



# INDUSTRY PORTAL STEP-BY-STEP GUIDE

INITIATE A SUSPENDED SCAFFOLD

JOB FILING

The following Step-by-Step Guide will outline the steps for submitting a Suspended Scaffold Job Filing in the DOB NOW Industry Portal.

**HELPFUL LINKS** 

YouTube.com/DOBNOW



NYC.gov/DOBNOWINFO



NYC.gov/DOBNOWHELP



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#### **Overview**

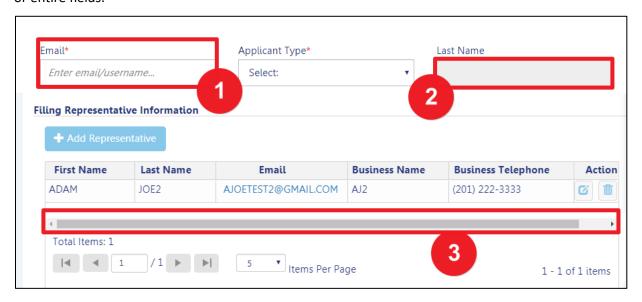
This step-by-step guide will provide applicants with a systematic understanding of initiating and submitting a Suspended Scaffold in DOB NOW: *Build* - Industry Portal.

## **Guidelines**

- All applications for Suspended Scaffolds will be submitted through DOB NOW: Build starting on November 15, 2023.
- There will no longer be a separate CD5 submission. All Applicants will submit a PW1.
- Suspended Scaffold (SS) will be a new Work Type that can be used with Alteration Job Type filings.
- A suspended Scaffold Job Filing can also be submitted as a subsequent filing for NB or ALT-CO jobs.
- For the updated release, there are two options associated with the category of Suspended Scaffold:
  - Sub-Category: IRA (Industrial Rope Access)
  - Sub-Category: Suspended Scaffold (SS)
    - Option A: Adjustable
    - Option B: Non-Adjustable
- You cannot combine Non-Adjustable and Adjustable types within the same filing.
- You cannot select IRA and Suspended Scaffold together in the same filing.
- This filing type will not prompt the applicant to complete questions regarding the following:
  - Energy
  - Landmark
  - Peer Review
  - Site Safety
  - o Tenant Protection Plan
- Suspended Scaffold work types cannot be combined filed with any other work types.
- The following Applicants can submit a Job Filing for Suspended Scaffold Work Type:
  - Special or Master Rigger
  - Special or Master Sign Hanger
  - Registered Design Professional (PE/RA)

#### **SYSTEM GUIDELINES**

- 1. Fields with a red asterisk (\*) are required and must be completed.
- 2. Grayed-out fields are Read-Only or are auto-populated by the system.
- 3. Depending on your screen or browser size, you may have to use the scroll bar to view more options or entire fields.

