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OPERATIONS
POLICY AND PROCEDURE NOTICE # 18/90

To: Distribution
From: Barry G. Cox
Date: July 3, 1990
Subject: Route Sheets

Effective: July 9, 1990

Purpose: To establish guidelines for the preparation and completion of route sheets for Construction Inspectors.

Specifics:

Supervisors: Supervisors will prepare construction inspectors' route sheets. Scheduled appointments must be integrated with Department priorities such as complaints and certificate of occupancy inspections.

All pertinent paper work for each stop must be included with the route sheet. The preparation of route sheets should be completed and distributed to the inspectors on Tuesday and Friday afternoons. On Tuesday afternoon the inspector should receive the route sheets for Wednesday, Thursday, and Friday morning. On Friday afternoon the inspector should receive the route sheets for Monday and Tuesday morning.

Inspector:

The inspector should review the route sheet to insure the necessary paper work is included. Prior to leaving the office, he should

remove the Inspector General's copy (yellow) and the (pink) office copy and deposit them in a basket designated for that purpose.

At his first stop, the time should be noted in the arrival column. The result of the inspection should be indicated in the pertinent columns.

On completion of the inspection and departure from the location the time should be noted in the departure column. This procedure should be used for all subsequent stops.

The inspector shall follow the route sheet in the order shown. In the event that time does not permit making a stop prior to a scheduled appointment, the inspector will bypass the stop and proceed to the scheduled appointment. After completing the appointment he will then continue on his route or return to the bypassed stop, which ever is more prudent, or proceed as directed by supervisor.

To the greatest degree possible, all work should be completed in the field. Before leaving each stop the pertinent notations on P.I.R. cards, objection sheets and special reports should be made. Except for zoning violations, most other violations can be written at the time. "Research" time in the office must be held to a minimum.

At the end of each work day, all information on the route sheet should be complete. Totals of all activities and distribution of hours should be entered and the route sheet signed by the inspector.

On Tuesday and Friday afternoons, the inspector will return the completed route sheets to the supervisor with all work attached. Any work withheld for "research" should be indicated on the route sheet. This work should be completed as soon as possible.

The supervisor will then check all the paper work, comparing each piece with the route sheet to insure all work has been returned, and properly completed. The route sheet is reviewed and signed by the supervisor to indicate approval of all entries.

The completed work is then distributed to the proper clericals and files.

To credit productivity, work retained by the inspector for "research", when completed, may be added to the bottom of any route sheet (without arrival and departure times) under a "note": research work completed. The proper entries may then be made under the pertinent headings and added into the totals. This work must then be returned with the route sheet to be reviewed by the supervisor.

BGC:mh