

THE CITY OF NEW YORK
HOUSING AND DEVELOPMENT ADMINISTRATION
DEPARTMENT OF BUILDINGS

DIRECTIVE NO. 10 OF 1971.

TO: Borough Superintendents

June 9, 1971

FROM: Director of Operations, T. V. Burke

SUBJECT Procedure for Use of "Elevator Inspector's Daily Report Card" -
Form 245 and "Elevator Inspector Route Sheet" - Form 235

The purpose of "Elevator Inspector Route Sheet" Form 235 is to have all elevator inspectors use this form in preparing their tentative daily itinerary. In preparing the tentative route the inspector shall plan to inspect all pending items at the locations scheduled, i.e. if a violation reinspection is scheduled - the inspector shall check the records for other violations pending, open applications, complaints, etc. In this manner consideration will be given to elevator work actively in progress, prevention and elimination of backlogs and inspections requiring priority action. It shall be the duty of all supervisors that when reviewing route sheets submitted to them, to make certain that inspectors 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.

The following procedure shall be instituted in the borough office under your supervision, effective July 1, 1971.

Form 235 shall be filled out in duplicate. 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. All entries shall indicate the address of the premises and the type of inspection scheduled, such as Violation # _____, Periodic Inspection, Complaint, Accident, etc. One copy of Form 235 shall be turned in to the

supervisor before leaving the office on each working day.

Inspectors shall carry the original Form 235 with them on their field inspections. Inspectors shall make their 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.

Inspectors shall also carry with them, Form 245 "Inspector's Daily Report Card." Entries on Form 245 shall be made at the time inspection is made as follows.-

- I A - Time of arrival and departure at each visit.
- II B - Location - address of premises - if building is known or listed as more than one address, all addresses shall be listed -
- III C - Periodic Inspections - the appropriate column shall show the number of cars on which inspections have been completed. Moving walks shall be shown as escalators. Amusement devices and all other types of machine inspected periodically shall be listed under "Other Inspections."
- IV D - Tests - number of cars tested shall be listed in the appropriate column. If a periodic test is incomplete it shall be so noted under "Record" and listed under "Tests or Periodic Inspections" only when completed.
- V E - Other Inspections - All inspections not listed in any other column shall be listed under "Other Inspections." Summons service shall be listed here only once for each location.
- VI F - Record - a short description shall be listed, such as no access, violation reported, test incomplete. If space provided is inadequate, mark Record column "over" and enter appropriate notes under "Special Notations" on back of card.

VII G - Block - block number shall be entered to simplify clerical work.

VIII H - Total Visits - shall be the total number of locations visited; this number shall also appear on line 16 on back of card.

IX I - Total Inspections - shall be the number of car inspections completed under "Periodic Inspections and Tests" plus "Other Inspections." For the purpose of computing the number of inspections:-

1. an inspection under "Other Inspections" shall be the number of cars only when a substantial inspection is made of each car, for example, an inspection of the pit, shaft and machine room and 3 cars will show as 3 inspections.
2. a simple inspection of portions of many cars, i.e. a check to determine whether mirrors are installed shall be counted as one inspection.
3. a check of the machine room for more than one car to see whether debris is removed or ventilator repaired shall be counted as one inspection.

Special Notations - shall be used if required to record information necessary to identify any entry made elsewhere on the card.

Lines A through J - show a breakdown of the types of equipment tested by number of cars. The sum of A through J must equal the sum of line 1 and 2.

Lines 27 and 28 - Summons Served and Summons Attempted are for statistical purposes only. If a summons is served or service attempted at the same location as a recorded violation, the inspection shall be also recorded on Form 245 as a Violation Reinspection; if served or attempted at any other location, it shall be recorded on Form 245 as "Other Inspections." Regardless of the number of summonses served at one location at one time, this activity shall be recorded as one visit and one inspection.

Inspectors shall turn in completed Daily Report Cards each day before leaving the office.

All completed Daily Report Cards shall be reviewed and initialed by Chief Elevator Inspectors or the Borough Chief Engineers - Construction, so that they will be cognizant of the work performance of inspectors under their supervision

The revised Monthly Activity Report "B Form EL-1A" coordinated with the revised Form 245 "Elevator Inspectors Daily Report Card" shall be used conjunctively.



Thomas V. Burke
Director of Operations

TVB:JL

cc: Executive Staff
Chief Engineers-Construction
Chief Elevator Inspectors