



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES

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OPERATIONS
POLICY AND PROCEDURE NOTICE # 15/89

To: Distribution
From: Peter Franconeri *PF*
Date: September 6, 1989
Subject: Inspectorial Duties: Plumbing

Referenced: Plumbing Inspection Appointment Schedule
Operations PPN # 6/87, P. 2218-19

Superseded: Memorandum, July 28, 1970, P. 388
Memorandum, September 22, 1970, P. 405
Memorandum, March 29, 1977, P. 1292
Memorandum, May 17, 1977, P. 1309-11
Memorandum, October 31, 1977, P. 1377

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

Supervising Inspector:

The Chief Plumbing Inspector assigns Supervising Inspectors and Plumbing 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 Plumbing Inspectors. The Supervising Inspector is responsible for the quality and the performance of the work of the Plumbing Inspectors under his direct supervision, as well as the completion of inspections within his district.

The following procedures must be adhered to:

1. **Inspector General:** Three times a week, on Monday, Wednesday, and Friday, the tentative route sheets are forwarded to the Inspector General's Office by hand or facsimile transmittal. Once every two weeks (i.e. every time pay checks are picked up) the completed route sheets are delivered to the Inspector General's Office, by hand.
2. **Daily Call In:** Daily call-in, twice a day, must be made by field inspectors to a designated liaison who records 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, which is duly noted in the log book.
3. **Office Hours:** Inspectors must return to the office on Monday, Wednesday and Friday mornings from 8:30 a.m. to 11:00 a.m. Daily route sheets from the previous days are collected. All office work including reports is completed at this time. Questions from the public will also be entertained and appointments scheduled during these hours.
4. **Route Sheets:** Route sheet inspections are scheduled geographically to minimize travel time for each inspector. Geographic routing allows a variety of types of inspections to be performed daily by each inspector.
5. **Field Visits:** The route sheets contain a designated first stop and a designated last stop (3:30 or 3:45 p.m.) where the inspector may meet the Supervising Inspector for field training. These training visits are unscheduled and unannounced. The last stop may be scheduled earlier if the inspection is expected to take additional time. 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 whenever possible, so that training in a variety of areas can be completed.

Each Supervising Inspector must complete at least two field training visits every week, at least one of which must be a "last stop".

The Supervising Inspectors record these training visits on their daily route sheet by writing "TV/(Inspector's Name)" in the "Type of Inspection" column. "TV" is an abbreviation for "training visit". They also initial the Field Inspector's route sheet, indicating the premises where the training was done.

Chief Plumbing Inspector:

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

PF:HG:mh