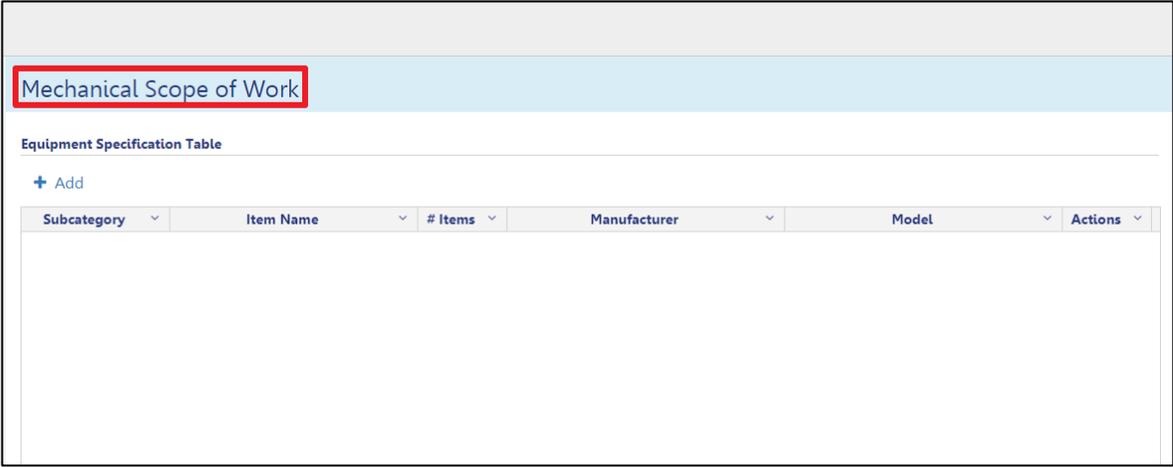


DOB NOW: *Build* - Mechanical Systems Scope of Work Step-By-Step Guide

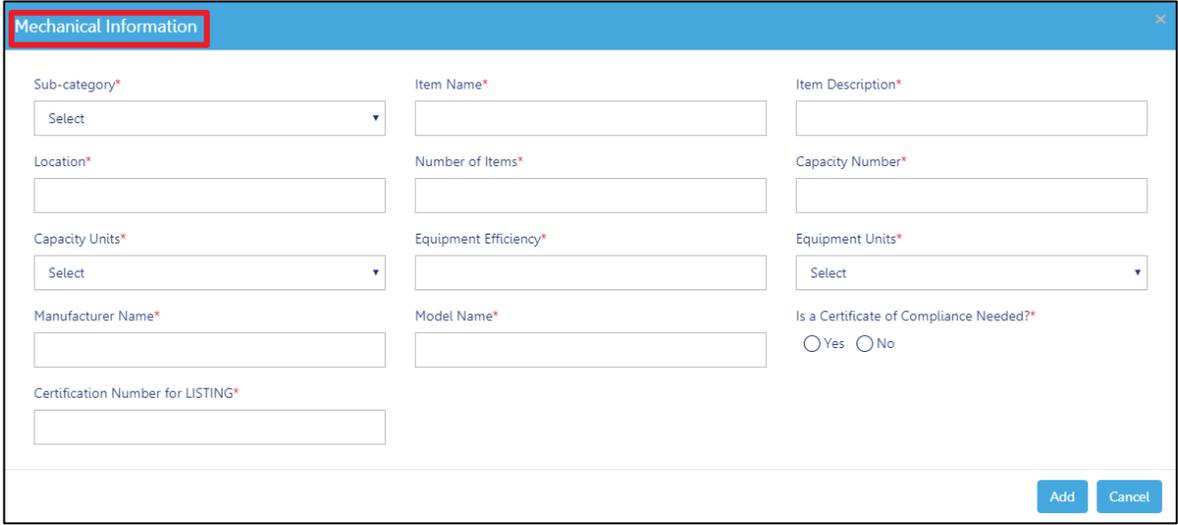
Complete the following steps to complete the **Scope of Work** tab:

Step	Action
	<p>Note It is mandatory to complete the Plans/Work (PW1) and Zoning Information section before completing the Scope of Work.</p>
<p>1.</p>	<p>Select the Scope of Work tab from within the Job Filing.</p> 
	<p>This Scope of Work description applies only to Mechanical Systems job filings. The Work Type cannot be selected in the Scope of Work screens.</p> <p>What is shown in the Scope of Work screen is based on the information entered in previous tabs.</p> <p>To change this information, it must be changed when creating a new job filing from the Dashboard (e.g., + Job Filing).</p>

