



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, NY 10013

CHARLES M. SMITH, Jr., R.A., Commissioner

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Administration & Operations
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OPERATIONS
POLICY AND PROCEDURE NOTICE # 9/87

To: Distribution
From: Stewart D. O'Brien, Deputy Commissioner
Date: July 2, 1987
Subject: Unsafe Building Survey Procedure

Purpose

To formalize and standardize the procedure followed in the borough offices for assigning unsafe building surveys to Architects/Engineers.

Background

Only licensed architects appointed by a county chapter of the American Institute of Architects, the New York Society of Architects or the Brooklyn Society of Architects OR licensed professional engineers appointed by the New York Association of Consulting Engineers, or a county chapter of the New York Society of Professional Engineers are authorized to perform surveys of unsafe buildings.

The Assistant Commissioner of Operations is notified, intermittently, of these appointments and in turn notifies the Borough Superintendents. The Borough Superintendents have lists prepared and/or updated for their borough for use in the UB Section. A confirmation letter is sent to the applicant informing him of appointment and conditions thereof.

The lists of approved Architects/Engineers are published bi-annually on a calendar year basis in the City Record.

Forms

The new form, B Form 45CL -- Unsafe Building Survey Call Log -- is to be utilized to record all calls made while assigning surveys. Calls, times and special circumstances must all be recorded on the form and initialed by the U.B. Clerk making the entry.

Specifics

Each U.B. Section in the borough office will maintain an alphabetical file of Architects/Engineers (Surveyors) to be used for assignment of unsafe building surveys in their borough.

Upon receiving notice of a survey date, the clerk will arrange for the assignment of surveyors using the list. Surveys are to be assigned on a rotating basis in alphabetical order, always starting at the beginning of the alphabet. Surveyors will be called in order until all survey dates are assigned. Surveyors will be assigned all surveys scheduled for a survey date unless the number of surveys assigned to that date warrants splitting the assignment between two or more surveyors. Surveyors receiving an assignment will be skipped in the regular rotation until the entire list has been exhausted. In the event the U.B. Clerk is unable to reach a Surveyor on the list, i.e., no answer, three attempts should be made, spaced throughout the day, before he/she is passed over. Similarly, messages left on machines will remain in force for one day. If a return call is not received by the close of business, the surveyor will be passed over in that rotation. Calls and times would be recorded on the call log.

All Surveyors on the list should be contacted as to availability for emergency/short notice assignments and this information notated on the list, i.e., an asterisk next to the name. In emergency/short notice situations only those surveyors who have indicated their willingness to accept such assignments should be contacted. Emergency assignments would not count in the regular rotation.

Surveyors required to testify in court for the Department will receive an extra turn in the regular rotation to compensate them for lost time.

The names of Surveyors who have refused assignments three times within one year's time will be sent to the Assistant Commissioner of Operations for removal from the list. The Assistant Commissioner's Office will notify the Surveyor of their removal from the list, with a confirmation copy to the appropriate borough office(s).

Additions to the lists will be sent to the boroughs from the Assistant Commissioner of Operations, as received throughout the year.

U.B. Clerks will maintain a running log, on a calendar year basis, documenting the call and assignment procedure. The names of the Surveyors, actions taken and assignment must be recorded in the log for each survey date. Each log sheet will be dated in the upper right hand corner as used. The U.B. Clerk making the actual assignment must initial the log entry in the Assignment column. Special circumstances, emergency/short notice assignments, extra turn in rotation due to court appearance, should be indicated in the assignment column. An "E" code would be used for emergency etc. and a "T" code for court appearance.

A sample log sheet is attached. In addition to the current year's log, the previous calendar year's log will be maintained in the borough office for one year.


Stewart D. O'Brien
Deputy Commissioner

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