

The City of New York  
HOUSING AND DEVELOPMENT ADMINISTRATION  
Department of Buildings

DIRECTIVE NO. 7 OF 1973

TO: Borough Superintendents

DATE: June 5, 1973

FROM: Thomas V. Burke, P.E., Director of Operations

SUBJECT: CONTROLLED INSPECTION GUIDELINES: Building Code Sec. C26-106.3

BACKGROUND:

The new Building Code requires that certain materials and methods of construction shall be inspected or tested to verify compliance with code requirements under the provisions of "controlled inspection".

C26-106.3 of the code stipulates that all required inspections of such materials and methods shall be made or witnessed by or under the direct supervision of an architect or engineer employed by the owner and acceptable to the architect or engineer of record (unless otherwise indicated).

It is the purpose of this Directive to provide guidelines for the required inspections and test reports. Mechanical Ventilation, Refrigeration Systems, Heating & Combustion Equipment and Fuel Oil Piping & Storage will be included in this Directive. By supplements, other items of construction requiring Controlled Inspection will be covered.

A. GUIDELINES FOR MECHANICAL VENTILATION, C26-1301.2(a)

1. Determine whether general location of all equipment, piping and ductwork is in conformance with approved plans.
2. Determine by means of nameplate data and/or manufacturer's approved shop drawings whether all central station equipment (fans, motors, coils, filters, etc.) conforms to the approved plans.
3. Determine whether sizes of piping and ductwork conform to the approved plans.
4. Inspect ductwork to determine whether proper hanging and supports have been provided.
5. Inspect all fire dampers indicated on the approved plans for proper installation and location.
6. For all special systems such as kitchen and garage ventilation repeat items #4 & #5 and include a check of duct wall gauges.

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A. GUIDELINES FOR MECHANICAL VENTILATION, C26-1301.2(a) continued

7. At the completion of the installation check the contractor's air balance readings from the forms on which this information has been recorded by the air balance agency. Spot check, by means of instrument, as many outlets as necessary to be fully convinced of the acceptability and reliability of the recorded data.
8. Test all smoke and fire protection devices \* and systems related to the ventilation systems to verify that they are functioning properly. Where possible this test shall be carried out at the same time as the Fire Department Inspector's inspection.

\* (In case of fusible link fire dampers, spot check as many dampers as necessary to be fully convinced of the acceptability of reliability of the installation).

9. Test Reports:

An explicit statement on Form 10E, that all inspection and test requirements enumerated in this Directive have been fulfilled without exception and equipment inspected and tested has been found to conform to the approved plans and Building Code requirements.

B. GUIDELINES FOR REFRIGERATION SYSTEMS: C26-1301.14(a)

1. Determine that the following are in accordance with the approved plans.
  - a. General location of all equipment, piping, and safety devices
  - b. All equipment (such as refrigeration machines, pumps, motors, cooling towers, condensers, etc.) by inspection of nameplates and/or manufacturer's approved shop drawings.
  - c. Piping sizes and arrangements.
2. Visually inspect piping in regards to hangers, and supports, anchor and expansion joints.
3. Witness and verify all required leak testing and the posting of results of the leak test. Such posted data shall include type of refrigerant, test pressures for high and low sides, signature of installer and inspector.
4. Test Reports:

An explicit statement, on Form 10E, that all inspection and test requirements enumerated in this Directive have been fulfilled without exception.

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C. GUIDELINES FOR HEATING & COMBUSTION EQUIPMENT: C26-1401.1(a)

1. Boiler inspection to be made by a qualified boiler inspector in the employ of the City or by a duly authorized insurance company.
2. High pressure steam piping shall be inspected as follows:
  - a. Determine location and arrangement of system to be in accordance with approved plans.
  - b. Visually inspect hangers, anchors, guides and expansion joints in regards to conformance with the approved plans, access for maintenance and complete visual inspection, satisfactory, alignment, clearances for movement, etc.
3. Determine by means of nameplate data and/or manufacturers approved shop drawings review that all equipment (boilers, convertors, pumps, radiation, and air terminal devices which are used to provide building heating) conforms to the approved plans.

4. Test Reports:

An explicit statement on Form 10E, that all inspection and test requirements enumerated in this Directive have been fulfilled without exception plus test of heating installation.

D. GUIDELINES FOR FUEL OIL PIPING & STORAGE: C26-1401.2(b)

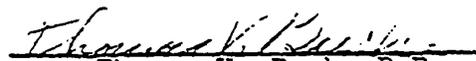
1. Determine general location of all equipment, tanks, piping and pumps to be in conformance with the approved plans.
2. Witness and verify the required testing of the tanks and piping performance by the installing contractor.

3. Test Reports:

An explicit statement on Form 10E, that all inspection and test requirements, enumerated in this Directive have been fulfilled without exception.

REFERENCES:

- |                       |   |                       |
|-----------------------|---|-----------------------|
| 1. Directive 9/1969   | - | Controlled Inspection |
| 2. Directive 1/1971   | - | Form 10E, 10F         |
| 3. Memorandum 8/16/71 | - | Cont. Insp., Welding  |
| 4. Memorandum 8/18/72 | - | High Pressure Steam   |
| 5. Memorandum 8/29/72 | - | High Pressure Steam   |

  
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TVB/PEO/sc

cc: Exec. staff  
Industry  
B.C.A.C. - C.I.C.I.  
N.Y.A.C.E. - ASHRAE

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