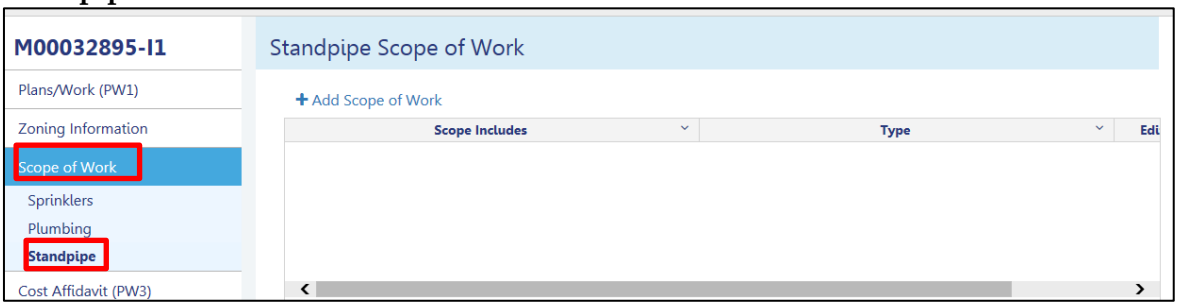
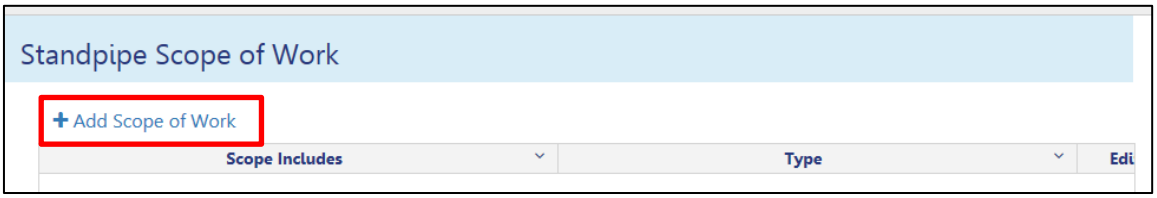
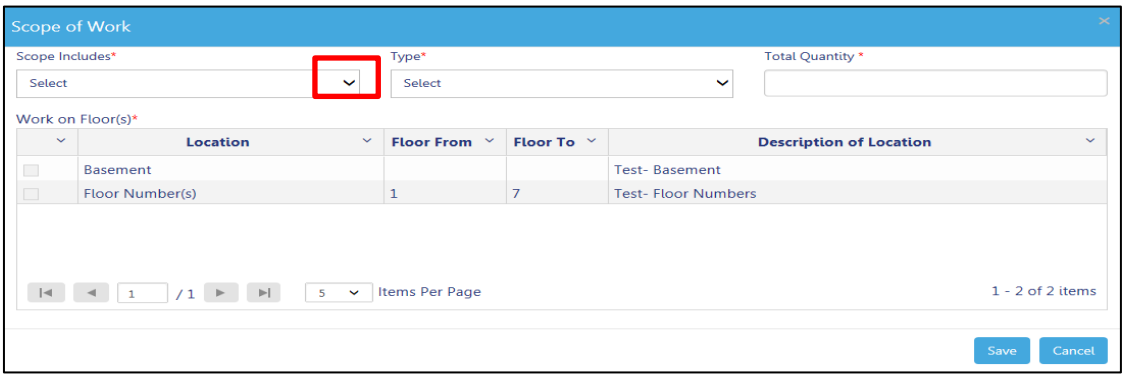
Step	Action
17.	Click in the check box to **Specify Reference Standard**.  **Note**: The system will default the selection to NFPA13 if Dry Pipe was selected as the Type of Sprinkler system.
18.	Click on the drop down arrow to **Specify Design Criteria**.  **Note**: The system will default select Pipe Schedule if the Sprinkler System selected is Dry Pipe. Pipe Schedule cannot be selected if the reference standard is NFPA13R or NFPA13D.
19.	Click in the check box to **Specify Pump(s)**.  **Note**: Standpipe Fire Pump will only display as an option if Yes was selected for the Combined Standpipe/Sprinkler system.
20.	The **Work on Floor(s)** grid will display. If **Booster Pump**, **Special Service Pump** or **Jockey Pump** was selected, **The Work on Floor(s)** grid will display to indicate the quantity of pumps and location. Click on **+Add**. 

