

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

DEPARTMENTAL MEMORANDUM

DATE: May 17, 1977

TO: All Borough Superintendents
FROM: Director of Operations, Irving E. Minkin, P.E.
SUBJECT: PLUMBING DIVISION PROCEDURE

Superseding memorandum of March 29, 1977, the daily routine of the Plumbing Division is augmented by the following prescribed procedure:-

1. SCHEDULE:

The following field and office weekly reporting schedule for all non supervisory inspectors shall be commenced and adhered to, effective on Monday, May 23, 1977:-

<u>Day</u>	<u>Field</u>	<u>Office</u>
Monday	8:30 A.M.	2:00 P.M. to 4:00 P.M.
Tuesday	8:30 A.M. to 4:00 P.M.	- - - - -
Wednesday	8:30 A.M.	2:00 P.M. to 4:00 P.M.
Thursday	8:30 A.M.	- - - - -
Friday	- - - - -	8:30 A.M. to 4:00 P.M.

The half-hour write-up-time shall commence at 4:00 P.M. each day and may be taken at the job location or any other location that is convenient. Fridays in general will be office routine all day except as noted below. A Friday emergency schedule will be prepared and maintained by the Chief Plumbing Inspector, rotating one man for each Friday who will respond to emergencies and required inspections. The emergency inspector scheduled will call into the office upon completion of the inspection and prior to returning to the office, to receive any other

inspections that may be needing his response.

2. EMERGENCY AND SPECIAL INSPECTIONS:
Emergency and Special Inspections such as gas tests, explosions, etc., will be covered by the assignment of two inspectors per day, preferably senior inspectors wherever possible, to call the office at approximately 10:00 A.M. and 1:30 P.M. on Tuesdays and Thursdays and approximately 10:00 A.M. on Mondays and Wednesdays. They will be assigned at that time any pending inspections in this category.
3. TELEPHONE CALLS:
Phone calls shall be received by the clerk assigned and assisted by any (LTD) inspectors assigned and the Chief Plumbing Inspector. Any orderly referral system shall be established to refer appointments, complaints and other inspections to be routed by the field inspector on his next office assignment. Any inquiries regarding the approval shall be referred to the Architect or Professional Engineer of record.
4. STAGE INSPECTIONS:
In this regard the present procedure shall be reviewed for conformance with Directive No. 3 of 1975 (attached) and other current applicable memorandums. The Department's priorities are especially pertinent in these times of personnel shortages, therefore, non-essential and non-mandated inspections shall be made when time permits and after fulfillment of the priority system enforced. Emphasis, however, should be given to such stage of construction as underground drainage systems, gas piping and testing and hazardous conditions.
5. CERTIFICATE OF OCCUPANCY APPLICATIONS:
The priority for response to certificate of occupancy applications remains in a prominent status and every effort should be

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made to expedite the response and reports pertaining to them. Attention is directed to Memo of July 15, 1974, position attached, wherein certain inspections are not required to be made if no work was performed and no violations are on record.

6. DUTIES OF SENIOR INSPECTORS:

In addition to routinely scheduled inspections seniors shall be assigned to respond to emergencies whenever possible, assist the chief inspector in administering the plumbing inspection program and participate in the training program. He shall be responsible to submit a route sheet daily and keep the chief inspector informed of this schedule and the conditions found after responding to emergencies.

7. DUTIES OF THE CHIEF INSPECTOR:

He shall be responsible for the overall administration of the plumbing inspection program and to keep the Borough Superintendent informed of the progress of his section. He shall not conduct regular inspections but will participate in a consulting capacity to his staff and respond to emergency conditions when other inspectors are not available.

8. ROUTING PROCESS:

The chief inspector shall be responsible for the monitoring of efficient routing of inspectors so as to minimize travel time and to insure that all open items on the premises are inspected, (all violations, PRS, complaints, C of O Applications, etc.) When in accordance with guidelines an inspection is deemed hazardous, requiring a backup inspector, the (LTD) inspectors shall be used whenever possible.



Irving E. Minkin, P.E.
Director of Operations

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cc: Executive Staff
Chief Plumbing Inspectors