



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES  
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OPERATIONS  
POLICY AND PROCEDURE NOTICE # 17/88

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To: Distribution

From: Fredric J. Pocci, P.E., Assistant Commissioner

Date: June 13, 1988

Subject: Inspectorial Duties: Construction

Effective Date: July 5, 1988

Superseded: Memorandum July 28, 1970 Page 388  
Memorandum June 12, 1975 Page 1070  
Memorandum July 8, 1975 Page 1077  
Memorandum July 10, 1978 Page 1496

Amended: Directive 11 of 1969 page 151-154  
Memorandum November 17, 1970 Page 426-427

Referenced: Supplement to Directive 11/69 Page 155  
Memorandum October 15, 1973 Page 804  
Directive 6 of 1975 Page 962  
Memorandum July 18, 1975 Page 1079  
Procedure February 11, 1986 Page 2078-2081  
Operations PPN # 18/87, December 3, 1987

Purpose: To provide for efficient routing and to increase levels of field training and review of field work by Supervising Inspectors.

Supervising Inspector:

The Administrative Chief Inspector will assign Supervising Inspectors to inspectorial districts within the borough. The boundaries of these districts are to be set in a manner to equalize the workloads of the Supervising Inspectors

and the Construction Inspectors. The Supervising Inspector is responsible for the quality and the performance of the work of the Construction Inspectors under his direct supervision. The following procedures must be adhered to:

1. Twice a week, on Tuesday and Friday, the tentative route sheets for the next week will be forwarded to the Inspector General's Office by hand or fascimile transmittal. Once every two weeks (i.e. every time pay checks are picked up) the completed route sheets must be delivered to the Inspector General's Office by hand.
2. Daily call-in, twice a day, must be made by field inspectors to a designated liaison who will record the time of the call, location, and telephone number on a daily log. At least one inspector from each Supervising Inspectors Group must be called back at that number daily.
3. Office hours will be held on Tuesday afternoons from 12:00 noon to 4:30 p.m. and Friday mornings from 8:30 a.m. to 12:00 noon. Daily route sheets from the previous days will be collected. All office work including reports shall be completed at this time. Questions from the public will also be entertained during these hours.
4. Route sheet inspections will be scheduled geo graphically thereby ensuring the least amount of travel time for each inspector. This will allow for a variety of types of inspections to be performed daily by each inspector. Included on every daily route sheet must be at least one scheduled inspection for a Permanent Inspection Record (PIR) card.
5. The route sheets will contain a designated first stop (8:30 a.m.) and a designated last stop (3:45 p.m.) where the inspector may meet the Supervising Inspector for field training and/or review of completed work. These training and review visits will be unscheduled. The inspector should remain at the first stop until 8:45 a.m. or the completion of the inspection, whichever is later. The last stop may be scheduled earlier if the inspection is for a Certificate of Occupancy or a scheduled (PIR) inspection. In any case the inspector is required to remain at the site until 4:00 in anticipation of the Supervising Inspector's visit.

The designated last stop should be a different type of inspection every day so that training and review in a variety of areas can be completed.

Each Supervising Inspector must complete at least two field training and/or review visits every week and maintain a record of each visit. These records shall

include the name of the inspector met by the Supervising Inspector, the date and time, the type of training and/or review, and any problems or comments made by the Supervising Inspector.

6. Each Supervising Inspector is responsible for maintaining communications with the Community Boards within their assigned inspectorial district. The Community Boards may call Priority A complaints directly to the Supervising Inspector. If the Supervising Inspector is out, they should contact the Administrative Chief Inspector. However, other Community Board complaints (Priority B, C or D) must be submitted in writing to the complaint clerk.

At least once each month the Supervising Inspector must meet with each Community Board either by attending the Community Board Meeting or by visiting the office. If a waiver of this requirement is requested for specific Community Boards, the Borough Superintendent must submit a request to the Assistant Commissioner of Operations.

#### **Administrative Chief Inspector:**

The Administrative Chief Inspector will be responsible for periodic review of the individual route sheets to assure that different types of work (C of O inspections, scheduled inspections, violation reinspections and complaints) are being assigned on a daily basis. The designated last stop should also be checked to ensure that it is varied daily. The Administrative Chief Inspector shall review the records of all field training and review visits performed by each Supervising Inspector.

The Administrative Chief Inspector should be prepared to discuss the aforementioned items at the monthly Administrative Chief Meeting. This discussion will include items such as the number of sites requiring scheduled inspections, the number of scheduled inspections completed for each site, the number of complaints received, their priority designation and response time, complaints received from the Community Board, their priority designation and response time, and/or the number of C of O inspections completed and the number signed-off on.

FJP:mh