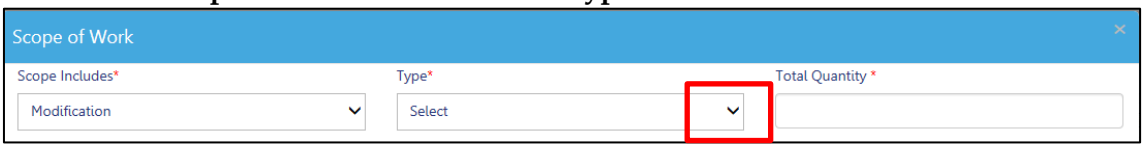
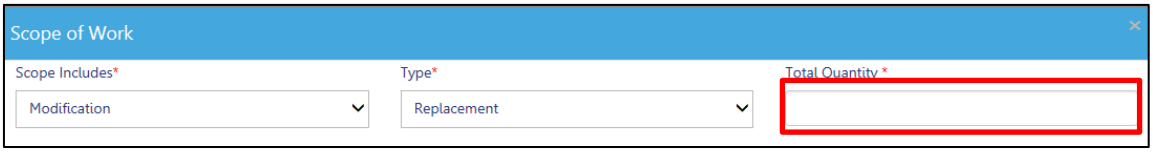
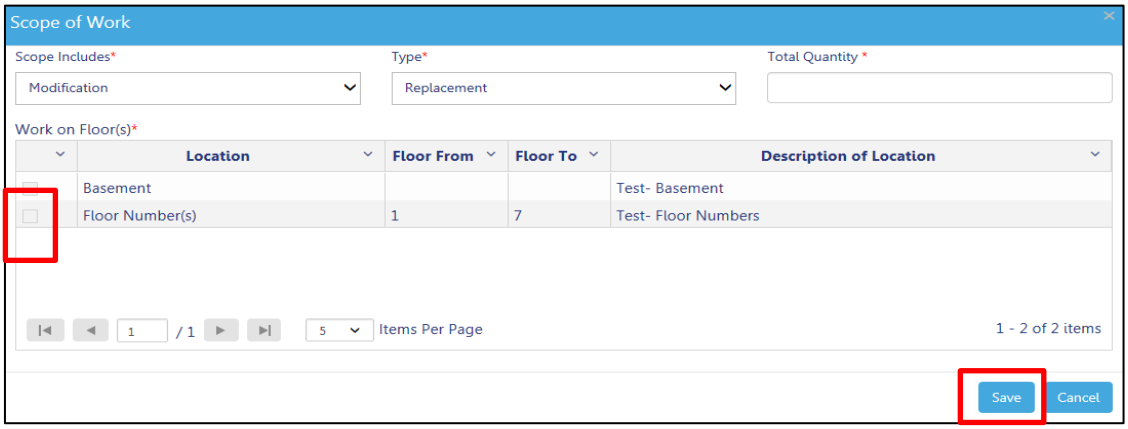
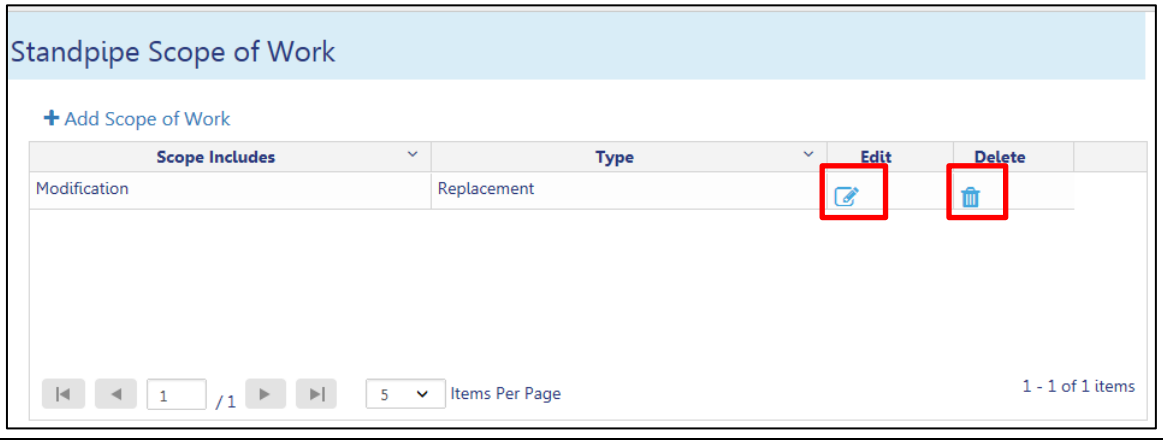
Step	Action
21.	The **Work on Floors** pop up will display. Click on the **drop down arrow** by **Type** to select the type of pump. The Type drop down list will consist of only the pump selections that were made. 