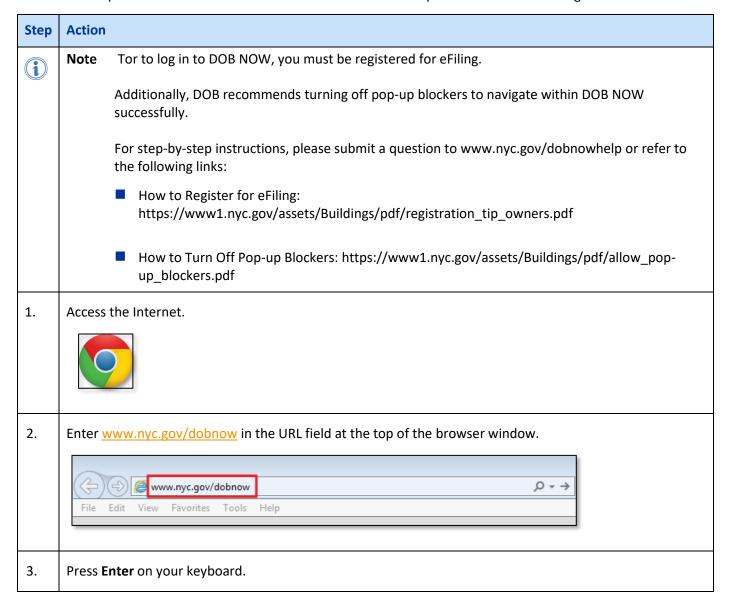


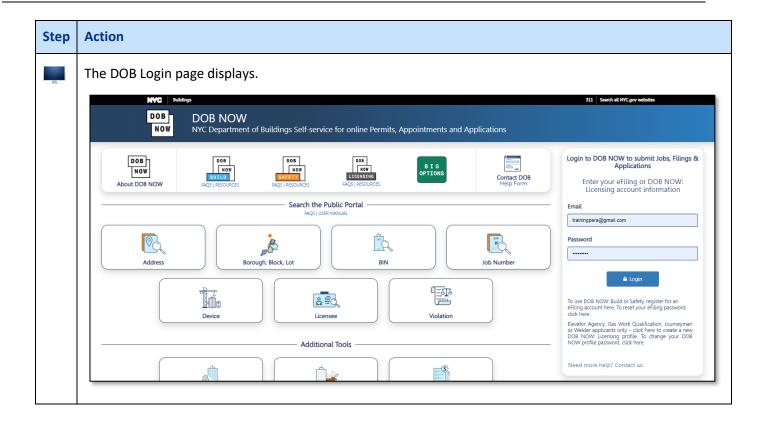
## **ADDITIONAL HELP & INFORMATION**

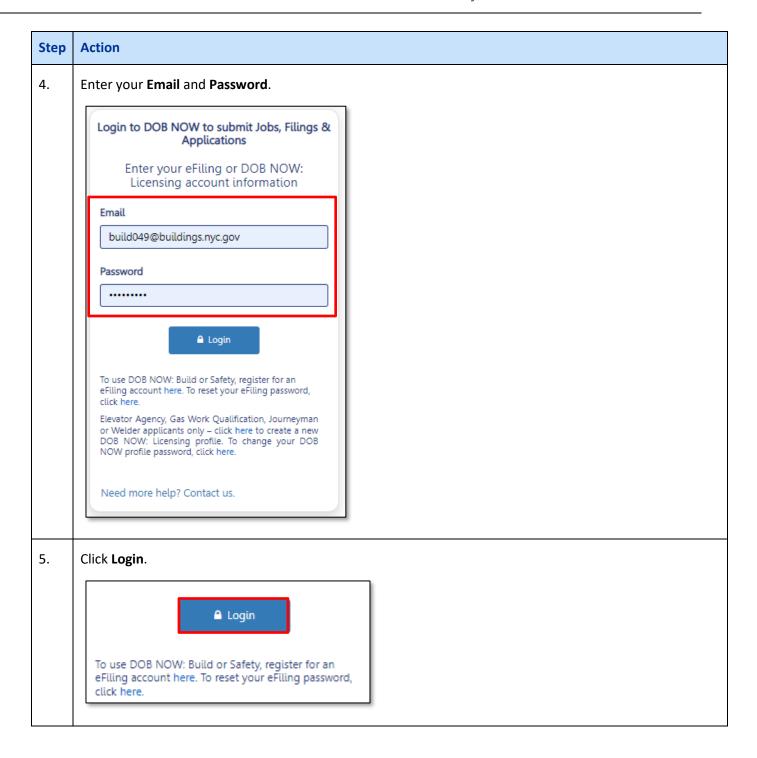
- 1. Video Tutorials: DOB NOW YouTube Channel: <a href="https://www.youtube.com/user/NYCBUILDINGS">https://www.youtube.com/user/NYCBUILDINGS</a>
- 2. Presentations & Sessions: <a href="https://www1.nyc.gov/site/buildings/industry/dob-now-training.page">https://www1.nyc.gov/site/buildings/industry/dob-now-training.page</a>

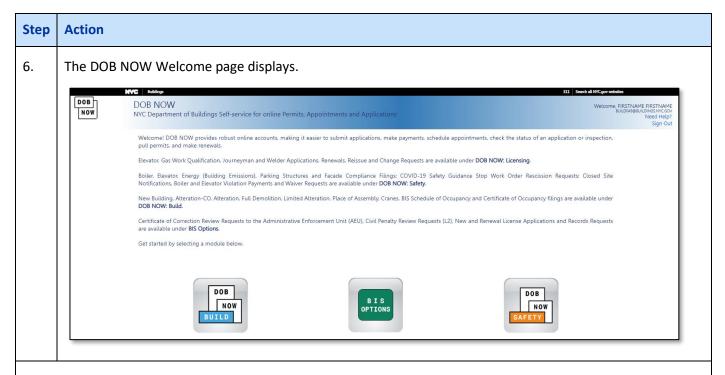
## Log into DOB NOW: Build

Follow the steps below to access DOB NOW: Build and initiate a Suspended Scaffold Job Filing.





