



Issuance # 385

DEPARTMENT OF BUILDINGS

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OPERATIONS  
POLICY PROCEDURE NOTICE # 29/92

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TO: Distribution

FROM: Jacob Grill *JG*

DATE: December 2, 1992

SUBJECT: Processing of Annual Inspection Boiler Forms (Local Law 62/91)

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**Purpose:** To establish a uniform procedure for the processing of Annual Low Pressure Boiler Inspection Reports.

**Reference:** Local Law 62/91, Annual Low Pressure Boiler Inspection Reports.

**Effective:** Immediately.

**I. MAIL PROCESSING/RESEARCH CLERK:**

**A. Mail Processing**

**STEP 1.** Review form to ensure for accuracy and completeness of information including the following.

1. Address
2. Inspection date
3. Signature of authorized Inspector
4. License number/seal of authorized inspector
5. If non-fee, check for appropriate documentation such as tax exempt - \$0 tax bill, tax exemption letter from NYC Department of Finance and Notice of Assessment statement.
6. If fee, the check must be reviewed to ensure that the following is included:

- a) check must be made out to the New York City Department of Buildings.
- b) check is signed
- c) amount of check coincides with the number of devices filed for (\$30 per device)

If any of the above information is missing, the form is to be rejected.

**STEP 2.** Reviewed application shall be separated into one of the four following categories and placed in appropriate bin:

1. Ready for processing (all the above information has been completed accurately). Forms with checks are batched in lots of 25's.
2. Research required.
3. Non-fee
4. Rejected

Daily tracking logs will be maintained indicating the number of applications that fall under one of the above categories.

**B. Research**

1. Removes forms from research basket and checks boiler location file for boiler numbers.
2. Check license number against Master License List

**II. TRANSMITTAL CLERK**

1. Obtains transmittal number from office manager
2. Records required information from form onto transmittal sheet including the following:

**In the top left corner:**

- a. the transmittal number
- b. date
- c. signature

3. Boiler number followed by serial number, one line per check. (In the case of multiple filings covered by one check the clerk will write the boiler number followed by the applicable serial number (i.e., 6831201, -02 etc..))

**In the top right corner:**

- a. the total number of boilers filed, (equal to the total dollar of checks divided by 30).
  - b. total number of OP 1's (inspection forms).
  - c. the total number of checks.
4. Clerk separates checks from forms and batches them in groups of 25's for data entry.
  5. At 11:00a.m. and 2:30p.m., the designated clerk takes the completed transmittals and checks to cashier and collects previous submission with attached receipts. Clerk returns transmittals with receipts to office manager.

**III. DATA ENTRY CLERK:**

1. Obtains work from data entry basket and enters each filing by address, boiler number, or block and lot.
2. If "no record of boiler at this address" appears on screen but previous research confirms that the boiler exists, the boiler is to be added to the inventory.
3. Applications requiring additional research will be batched and placed in the bin marked "Further Research Required", these will include the following:
  - a. those with boiler numbers differing from that on the computer inventory.
  - b. address differs from address range on computer.
  - c. address on application is an aka of computer address.
4. Those applications which have been satisfactorily data entered will be separated by borough and placed in the appropriate bin.

V. FILING CLERK

1. Filing clerk files completed applications by block and lot.

VI. MANAGER

1. Maintains a daily productivity summary.
2. At the end of the day each clerk is to submit their daily productivity logs.