22.	Click on the **drop down arrow** by **Location** to select the location of the pump.  **Note**: Additional fields may appear to enter additional location information when applicable. For example, if Floor Number(s) is selected, the **Floor Numbers (s) From** and **To** fields will appear.
23.	Enter **Quantity of Tanks**. Click **Save**. 

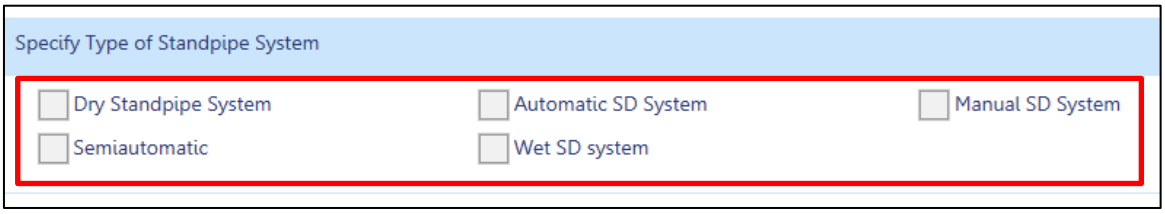
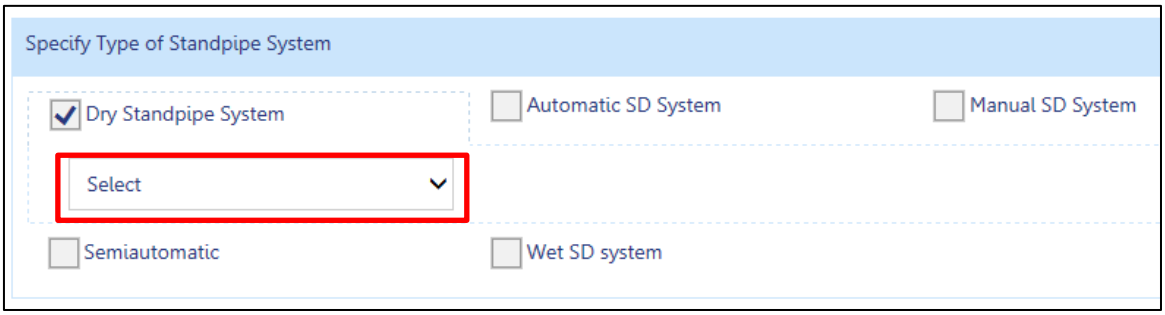
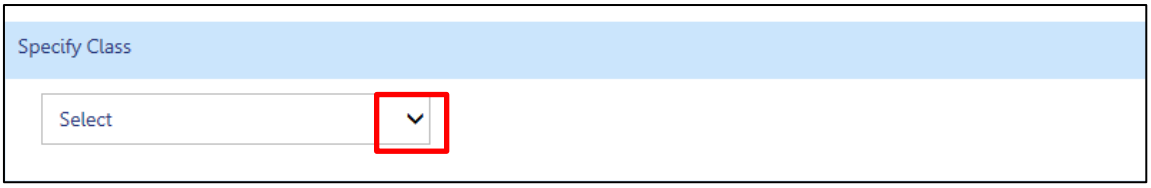
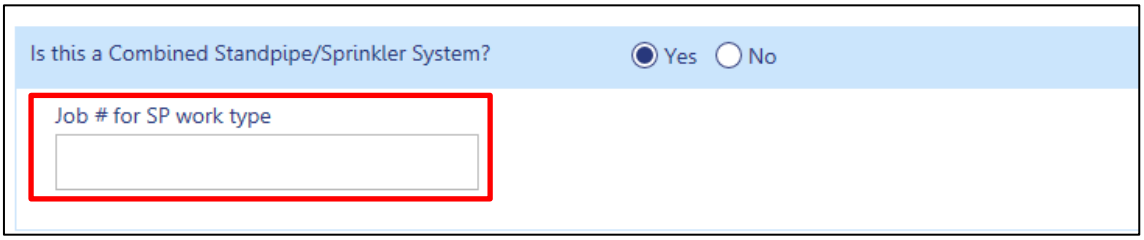
Step	Action
	Work on floor information will appear in the grid. If necessary, click on the **Edit** icon to edit the scope or click on the **Delete** icon to delete the scope.  Repeat the steps above to add additional Work on Floors information for other pump.
