

The City of New York
HOUSING AND DEVELOPMENT ADMINISTRATION
Department of Buildings

DIRECTIVE NO. 40 OF 1970

September 28, 1970

TO: Borough Superintendents
FROM: Director of Operations, T. V. Burke
SUBJECT: Procedure for Daily Use of "INSPECTOR'S ROUTE SHEET"
Form 59A (Rev.9/70)

This Directive supersedes Directive #18-1966 "Daily Time Sheets", Memorandum dated January 6, 1967 "Procedure for Use of Daily Time Sheet Form 59A" and all previously issued memoranda on this subject.

The purpose of preparing a tentative route sheet before leaving the office is to have all inspectors plan their work schedules in a manner that will give consideration to construction actively in progress, prevention and elimination of backlog buildups and inspections requiring priority action. In preparing the tentative route sheet, inspectors shall plan to inspect all pending items at the location scheduled, i.e. if a violation reinspection is scheduled - the inspector shall check his records for other violations pending, open applications, complaints, etc., and make such inspections at the same time. It shall be the duty of all supervisors that when reviewing route sheets submitted to them, to make certain that their subordinates are giving consideration to these items, as well as to proper sequence in scheduling and inspections so that there will be a minimum of travel time involved.

Please institute the following procedure in the borough offices under your supervision, effective as of October 1, 1970.

Form 59A (Rev.9/70) will replace Form 59A for all construction, steel, plaster and plumbing inspectors. The form will be filled out in duplicate, using a carbon to make the second sheet.

Inspectors shall be required to prepare a route sheet daily before leaving the office each day showing the inspections scheduled to be made on their next tour of field duty. The route sheet shall show the name and title of the inspector and the date on which the inspections are to be made. In the "PREMISES" column the address of the building is to be placed. In the "TYPE OF INSPECTION" column, the nature of the inspections, such as VIOLATION #_____, LICENSE INSPECTION, ALTERATION #_____, COMPLAINT #_____, etc. is to be placed. The carbon copy is to be turned in before leaving the office on each working day to the field supervisor.

Inspectors shall carry the original copy with them on their field inspections. Inspectors are to make the inspections, insofar as they may be able to, in the order listed. In any event, the first stop listed must be the first inspection made in the field. In the "ARR" and "DEP" columns, the inspector shall enter his arrival and departure time at each visit made. In the "RECORD OR ACTION" column, the inspector will make such pertinent entries as will accurately indicate the job activity or action, such as "N.A." if there is no access, "objections noted", "concrete slabs 8th floor", masonry partitions 9th, 10th floors", "P.A. permit approved", "roughing 2nd floor", "installing fixtures on 5th floor", etc. Entries such as "general progress" shall not be accepted. Accurate entries in the "RECORD OR ACTION" column will assist the inspector in making proper daily entries on applicable journal sheets, and will give supervising inspectors an added tool in evaluating district inspection activity. Inspectors will also fill in the time taken for lunch and the arrival time in office.

Upon returning to the office the inspector will count the number of stops made including no access and enter the total in the space shown as "TOTAL VISITS". On the back of the sheet he will enter on the appropriate line, the number of inspections made in each category, i.e. N.E.-2, Alt.-1, BN-2, F.O.Insp.-2, Violation Dismissed-1. If a violation is filed as a result of any inspection listed on the front in another category, the back of the route sheet will show a stop in the listed category and also

an entry in the "VIOLATION FILED" category, for example - the stop was listed on the front as a complaint visit and a violation was filed as a result. The back of the route sheet will show credit on the "complaint" line (line 7) and on the "violation filed" line (line 21). Inspections shall be totaled on line 26 and activities on line 29. Inspectors will fill in office and field time as well as court time (if applicable) on top line on back of the route sheet. Upon completion of all items the inspector shall sign the report and turn it in to his supervisor. All completed route sheets must be submitted daily. All inspectors will therefore submit two (2) route sheets daily - one, the carbon copy of his proposed route for his next tour of field inspections and two, a completed route sheet for his last tour of field duty.

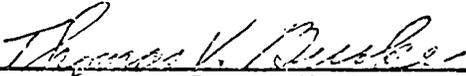
All route sheets are to be reviewed by the field supervisors so that they will be aware of the work performance by inspectors under their supervision. Supervisors shall sign and date all completed route sheets submitted to them and forward all reports to the Assistant Chief Inspectors. The supervisors shall turn in their own route sheets to the the Assistant Chief Inspector after completing them. The Assistant Chief Inspector shall check all route sheets of inspectors and supervisors.

When an inspector and supervisor meet in the field, the meeting shall be noted in "RECORD OR ACTIVITY" column of route sheets of both the inspector and the supervisor. The type of inspection A-B-C or D as required for supervisors under Directive #11-1969 shall be entered in the extreme right column of the field supervisors route sheet.

Deviations or additional stops shall be added to the bottom of the inspector's sheet in the field. Deviations shall be kept at a minimum. For any stops scheduled but not made because time did not allow, a note "not reached" shall be placed in the "RECORD OR ACTION" column.

The Chief Inspector shall be responsible for having all information on the route sheets entered on the "Inspector's Monthly Report".

A revised monthly report coordinated with the revised route sheet shall be used in conjunction with "Form 59A" (Rev. 9/70).



Thomas V. Burke
Director of Operations

TVB:JL:rmr

cc: Executive Staff
All Construction Inspectors
All Plumbing Inspectors