



Issuance #144



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES

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Assistant Commissioner/Operations

OPERATIONS
POLICY AND PROCEDURE NOTICE #28/88

To: Distribution

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

Date: November 7, 1988

Subject: Elevator Plan Examination

Purpose:

To formalize Department procedure regarding the review of elevator applications and ensure that all are examined expeditiously and in a standardized manner.

Specifics:

All elevator applications are to be assigned by the supervisor of the Elevator Plan Examination Unit to a specific elevator plan examiner. The assignments will be on a rotating basis with for example, file 1 going to examiner A, file 2 to examiner B, etc. However, if files 10 through 20, for example, all pertain to the same job or applicant, they should all be assigned to one examiner.

Examinations of all applications are to be performed in the order received by the individuals to which they have been assigned. Applications may not be taken out of order. The supervisor of the Elevator Plan Examination Unit may reassign files as deemed necessary. All reassignments must be duly noted.

Each examiner must complete a daily report listing all examinations completed and the disposition of those applications. A monthly report must be completed by each examiner listing all applications that have not yet had a first review.

The name of the plan examiner must be recorded on the application folder, the docket book and, when available, the computer system.

All requests for expedited plan examination must be submitted in writing and will be reviewed by the supervisor of the Elevator Plan Examination Unit. The supervisor will note on each request whether it is approved or denied. All requests for expedited plan examination, whether approved or denied, must be inserted into the application folder. If approved, the expedited plans are to have their first review within five (5) business days.

Following each first examination, objection sheets are to be mailed to the applicant. A copy of this objection sheet is to be retained in the application folder.

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