

INSURANCE AND DEVELOPMENT ADMINISTRATION
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: Sept. 26, 1975

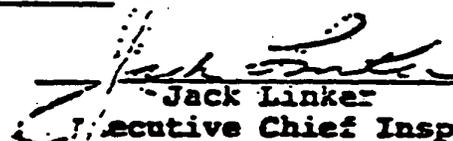
TO: INSPECTORS COVERING EMERGENCY DESK

FROM: Executive Chief Inspector, Jack Linker

SUBJECT: Instructions for Construction Inspectors Covering the
EMERGENCY DESK

1. Be sure you sign the log when arriving and leaving your tour of duty - always include time of arrival or departure sign your name and title, enter the name of the person who is relieving you. Always arrive on time and do not leave the Emergency Desk until your relief inspector arrives.
2. Enter all phone calls received, include time - from whom - nature of complaint - what action was taken. You must fill Complaint Form #205 plus Special Report Form 26 for all inspections, a completed route sheet which includes time of arrival and departure for your tour of duty and of mandatory inspections made during your tour, a completed Daily Vehicle Report.
3. Upon returning to the Emergency Desk from a mandatory field inspection, you must telephone #678-2001 to check on whether emergencies requiring action occurred during your absence from desk. You must make entry in the log that you made the calls. See Memo dated September 26, 1975.
4. Be sure to read and familiarize yourself with Directive #5/
"MANUAL OF EMERGENCY PROCEDURE."

JL:rrr


Jack Linker
Executive Chief Inspector

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