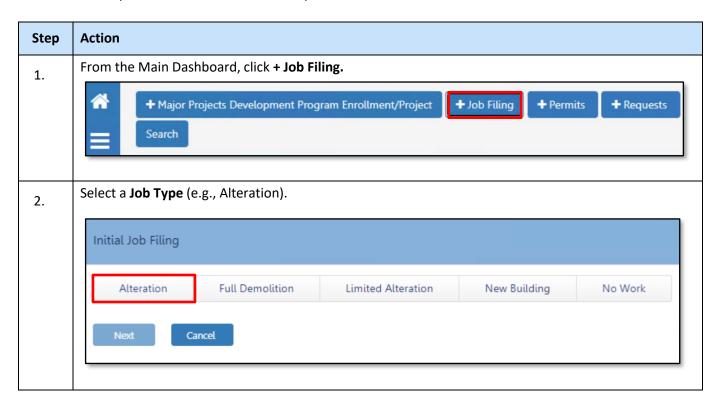


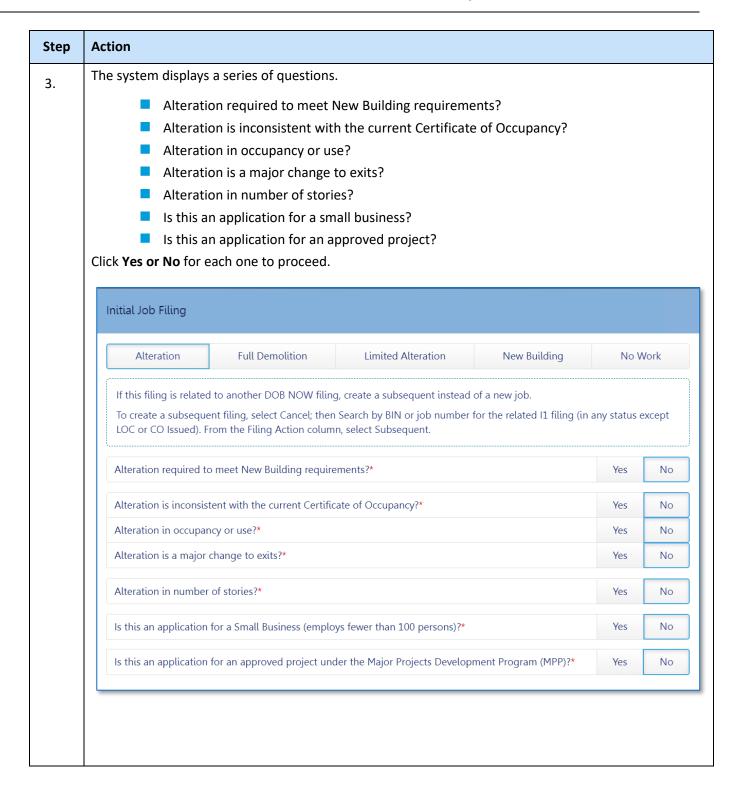


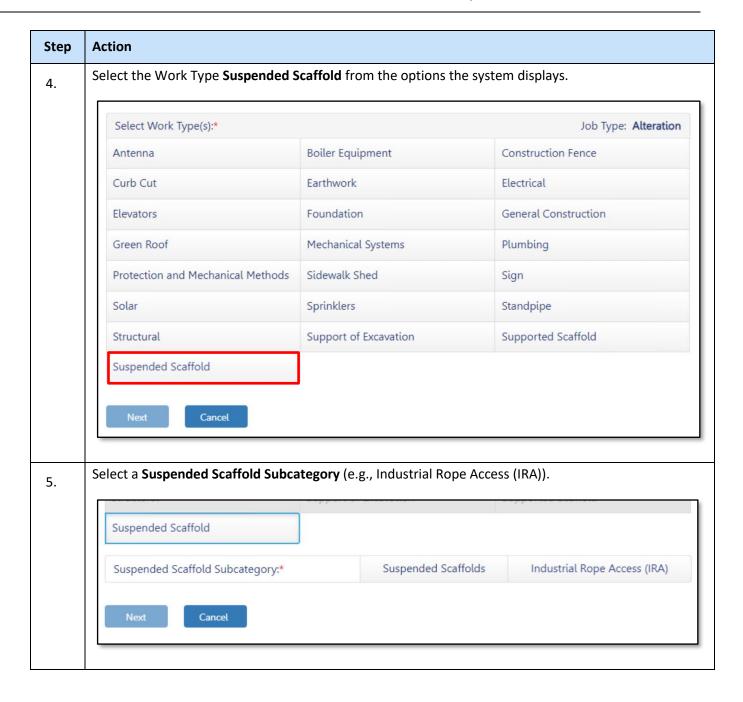
You are now logged into DOB NOW. Continue to the Initiate a Suspended Scaffold Job Filing step by step.