24.	Click on the **Save** button in the upper left of the screen. 
You have completed the steps to add a Sprinkler scope of work to a job filing. Continue to add Standpipe scope of work.	

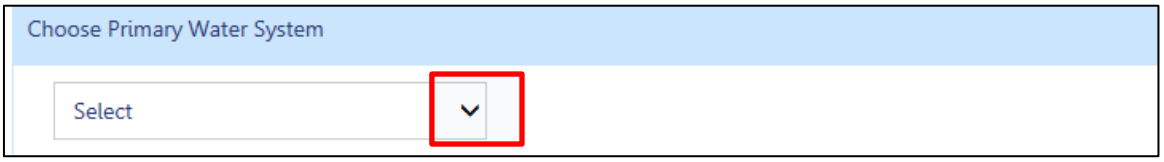
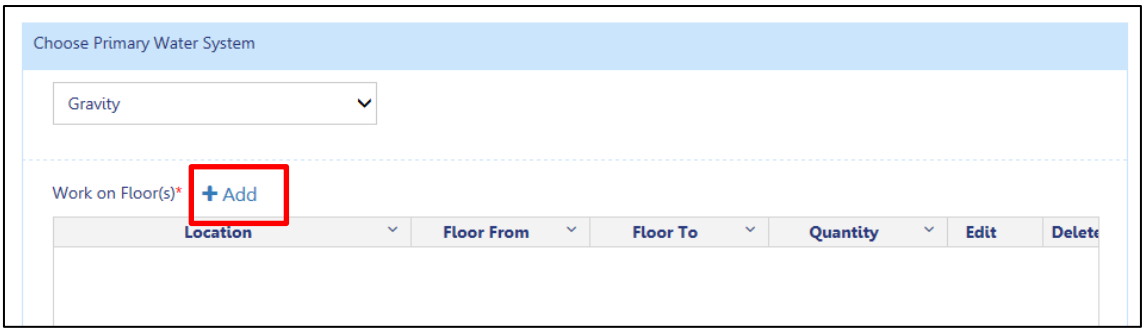
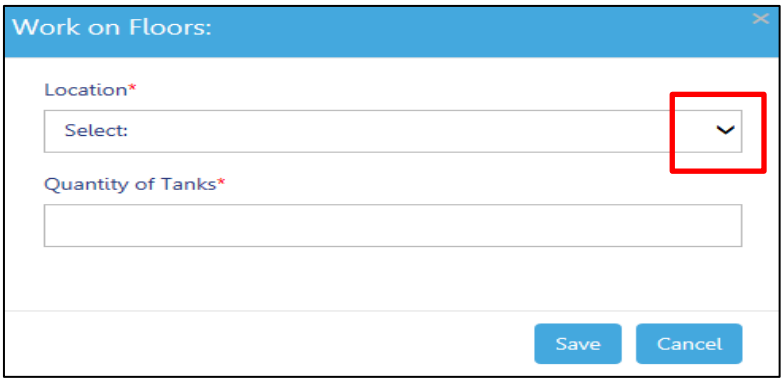
Standpipe Scope of Work

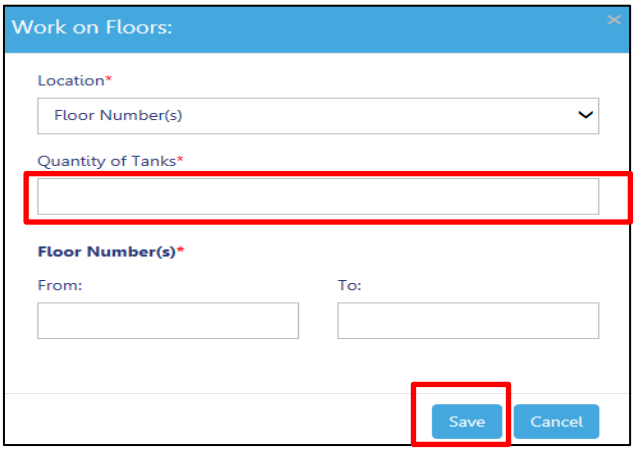
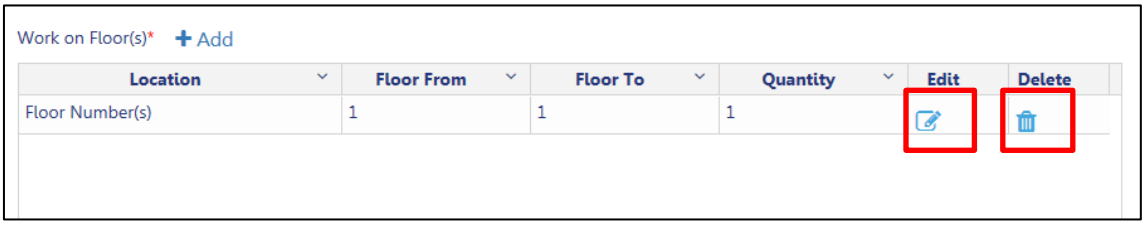
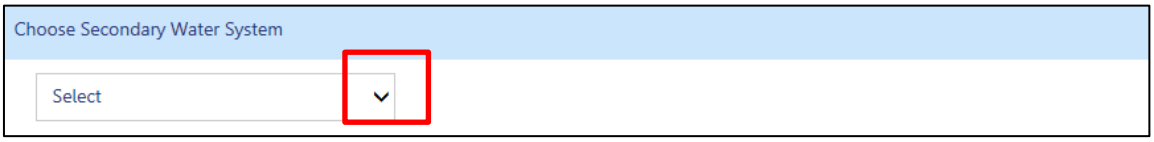
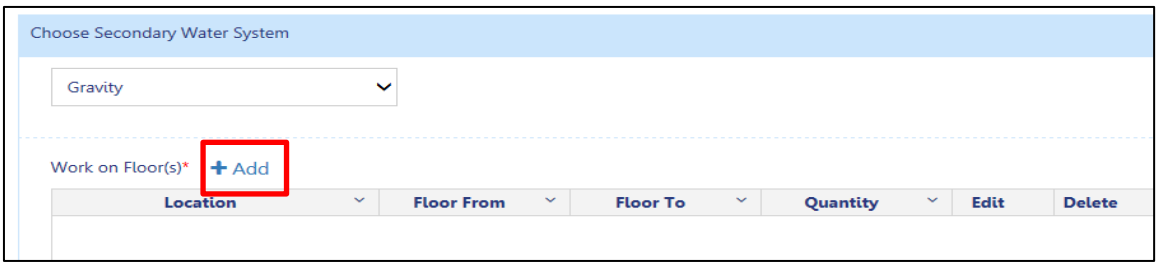
Complete the following steps to enter the Standpipe Scope:

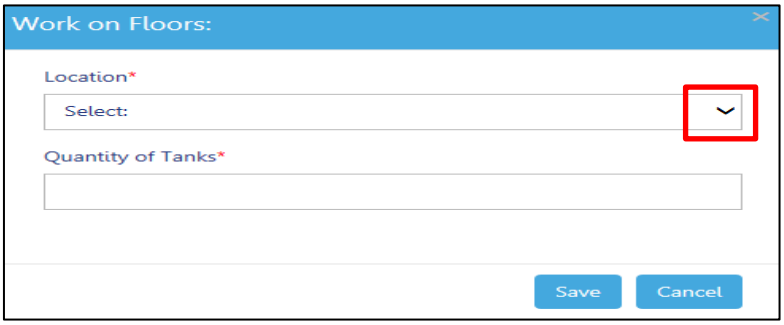
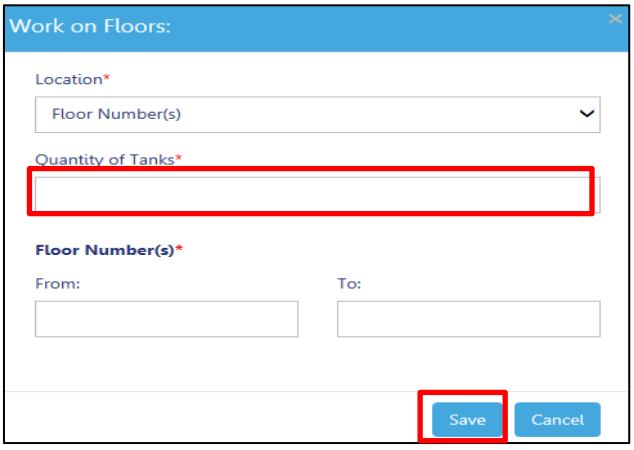
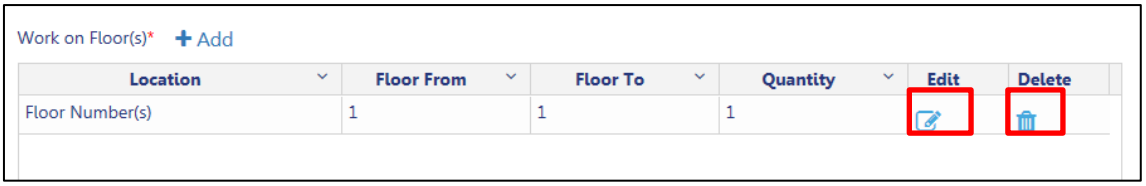
