



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
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Barry G. Cox
Assistant Commissioner/
Operations

Issuance # 235

OPERATIONS
POLICY AND PROCEDURE NOTICE # 10/90

To: Distribution
From: Barry G. Cox
Date: April 25, 1990
Subject: Scheduled Appointments Construction

Effective: April 30, 1990

Purpose:

To establish a uniform method of scheduling appointments in the construction division in all boroughs.

Specifics:

This procedure applies to all appointments scheduled for field inspectors and supervisors in the construction division. These appointments include, but are not limited to, applications for C of O's, Violation Reinspection, BN's, Alterations, and Pre-Demolitions.

Applicant:

Applicant appears or calls directly to a clerical person assigned by the Borough Manager to schedule appointments. This clerical person is designated as "the Appointment Clerk".

Appointment Clerk:

The Appointment Clerk fills out an appointment card in duplicate. The original is given to the supervising inspector and the duplicate remains with the Appointment Clerk.

The following information is filled out on the appointment card:

Address of premises
Application #, Violation #, or Complaint #
Name and telephone number of applicant
District number, date and time of appointment

The earliest appointment that can be scheduled is for the day after the inspector's next scheduled office day. Appointments can be made for inspections between 8:30 a.m. and 3:30 p.m. Each borough can specify scheduling guidelines based on various needs (i.e., maximum number of appointments per day, travel time, job complexity).

The Appointment Clerk also prepares a weekly log sheet for each inspector's appointments, listing the time of the appointment and the address and phone number of the applicant. The log sheet also indicates scheduled leave time for each inspector.

Prior to scheduling a time, the Appointment Clerk checks the inspector's log sheet to verify that the appointment time is available.

Cancelling Appointments:

If the inspector or supervisor is out on sick leave or unanticipated annual leave, he calls the office to notify his supervisor of his absence (approximately 8:30 a.m.). After receiving notice of his subordinate's absence, the supervisor notifies the Appointment Clerk that his or her subordinate's appointments should be cancelled. The Appointment Clerk then calls the applicant to cancel and reschedule the appointments.

PF:HG:mh