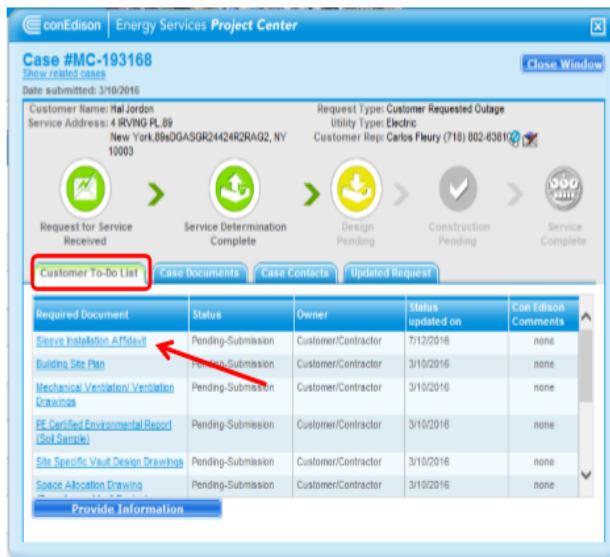


ALTERNATIVE SLEEVE INSPECTION PROCESS

Con Edison customers and contractors can take pictures of an installed sleeve and submit them directly to Con Edison Energy Services for review via the Project Center, eliminating the need for a physical sleeve inspection by a Con Edison representative.



All pictures and related affidavit forms are to be submitted through the Con Edison Project Center Web Portal. The Project Center web portal will allow you to upload the photos and complete the required Affidavit Form in one transaction.

Once you access the case click on the “Forms” tab and then “Submit New Form” to access the Alternative Sleeve Inspection Process feature. A video tutorial is also available on the Project Center log-in screen.

TAKING THE PHOTOGRAPHS

In order for your pictures to qualify for the Alternative Sleeve Inspection Process, a minimum of **1 photograph per requirement defined as H.E.L.D.D. (5 Total)** is necessary for a successful submission:

- 1.Height**
- 2.Exterior**
- 3.Length**
- 4.Depth**
- 5.Diameter**



The photos will be reviewed by an Energy Services representative to ensure that the sleeve installation meets Blue Book (electric) and Yellow Book (gas) requirements and specifications outlined in your service layout.

Please review the examples below as a guideline in order to ensure you have captured the 5 Key Requirements of a successful submission.

Note: Photos must clearly display all measurements.

H

HEIGHT

Measure the sleeve's distance from the center to the floor, utilizing a tape measure. The entire wall should be captured in the picture.



E

EXTERIOR

Identify any possible obstructions by taking a picture of the exterior of the building on the same day the sleeve pictures were taken.



L

LENGTH

Insert the clip-end of a tape measure into the sleeve and extend the tape measure to show the length of the sleeve



D

DEPTH

Identify grade with a marking and use the tape measure to show distance from grade to sleeve.



D

DIAMETER

Using a tape measure, show the diameter across the sleeve opening





conEdison Consolidated Edison Company of New York Inc.
4 Irving Place, New York, N.Y 10003



GAS SLEEVE INSTALLATION AFFIDAVIT FORM

Gas Sleeve diameter: in inches Sleeve Length: in feet

Case Number (from the project center): MC#

Job Name:

Customer:

Address:

Contractor Name:

Plumbing License No:

This certifies that the sleeve described above has been installed according to the requirements and specifications listed in the Con Edison Yellow Book (Gas) and the specifications listed in this Customer Service Procedure and as a minimum meets the following criteria: *check all that apply below*

- Sleeve meets all the specification requirements and is properly sealed
- Sleeve is vented if required per the required specification and local code
- Sleeve is installed at the location as specified by Con Edison
- Sleeve pictures display required measurements per instructions

Gas Sleeve must extend 4 inches on the exterior wall and 1"-2" on the interior wall and must be watertight

Completed by: _____

Date: _____