Step	Action
1.	Click on the **Scope of Work** tab. If the job filing consist of multiple work types (i.e. PL, SP and SD) on the PW1 tab, all work types will appear in the **Scope of Work** tab. Click **Standpipe**.  **Note**: The work types that are displayed in the Scope of Work tab are derived from the work types that were selected when the filing was initiated. The work types cannot be changed. To remove or add work types from a filing, the applicant must delete and initiate a new job filing.
2.	Click on **+Add Scope of Work**. 
3.	The **Scope of Work** details pop-up window displays. Select the applicable **Scope Includes** from the drop-down list (e.g., **New Installation or Modification**). 

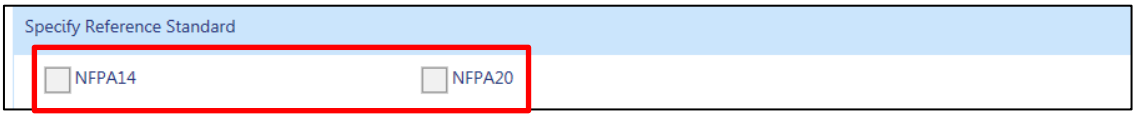
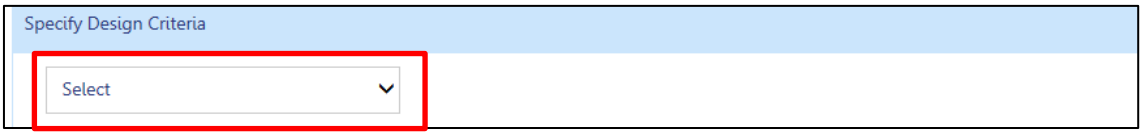
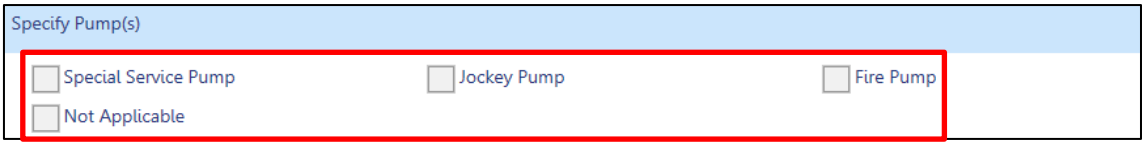
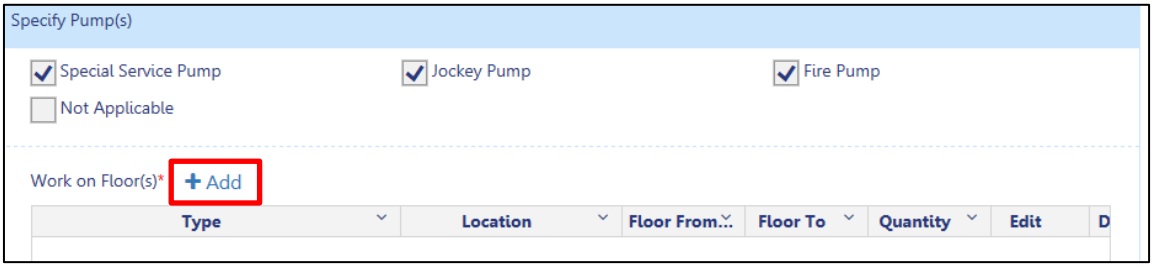
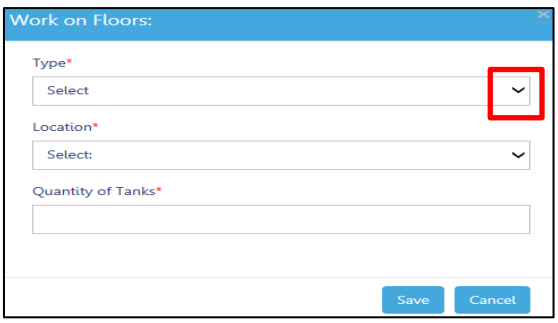
Step	Action
4.	Click on the **drop down arrow** to select the **Type**. 
5.	Enter **Total Quantity**. 
6.	Click in the **box** to select the appropriate floor. The floor options displayed are based on the selection made on the Location section on the Plans/Work (PW1) tab. Click on **Save**. 
	The scope of work will appear in the grid. If necessary, click on the **Edit** icon to edit the scope or click on the **Delete** icon to delete the scope. 