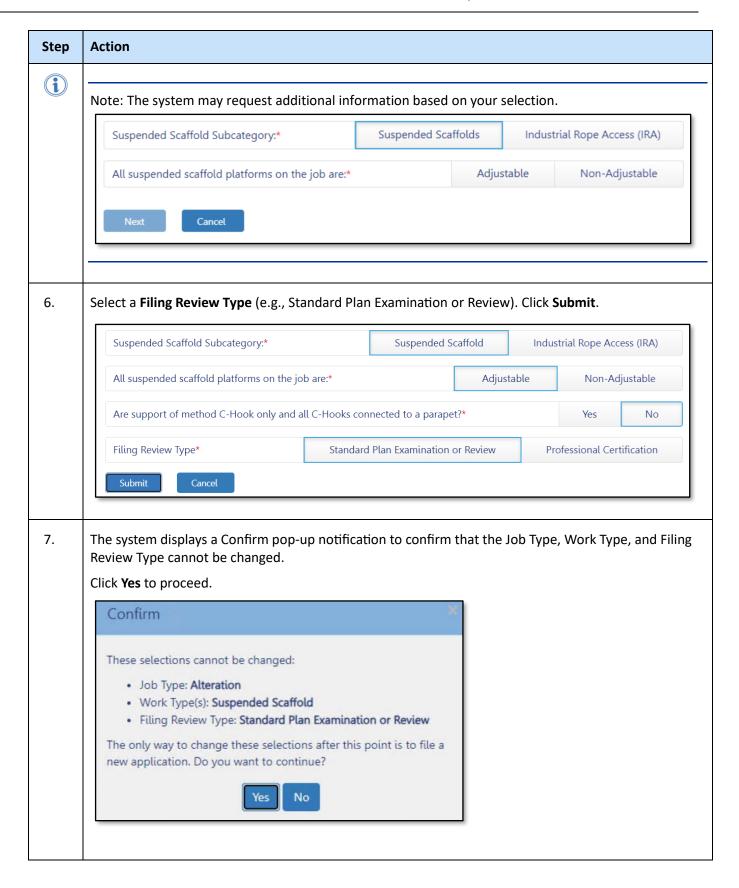
## **Initiate a Suspended Scaffold Job Filing**

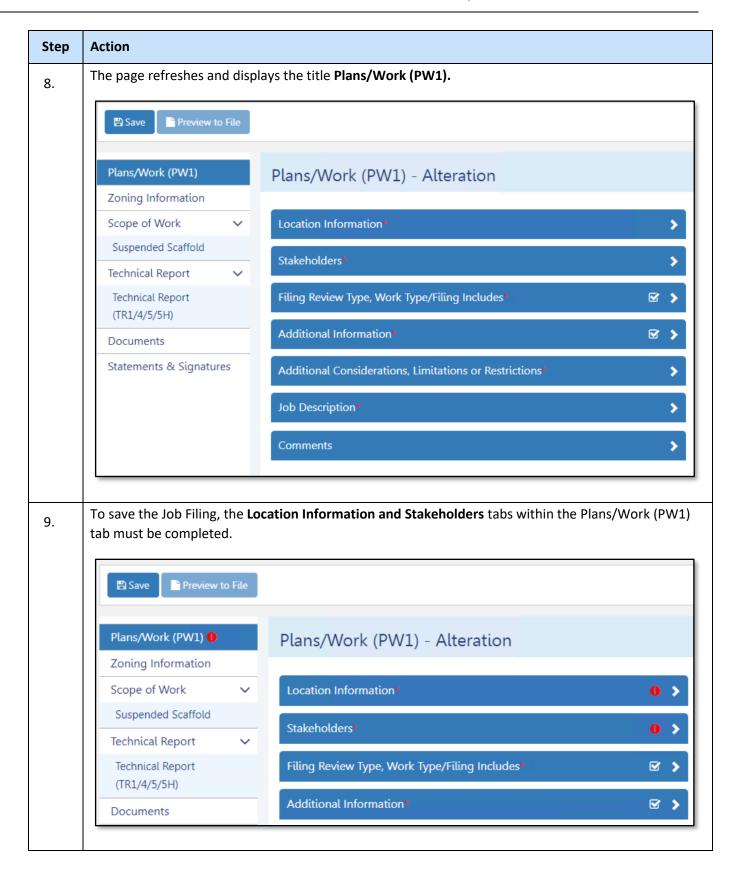
To initiate a Suspended Scaffold, follow the steps below.

