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, eliminating the need for a physical sleeve inspection by a Con Edison representative. Two methods are available.

Preferred method:
The primary method of sending these pictures is through the Con Edison Project Center web portal. The Project Center web portal allows you to upload the photos and complete the required Affidavit Form in one transaction.

Once you access your case, click on the “Customer To-Do List” tab and then click on “Sleeve Inspection Affidavit.”

Email method:
You can also send pictures through email. However, this option will require an additional step of completing the attached Affidavit Form (located at the end of this document). Once completed, you can make a digital image of the Affidavit Form by scanning or taking a photo, and emailing the electronic copy of the Affidavit Form along with your pictures. Pictures that are submitted through the email method that do not include the attached Affidavit Form will not be processed.
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 Electric Blue Book and Gas Yellow Book 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.
Measure the sleeve’s distance from the center to the floor, utilizing a tape measure. The entire wall should be captured in the picture.
Identify any possible obstructions by taking a picture of the exterior of the building on the same day the sleeve pictures were taken.

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
SLEEVE INSTALLATION AFFIDAVIT FORM

Contractor Name: ____________________________________________________

License #: __________________________________________________________

Address: __________________________________________________________________

This certifies that the sleeve installation on the premises

Located At: __________________________________________________________________

Lot No: __________________________________________________________________

Owner: __________________________________________________________________

Con Edison Case Number#: ___________________________ has been performed according to the
requirements specified in the Con Edison Blue Book (electric) or Yellow Book (gas).
(Select Electric or Gas)

☐ Sleeve is grouted in place (flush)

☐ Sleeve is continuous

☐ Sleeve is perpendicular to wall

☐ Sleeve is installed on location specified by Con Edison

☐ Sleeve pictures display required measurements per instructions

Completed By: ____________________________ Date: ____________________________