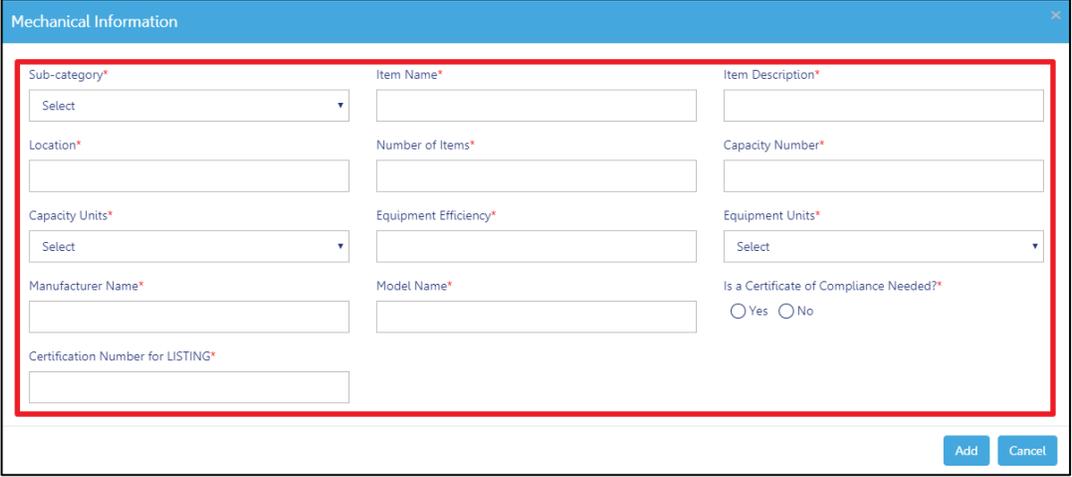
DOB NOW: *Build* - MECHANICAL SYSTEMS SCOPE OF WORK
STEP-BY-STEP GUIDE

Step	Action
2.	<p>The Mechanical Scope of Work header displays.</p>  <p>The screenshot shows a light blue header bar with the text "Mechanical Scope of Work" highlighted by a red box. Below the header is a section titled "Equipment Specification Table" with a "+ Add" button. Underneath is a table with columns: Subcategory, Item Name, # Items, Manufacturer, Model, and Actions. The table is currently empty.</p>
3.	<p>Click +Add in the Equipment Specification Table.</p>  <p>The screenshot shows the "Equipment Specification Table" with the "+ Add" button highlighted by a red box. The table has columns: Subcategory, Item Name, # Items, Manufacturer, Model, and Actions. At the bottom of the table, it says "Total Items: 0" and there is a pagination control showing "1 / 1" and "10 items per page".</p>

DOB NOW: *Build* - MECHANICAL SYSTEMS SCOPE OF WORK
STEP-BY-STEP GUIDE

Step	Action
	<p>The Mechanical Information pop-up window displays.</p> 
	<p>Note Ensure to complete the Manufacture Name, Model Name and Certification Number for LISTING as soon as available before the permit is issued.</p>