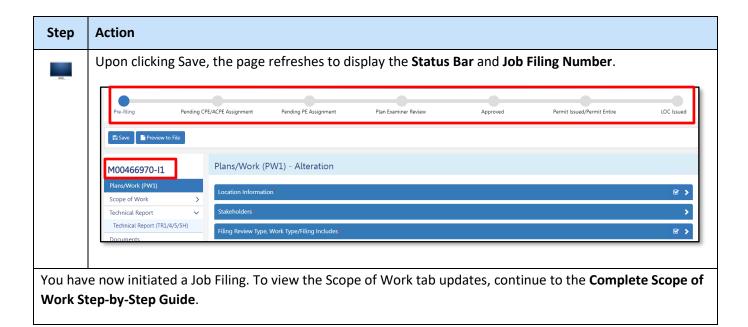






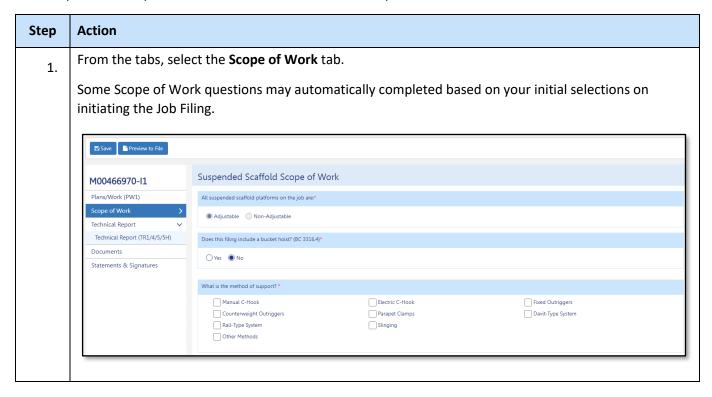


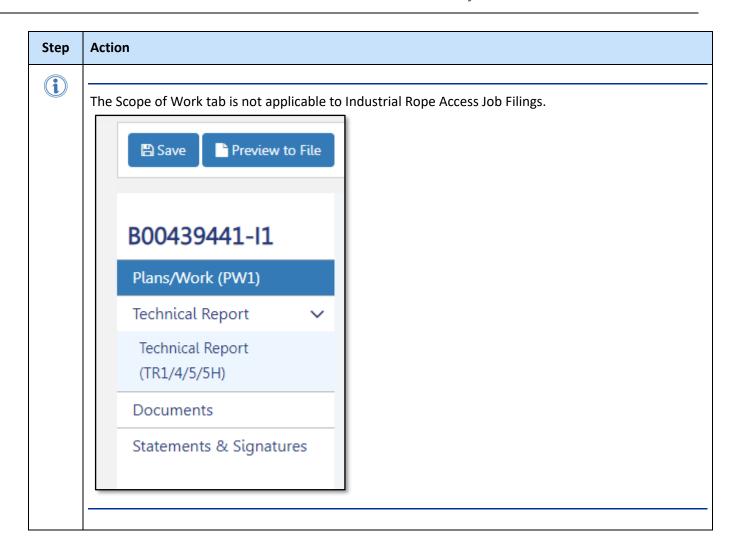


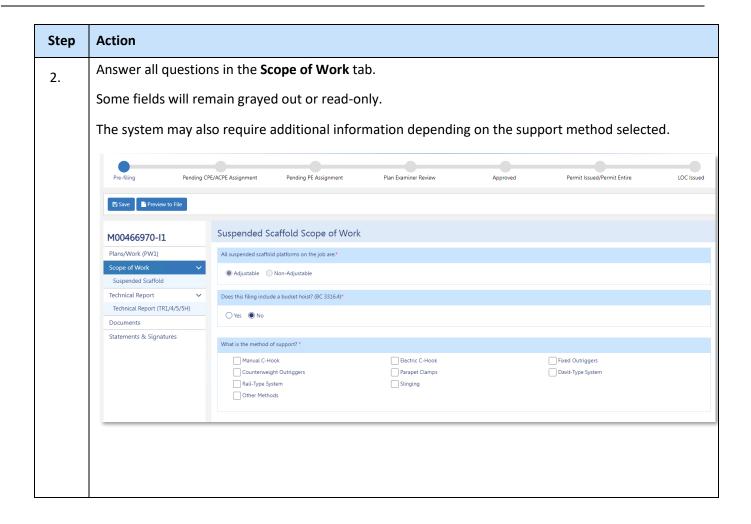


## **Complete Scope of Work**

To complete the Scope of Work section, follow the below steps.

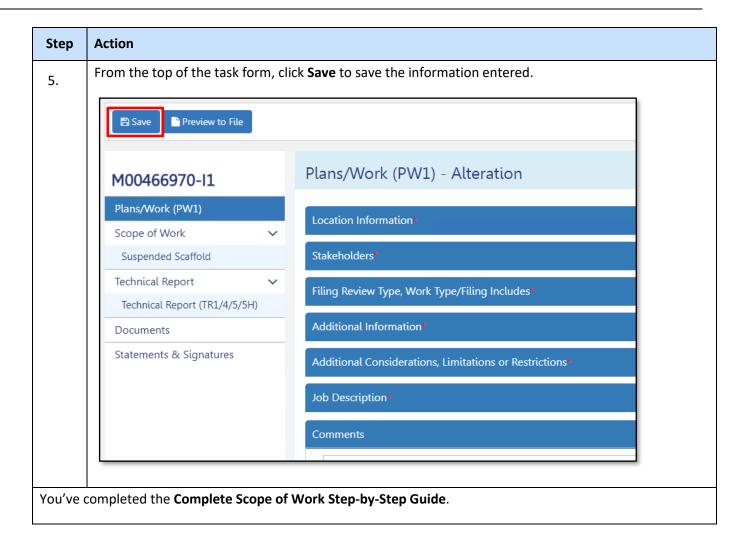






Step	Action		
3.	Select the method of support:		
	C-Hook (manual)		
	Outriggrs (Coutnerweight)		
	Rail-type System		
	C-Hook (Electric)		
	Parapet Clamps		
	Slinging		
	Outriggtrs (Fixed)		
	Davit-Type System		
	■ Other		
	Suspended Scaffold Scope of Work		
	All suspended scaffold platforms on the job are:*		
	Adjustable		
	Does this filing include a bucket hoist? (BC 3316.4)*		
	○ Yes ● No		
	What is the method of support? *		
	Manual C-Hook Electric C-Hook Fixed Outriggers		
	Counterweight Outriggers Parapet Clamps Davit-Type System Rail-Type System Slinging		
	Other Methods		

Step	Action		
4.	Depending on the method of support additional questions will be required.  For example, if <b>Parapet Clamps</b> is selected, the <b>Characteristics of any of the suspended scaffold on the job. Every platform on this job is/has:</b> must be completed.		
	What is the method of support? *		
	Manual C-Hook           Electric C-Hook             Counterweight Outriggers           ✓ Parapet Clamps             Rail-Type System           Slinging             Other Methods           Оther Methods		
	Characteristics of any of the suspended scaffolds used on the job. Every platform on this job	is/has:*	
	a. Single tier? (BC 3314.3.2 Ex 2)*	○ Yes ○ No	
	b. Supported at no more than 1 or 2 points? (BC 3314.3.2 Ex2)*	○ Yes ○ No	
	c. A maximum height of 15 ft? (BC 3314.3.2 Ex.2.2.2)*	◯ Yes ◯ No	
	d. A maximum capacity less than equal to 2000 lbs? (AC28-404.2)*	○ Yes ○ No	
	e. A maximum platform load less than equal to 75 lbs/sq ft? (BC 3314.3.2 Ex2.2)*	○ Yes ○ No	



The steps to complete the rest of the Job Filing have stayed the same.

You've completed the Initiate a Suspended Scaffold Job Filing Step-by-Step Guide.