



Issuance # 365

DEPARTMENT OF BUILDINGS
EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, N.Y. 10013
RUDOLPH J. RINALDI, Commissioner

JACOB GRILL, P.E.
Assistant Commissioner
Central Operations
(212) 312-8270

OPERATION
POLICY AND PROCEDURE NOTICE # 15/92

TO: Distribution
FROM: Jacob Grill *JG*
DATE: July 30, 1992
SUBJECT: Central Inspection Data Entry (Elevators)

Purpose: To Formalize the procedure currently in place regarding the receipt and recording of route sheets. To ensure that the required data is logged accurately and is promptly submitted to the Finance Department in a timely fashion.

Specifics: Following is a step by step outline detailing the procedure to be followed by the central inspection supervisory staff and data entry personnel.

1. The Elevator Division will submit completed route sheets to the data entry supervisor or designee.
2. Director's secretary will log in receipt and track each inspector's route sheet according to predesignated code ("R Received, "A/L" Annual Leave, "S/L" Sick Leave and "NR" Not Received).
3. Weekly log will then be given to data entry supervisor who will distribute work to data entry operators in inspector batches of 12 (a weeks worth of work for each of 12 inspectors).
4. Data entry supervisor will log operator's assignments and indicate date distributed. Operator will enter as many dispositions as possible excluding problems. When a problem is encountered, it will be circled with a brief explanation on the route sheet or a separate sheet attached to the front of route sheet in question.