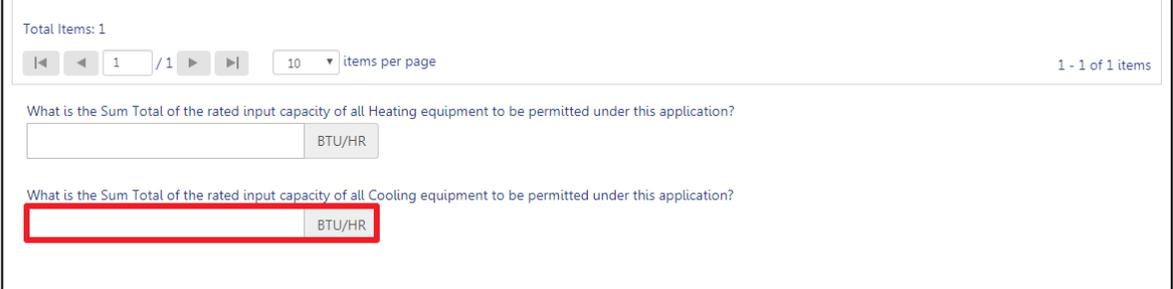
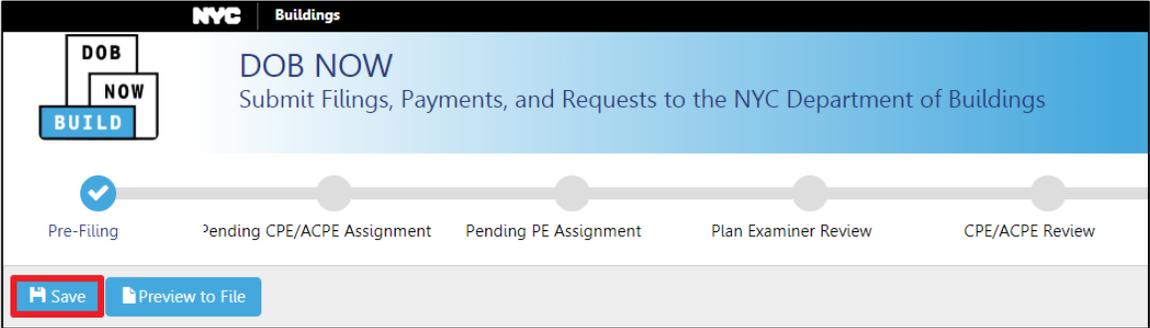
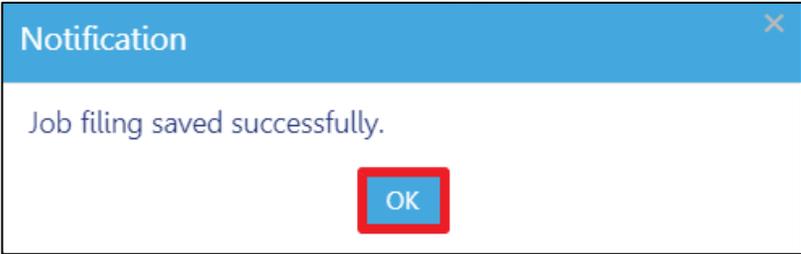
**DOB NOW: *Build* - MECHANICAL SYSTEMS SCOPE OF WORK
STEP-BY-STEP GUIDE**

Step	Action
4.	<p>Complete the following fields:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sub-category (e.g., Refrigeration Systems) <input type="checkbox"/> Item Name <input type="checkbox"/> Item Description <input type="checkbox"/> Location <input type="checkbox"/> Number of Items <input type="checkbox"/> Capacity Number <input type="checkbox"/> Capacity Units (e.g. BTU) <input type="checkbox"/> Equipment Efficiency <input type="checkbox"/> Equipment Units (e.g., COP) <input type="checkbox"/> Manufacturer Name <input type="checkbox"/> Model Name <input type="checkbox"/> Is a Certificate of Compliance Needed? (e.g., No) <input type="checkbox"/> Certification Number for LISTING <div style="border: 1px solid black; padding: 10px; margin-top: 10px;">  <p>The screenshot shows a 'Mechanical Information' form with the following fields highlighted by a red box:</p> <ul style="list-style-type: none"> Sub-category* (dropdown menu) Item Name* (text input) Item Description* (text input) Location* (text input) Number of Items* (text input) Capacity Number* (text input) Capacity Units* (dropdown menu) Equipment Efficiency* (text input) Equipment Units* (dropdown menu) Manufacturer Name* (text input) Model Name* (text input) Is a Certificate of Compliance Needed?* (radio buttons for Yes/No) Certification Number for LISTING* (text input) </div>
	<p>Note The Sub-category options that display are determined based on the Mechanical Work previously selected in the Plans/Work PW1 section.</p>

**DOB NOW: *Build* - MECHANICAL SYSTEMS SCOPE OF WORK
STEP-BY-STEP GUIDE**

Step	Action
5.	<p>Click Add to save the details.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="background-color: #0070C0; color: white; padding: 5px; display: flex; justify-content: space-between;"> Item Description* ✕ </div> <div style="margin-top: 10px;"> <input style="width: 100%;" type="text" value="DEMO"/> </div> <div style="margin-top: 10px;"> <input style="width: 100%;" type="text" value="0000"/> </div> <div style="margin-top: 10px;"> <input style="width: 100%;" type="text" value="COP"/> </div> <div style="margin-top: 10px;"> <p>Is a Certificate of Compliance Needed?*</p> <input type="radio"/> Yes <input checked="" type="radio"/> No </div> <div style="text-align: right; margin-top: 20px;"> Add Cancel </div> </div>

**DOB NOW: *Build* - MECHANICAL SYSTEMS SCOPE OF WORK
STEP-BY-STEP GUIDE**

Step	Action
7.	<p>Enter the respective quantity in the field labeled “What is the Sum Total of the rated input capacity of all Cooling equipment to be permitted under this application?”</p> 
8.	<p>Located in the upper left-hand corner of the page, click Save.</p> 
9.	<p>A Notification pop-up window with the message “Job filing saved successfully” displays. Click OK to close the Notification pop-up window.</p> 
<p>You have completed the Mechanical Systems: Scope of Work Step-by-Step Guide.</p>	