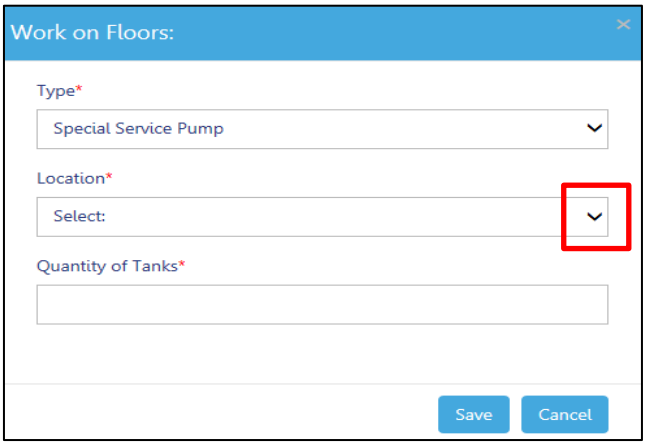
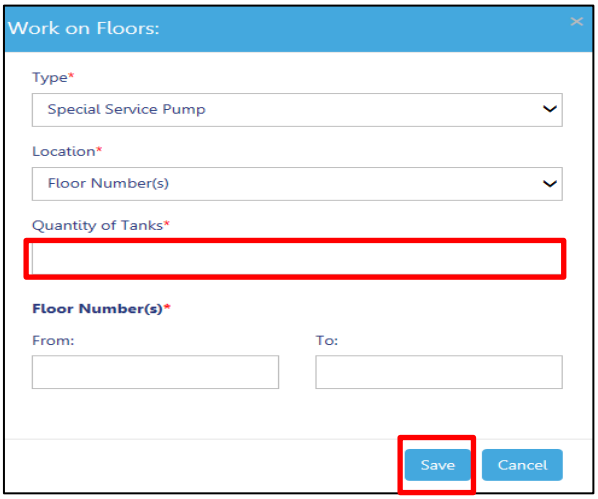
Step	Action
7.	Select the applicable system in the **Specify Type of Standpipe System** section.  **Note**: If **Dry Standpipe System** is selected, the system will display a drop down to indicate if it is an Automatic or Manual system. 
8.	Click on the **drop down arrow** to **Specify Class** of the standpipe system. 
9.	Select **Yes** or **No** radio button for **Is this a Combined Standpipe/Sprinkler System?** **Note**: If **Yes** is selected, the **Job # for SP work type** will appear to enter the job number for the sprinkler job filing. 

