



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
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OPERATIONS
POLICY AND PROCEDURE NOTICE # 18/87

To: Distribution

From: Fredric J. Pocoli, P.E., Assistant Commissioner

Date: December 3, 1987

Subject: Field Inspector's Call-In Procedure

Purpose

This procedure, effective January 4, 1988, serves to establish a uniform policy for daily call-in by field inspectors.

Specifics

All inspectors are required to maintain daily contact with their central office. Inspectors must call in, at a minimum, twice a day. Each call must be recorded on the attached "Field Inspector's Call-In Log".

Each division may establish procedures for staggering calls among inspectorial staff and/or requiring additional calls. A formal plan must be submitted to Executive Chief Inspector McLoughlin for review by December 21, 1987. The plan must include the staff person(s) designated to record the calls and transfer messages between inspector and supervisor, as required. The plan should also include a random selection process to be used to determine the call back procedure. At least one inspector from each supervisor's group must be called back daily.

FJP:mh

cc: Thomas McLoughlin, President, A.B.I.U.

