



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES  
120 WALL STREET, NEW YORK, N. Y. 10005

CHARLES M. SMITH, Jr., R. A., Commissioner

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Assistant Commissioner  
Operations

PROCEDURE

To: Borough Superintendents  
From: Joseph M. White, Assistant Commissioner of Operations  
Subject: Construction Site Scheduled Inspections  
Date: February 11, 1986

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Purpose

To assure that the Department conducts timely and thorough inspections during critical phases of construction at all New Building and Major Alteration sites, and maintains complete and easily retrievable records of such inspections. A Major Alteration, for the purpose of this procedure, is defined as one with an estimated cost of \$150,000 or more.

Forms

B-Form 59MD ) PIR Cards, revised to provide a  
B-Form 59PD ) checklist of pertinent categories  
of inspection with recording space  
for concise reports on each. An  
unspecified section is left under  
each of the broad categories to  
allow for reporting in categories  
not listed and for special conditions  
and circumstances.

B-Form 59X ) Newly issued paper forms, to augment  
B-Form 59Y ) the recording capacity of the PIR  
B-Form 59Z ) Cards. Completed forms are to  
be filed inside the new foldable  
PIR Card.

SI - I Scheduled Inspection Log Sheet.

## Inspections

Borough Administrative Chief Inspectors will see to the scheduling of Construction Division inspections and the monitoring of inspection logs set up under this procedure to assure that the minimum number of inspections are conducted for each of the designated stages of construction.

<u>Stage</u>	<u>Minimum</u>
Excavation	1 Inspection
Foundation	1 Inspection
Superstructure ) up to 20 stories	1 Inspection
) over 20 stories	2 Inspections
Interior	4 Inspections

In the case of tract developments, new building inspections may be scheduled at typical building sites on a 1:10 ratio for identically designed structures. Inspections during the designated stages of construction may be conducted at a typical building in each instance so long as the minimum is attained for each stage. The 1:10 ratio allows for one typical inspection for each 10 identical sites or remainder in excess of 10. The 1:10 ratio concept should be applied to buildings in a group of 10 under construction during the same period of time.

Construction Inspectors when visiting new building or major alteration sites, for any reason, will in each case conduct an inspection in accordance with this procedure. The only exceptions to this rule will be those cases where instructions to the contrary are given by a superior.

Inspections will be conducted in accordance with applicable Departmental Directives and Memorandums, the Training Academy Manual, current practice as imparted by supervision and the Training Academy, and the following:

- ° Give particular attention to those stages of construction and sub-categories listed on the PIR Card.
- ° Check specifications of construction materials (whether installed or awaiting use at the site) for conformity with the approved plans and the Building Code.

- ° Inspect all phases of construction which are either in progress or recently completed and still open to inspection. Check for conformity to plans, specifications, and the Building Code.
- ° Take note of the level of development the project has attained, with particular attention to the number of stories completed and (when pertinent) whether topped off.

### Scheduled Inspections Log Book

Borough Administrative Chief Inspectors will see to the preparation and maintenance of a log book, using Forms SI-1 to list every application for a new building or major alteration currently pending in the particular borough. As new application approvals are issued they will be entered into the log book. Inspection dates will be entered on the log sheets, under the appropriate categories, corresponding to the inspection report entries made into the PIR Cards. The date entries for typical inspections should be followed by the letter T in parentheses. The log book shall be current and reviewed regularly to serve as a monitoring tool for the timely routing of inspections.

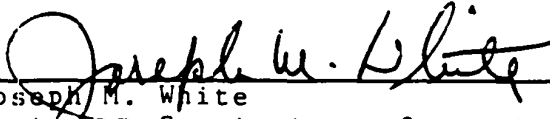
### Inspection Reports

All currently valid inspection report forms remain in use unchanged except for the Permanent Inspection Record (PIR) which is replaced by the New PIR Card and Appendants (59 X,Y,Z).

- ° Inspectors will record concise, informative summaries of their inspection reports against the appropriate categories on the PIR Card. Detailed specifics are to be provided to the greatest degree possible. The use of uninformative phrases such as "Work in Progress". "Conditions Unchanged" etc. will be avoided.
- ° When the PIR Card is unavailable or the recording spaces on the Card have been filled, the entries will be made on the appropriate PIR Soft Form (59 X, Y, Z). When such reports are filed by inspectors assigned outside the borough (e.g. B.E.S.T. or Emergency Squad) they will be forwarded directly to the Borough Administrative Chief Inspector for placement in the PIR file.

- ° Against each report the inspector shall enter, in the designated spaces, his/her initials, badge number and the inspection date.

This Procedure is effective immediately.

  
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Joseph M. White  
Assistant Commissioner-Operations

JMW:mh

cc: Charles M. Smith, Commr.  
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