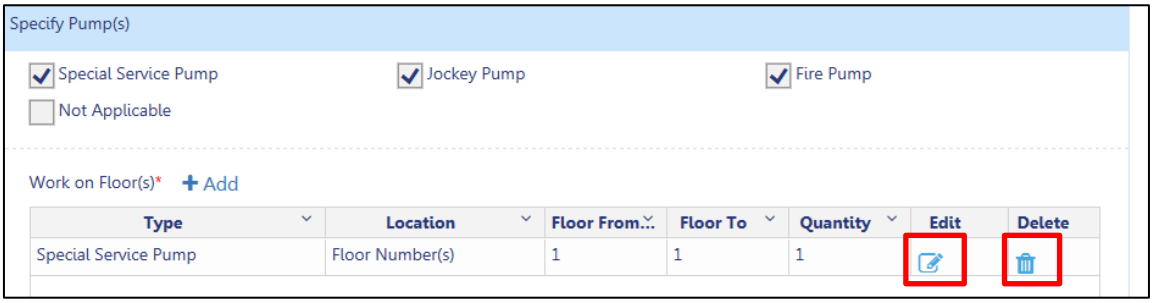
Step	Action
10.	Click on the drop down arrow to **Choose Primary Water System** 
11.	The **Work on Floor(s)** grid will display. If **Gravity**, **Pressure** or **Suction** is selected, indicate quantity and location in this grid. If **Dedicated Fire Service** is selected indicate the floor number for each service. Click on **+Add**. 
12.	The Work on Floors pop up will appear. Click on the drop down arrow by **Location** to select the location. **Note**: If **Dedicated Fire Service** is selected, the pop up will not display the Quantity of Tanks field.  **Note**: Additional fields may appear to enter additional location information when applicable. For example, if Floor Number(s) is selected, the **Floor Numbers (s) From** and **To** fields will appear.

Step	Action
13.	Enter **Quantity of Tanks.** Click on **Save**. 
	Work on floor information will appear in the grid. If necessary, click on the **Edit** icon to edit the scope or click on the **Delete** icon to delete the scope. 
14.	Click on the **drop down arrow** to **Choose Secondary Water System**. 
15.	The **Work on Floor(s)** grid will display. If **Gravity** or **Pressure** is selected, indicate quantity and location in this grid. If **Dedicated Fire Service** or **Combined Domestic/Fire Service** is selected indicate the floor number for each service. Click on **+Add**. 

Step	Action
16.	The **Work on Floors** pop up will display. Click on the drop down arrow by **Location** to select the location. **Note**: If **Dedicated Fire Service** is selected, the pop up will not display the Quantity of Tanks field.  **Note**: Additional fields may appear to enter additional location information when applicable. For example, if Floor Number(s) is selected, the **Floor Numbers (s) From** and **To** fields will appear.
17.	Enter **Quantity of Tanks.** Click on **Save**. 
	Work on floor information will appear in the grid. If necessary, click on the **Edit** icon to edit the scope or click on the **Delete** icon to delete the scope. 

Step	Action
18.	Click in the check box to **Specify Reference Standard**. 
19.	Click on the drop down arrow to **Specify Design Criteria**. 
20.	Click in the check box to **Specify Pump(s)**. 
21.	If **Special Service Pump, Jockey Pump** or **Fire Pump** was selected, **The Work on Floor(s)** grid will display to indicate the quantity of pumps and location. Click on **+Add**. 
22.	The **Work on Floors** pop up will display. Click on the drop down arrow by **Type** to select the type of pump. The Type drop down list will consist of only the pump selections that were made. 

Step	Action
23.	Click on the **drop down arrow** by **Location** to select the location of the pump.  **Note**: Additional fields may appear to enter additional location information when applicable. For example, if Floor Number(s) is selected, the **Floor Numbers (s) From** and **To** fields will appear.
24.	Enter **Quantity of Tanks**. Click **Save**. 

Step	Action
	The Work on floor information will appear in the grid. If necessary, click on the **Edit** icon to edit the scope or click on the **Delete** icon to delete the scope.  Repeat the steps above to add additional Work on Floors information for other pump.
You have completed the steps to add a Standpipe scope of work.	

You have completed the Build: Scope of Work Plumbing, Sprinkler and Standpipe Step-By-Step Guide if applicable; continue to Cost Affidavit (PW3) Step-By-Step Guide.