



DEPARTMENT OF BUILDINGS

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OPERATIONS
POLICY AND PROCEDURE NOTICE # 1/94

TO: Distribution

FROM: Jacob Grill *JG*

DATE: April 13, 1994

SUBJECT: Elevator Application Inspection and Test Appointments

PURPOSE:

To establish a procedure for scheduling and tracking inspection and test appointments for all elevator applications and elevator building notices. The scheduling of these appointments will be in addition to the computer generated periodic inspections

APPLICANT:

The applicant shall call for an appointment directly to the appropriate Area Chief in the Central Elevator Division. Appointments can be made Monday thru Friday between 9:00 p.m. to 3:30 p.m.

AREA CHIEFS:

The Area Chief will enter the appointment in a log and complete an appointment work sheet which shall be forwarded to the scheduling unit for entry into the computer.

The earliest an appointment can be scheduled by the Area Chief is the day following the inspectors scheduled office visit for the following week.

The area chiefs will assign the appointments to the field inspectors on a rotation basis. The application and work order will be forwarded to the inspector on his visit to the office.

The application and the appointment work order is to be returned to the Area Chief on the inspectors next schedule office visit. The Area Chief will review the application and the work order for completeness. The work order then will be returned to the scheduling unit for data entry. If the application is signed off the computer will generate a signed off sheet, which will be sent to the applicant.

The following appointment guidelines shall be adhered to:

RESCHEDULING APPOINTMENTS:

- a. If an inspector calls in sick or calls in for emergency leave, he is to call the area chief.
- b. The Area Chief is to notify the applicant that the inspection or test is cancelled. If the applicant insists upon a test or inspection the Area Chief is to call the next available inspector and by phone he may reschedule the inspection. The chief must notify the scheduling unit prior to or on the date of inspection. **The computer will not accept an inspection after the date of inspection.** The Area Chief is also to notify the scheduling unit of the initial cancellation. The scheduling unit will issue a new work order and cancel the initial work order. The chiefs name and reason for rescheduling shall be entered in the comment section of the original work order
- c. The same information except for date and time shall be entered on the second work order. .

SCHEDULING UNIT:

The scheduling unit enters into the computer the following information:

1. Elevator company name, address, telephone number and contact person.
2. Location of elevator and number of elevators to be inspected or tested.
3. Date, time elevator area and borough number.
4. Application number and type of test or post test.
5. An appointment work order will be generated and returned to the Area Chief.

CONTINUING AN APPOINTMENT:

If an inspector is unable to complete the appointment on the day indicated on the work order he is to call the Area Chief.

The Area Chief may schedule an appointment for the completion of the test or inspection for the following day. The Area Chief is to notify the scheduling unit who will make out a new order for the following day and re-enter the data as noted above in "Rescheduling Appointments".

EMERGENCY APPOINTMENTS:

Emergency appointments as determined by the Assistant Commissioner or the Director of the Elevator Division will be scheduled as needed, and must be in writing by the Director or the Assistant Commissioner to the chiefs. The Area Chief will schedule the appointment and notify the scheduling unit for the proper work order and data entry.

COMPLEX INSPECTIONS:

The Area Chief may assign a field supervisor or a senior inspector to assist an inspector in the following cases:

- a. High speed elevators such as 500 ft/min or greater.
- b. New type of elevator or devices.

WORK ORDER:

See attached work order form.