

THE CITY OF NEW YORK  
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: September 20, 1983

TO: Borough Superintendents  
FROM: Joseph M. White, Assistant Commissioner-Operations  
SUBJECT: Field Observations at Unscheduled Sites

In implementation of the instructions of Deputy Commissioner Carol Felstein's memorandum of August 26, 1983, the following procedure will govern in cases where the Inspector observes, in the course of his assigned route but in a location not listed on his route sheet, a hazardous condition warranting immediate investigation and action:

Inspector

1. Before taking any action or deviating from his route sheet the Inspector will telephone the appropriate Divisional Chief Inspector's office to seek approval and guidance from the Chief Inspector, Assistant Chief Inspector or other person in authority.
2. Should the Inspector experience undue difficulty in contacting the Chief Inspector's office, his request for approval and guidance may be telephoned to the office of one of the following (attempting contact in the order listed):
  - . Borough Superintendent
  - . Executive Chief Inspector, Eugene Slattery (248-8771)
  - . Assistant Commissioner-Operations  
Joseph M. White (248-8773-4)

The recipients of such calls after providing guidance and approval as warranted, will notify the Office of the Chief Inspector of the pertinent details.

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3. Upon receiving approval and guidance the Inspector will record on his route sheet:
  - a) Telephone number called - office and name of person contacted - time call was completed.
  - b) Address of the location to be visited.
4. The Inspector will then consider the approved address as the next scheduled stop on his route sheet, and will proceed with an inspection and appropriate action.
5. Should the nature of the hazardous condition be of such immediate peril as to override the prior approval requirement, the Inspector may conduct an inspection and take appropriate action without such approval.
  - a) In such cases, the Inspector, upon completion of his action in connection with the emergency, will immediately make telephoned notification to the Office of the Chief Inspector or alternate notification in accordance with Subd. 2.
  - b) Should circumstances keep the Inspector at the site beyond 5:00 P.M., preventing his notification to the appropriate office, the Inspector will then make his notification to the Night Emergency Squad at (566-2397). The message may be left with the tape recorder if necessary. The Inspector will then make the appropriate entries on his route sheet, in accordance with Subd.3.

Office of the Chief Inspector

The Chief Inspector, or person in authority, upon granting approval for deviation from the route sheet or receiving notification from an authorized source (Inspector - Subd. 2) will make appropriate notations on and initial and date the office copy and Inspector General's copy of the Inspector's route sheet. The notations will include:

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- . Time telephone call was received.
- . Address of the location involved.
- . Abbreviated description of the condition involved.

Night Emergency Squad

The recipient of a call made in accordance with Subd. 5 will:

1. Immediately notify one of the following (attempting contact in the order listed):
  - . Appropriate Administrative Chief Inspector
  - . Appropriate Borough Superintendent.
  - . Executive Chief Inspector, Eugene Slattery
  - . Assistant Commissioner-Operations, Joseph M. White
2. Make a log entry including:
  - . Time the call was made.
  - . Address of the location.
  - . Description of the condition.

Please see that all inspectorial personnel are advised and instructed on the contents of this procedure.

Executive Staff  
Borough Chief Inspectors  
Inspector General, Stuart Klein  
Thomas McLoughlin, President - ABI

JMW:rmr

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