

THE CITY OF NEW YORK  
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM      Directive No.3/1980      DATE: July 15, 1980

TO:            I. E. Minkin, Deputy Commissioner; C. F. Dennis, Ass't Comm. - Operations;  
                 T. Loudon, Executive Chief Inspector  
FROM:         Irwin Fruchtmann, P.E., Commissioner  
SUBJECT:      EMERGENCY DESK WORKING HOURS AND TOURS OF DUTY  
                 EFFECTIVE August 1, 1980

A.            COMPOSITION:

1.            The Emergency Desk of the Department of Buildings shall be in operation manned by one two-man team after normal work hours, weekends and holidays throughout the year under the supervision of the Executive Chief Inspector.

2.            The base of operations shall be located in the Borough Superintendent's Office at the Manhattan Municipal Building on the 20th floor.

3.            Five (5) emergency teams operating on a volunteer basis known as teams A, B, C, D, and E, shall consist of two inspectors each supplemented by a Mobilfone Radio and a Record-A-Call Telephone Answering systems to be operated as per memo dated August 10, 1979 and one emergency vehicle equipped with a 2 way radio with a fixed frequency tied into a base transmitter.

4.            Volunteers shall be received from department employees holding the title of Construction Inspector or Senior Construction Inspector.

B.            STANDARD PROCEDURE:

1.            Inspectors working on the Emergency Desk shall report to the Operations Office at 120 Wall Street following a normal work day and to the emergency base of operations at all other starting times, sign the regular log book and work the following schedule tours:

- a) Monday through Friday from 4:00 PM through 9:00 AM the following morning.
- b) Saturday from 8:30 AM through 12:30 AM Sunday.
- c) Sunday 12:00 AM through 5:00 PM.
- d) Sunday 4:00 PM through 9:00 AM Monday.
- e) Holidays 8:30 AM through 4:30 PM replacing the normal work day. Four (4) teams shall work two holidays and one team shall work three holidays.
- f) The inspectors shall sign the log book with their name, date, and time at the beginning and end of each tour.

2. Unless an emergency field inspection is previously requested, they shall relocate to the Emergency Desk in the Borough Superintendent's Office at the Manhattan Municipal Building prior to 5:00 PM, where a list of and records related to Places of Assembly will be provided for inspection. Those inspections shall be made by the Emergency Inspectors at the start of each evening shift and shall continue continuously through 9:00 PM. Such inspections are to be made only when emergency calls do not interfere with such duty. While in the field on inspection, contact shall be made every hour on the hour with the emergency number (566-2397) to determine if any calls have been made for inspection requests. It is not anticipated that emergency inspectors will become the court complainant on violations or summonses.

When a violation of law is observed by the emergency inspector while conducting an inspection of a Place of Assembly, the appropriate violation will be reported and a copy served on the responsible person on premises at the time of inspection.

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At all times when the inspectors are not at the Emergency Desk, they shall record their intended location on the Recording Device or if such device should be inoperative for any reason, notify the Emergency Desk at 125th Street (678-2001) of their intended location.

3. Mandatory emergency field inspections shall include but are not limited to:

- a) Four or more alarm fires or Fire Department for structural stability checks.
- b) Building collapses.
- c) Boiler explosions.

4. Police Department assistance may be requested in critical situations such as use of barricades or placing a Police post at premises or dangerous locations or in assisting in implementing vacate orders.

5. Reports

a) Record of activities of each team shall be written into the regular log book. When inspections are made in the field, such inspections shall be listed on special report Form #26 with sufficient details of results of such inspections to be provided.

b) Referrals shall be made to the borough office at the start of the next regular work day where a follow-up may be necessary.

C. REFERENCE MATERIAL:

All inspectors on the Emergency Squad shall familiarize themselves with Directive No. 5 of 1970 (latest revision) Manual of Emergency Procedures, Department Memorandum on notable fires, etc. dated May 25, 1973 and the memo dated August 10, 1979 on the operation

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of Recording Device and Mobilfone Radio. He shall also be familiar with the Duty Chart for all squads.

D. PROCEDURE:

1. The procedure set down in this Directive has precedence over all previous memos and Directives.

2. The following Directive and memos on this subject are hereby superseded:

- a) Directive No. 3 dated January 27, 1970 - Emergency Coverage after normal work hours.
- b) Memo dated August 9, 1973 - Emergency Desk Telephones.
- c) Memo dated September 26, 1975 - Emergency Desk Telephones.

E. WORKING HOURS:

1. Inspectors permanently assigned to the Emergency Desk will not be credited with Annual Leave. Sick Leave shall be credited as per current City-Wide contract, and charged based upon length of tours missed. Shift differential shall be paid, however, no holiday premium or overtime shall be credited or paid for working scheduled tours. Each emergency inspector will receive three excused tours during the calendar year. Meals will be taken at the emergency base or in the field following Place of Assembly inspections or emergency inspections. Full work credit will be given for meal time. The work schedule anticipates 85 3/5 working tours.

2. Substitution of Work Tours (Mutuals)

Inspectors permanently assigned to Night Emergency Squad may interchange assignment dates where mutually agreed to by parties

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concerned. A squad member shall not work two consecutive tours.

  
Irwin Fruchtman, P.E.  
Commissioner