



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES  
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CHARLES M. SMITH, Jr., R.A., Commissioner  
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ISSUANCE # 16

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OPERATIONS  
POLICY AND PROCEDURE  
NOTICE # 6/87

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TO: Distribution

FROM: Stewart O'Brien, Deputy Commissioner

DATE: June 9, 1987 *6/9/87 SDO*

SUBJECT: Plumbing Inspector Appointment Schedule

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Policy

To establish a standardized method for recording plumbing inspection appointments.

Procedure

This procedure is effective June 22, 1987 and applies to all plumbing inspectors. Plumbing inspectors currently maintain morning office hours on Mondays, Wednesdays and Fridays for the purpose of scheduling inspection appointments. This procedure remains unchanged.

For each day in the office, each inspector will now record the scheduling information on a standardized form, copy attached. At the top of the form, the inspector will enter his name and the date. For each appointment scheduled, the inspector will enter the plumber's name, the application number, the scheduled date, the address of the premise to be inspected and the type of inspection to be performed, for example, roughing, gas test, etc.

The inspector may be unable to schedule each request from a plumber. At the bottom of the form, the inspector will list all requests for appointments that he was unable to schedule, including the plumber's name, the address of the premise requested for inspection, the type of inspection and the reason for his inability to schedule the appointment.

Every Monday, Wednesday and Friday, prior to going into the field, the inspector will leave a copy of his appointment chart with the Chief Inspector. Therefore, at the end of each week, the Chief should have three charts for each inspector.

At the end of each week, the Chiefs will submit the charts to Andrew Yosha, Chairman, Master Plumber License Board.

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