



Issuance # 345

DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, N.Y. 10013

RUDOLPH J. RINALDI, Commissioner

BARRY G. COX
Assistant Commissioner
Borough Operations
(212) 312-8004

OPERATIONS

POLICY AND PROCEDURE NOTICE # 8/92

To: Distribution
From: Barry G. Cox
Jacob Grill
Date: 6 April 1992
Subject: Doublecheck Inspections

Superseded: Memorandum, Joseph M. White - 3/11/85

Effective: April 20, 1992

Amended: PPN 25/87

Purpose:

To eliminate the centralized reporting system relating to Doublecheck inspections and assure the doublecheck function is carried out at the borough level.

Specifics:

Supervisors in all inspectorial divisions (BEST, Boilers, Construction, Electrical, Elevators, Hoisting and Rigging and Plumbing) will be responsible for performing two (2) doublecheck inspections per week on an individual inspector in their unit, rotating inspectors to insure each inspector's work is checked. When all inspectors have been checked, the cycle will begin again.

The inspections which are the subject of the doublecheck will be picked at random from each inspector's completed work and be representative of each inspector's assignment (e.g., violations, complaints, C of O, first test, etc.).

The Chief Inspector (in the cases of BEST, Boiler, Construction, Elevator, Hoisting and Rigging and Plumbing); or the Borough Supervisor for Electrical will be responsible for making the random selection of inspections to be doublechecked.

The supervisor performing doublecheck inspections should indicate the inspections made on his route sheet. Upon completion of a doublecheck inspection the supervisor will prepare a report for submission to the Chief Inspector, or in the case of Electrical Inspections, to the Deputy Director of B.E.C. Doublecheck inspection reports shall be submitted on a standard form, copy attached. Where discrepancies have been noted by the supervisor, the report must include the type of error and appropriate steps for corrective action. Individual inspectors will also receive copies of reports submitted on their work when discrepancies are noted and be afforded an opportunity to comment.

The Chief Inspector, or Director for B.E.C., will review the reports and those with discrepancies which require further review shall be forwarded to the Executive Chief Inspector, 60 Hudson Street, 14th floor.

The Executive Chief Inspector shall review the reports and forward any which appear to be training issues to the Director of Training. Any others with discrepancies which require further investigation shall be forwarded to the Director of IDU. The Executive Chief Inspector may first review these with the Assistant Commissioner prior to forwarding them to IDU to make certain there is a legitimate discrepancy.

Random spot checks on reports submitted to the Executive Chief Inspector may be conducted by the latter accompanied by an Associate Level II inspector and/or the Administrative Chief for the respective borough or division office.

Files and statistics of Doublecheck inspections shall be maintained in the borough office or division. When random spot checks are completed by the Executive Chief Inspector shall make certain that reports are maintained.

JMc:mh



DOUBLE CHECK INSPECTION STATISTICS

DEPARTMENT OF BUILDINGS

INSPECTIONS CONDUCTED - FROM: _____ TO: _____

DIVISION	NUMBER OF INSPECTORS DOUBLE CHECKED Inspectors With:			LOCATIONS	ATTEMPTED CHECKS WITH NO ACCESS	INSPECTIONS MADE	DISCREPANCIES REPORTED	NO DISCREPANCIES	DISCREPANCIES WARRANTING FURTHER REVIEW
	2 checks	1 check	no check						
B.E.S.T.									
BOILER									
CONSTRUCTION									
ELECTRICAL									
ELEVATOR									
HOIST & RIGGING									
PLUMBING									
MONTHLY TOTAL									
PREVIOUS CUMULATIVE TOTAL									
YEAR TO DATE TOTAL									

SUMMARY OF DISCREPANCIES

DIVISION	TIME RELATED	CERTIFICATE OF OCCUPANCY	VIOLATION DISMISSAL	VIOLATION NOT REPORTED	OTHER	COMPLAINT	APPLICATION	PLAN CODE EXAMINATION
B.E.S.T.								
BOILER								
CONSTRUCTION								
ELECTRICAL								
ELEVATOR								
HOIST & RIGGING								
PLUMBING								
MONTHLY TOTAL								
PREVIOUS CUMULATIVE TOTAL								
YEAR TO DATE TOTAL								

Total Inspectors Reported with Discrepancies _____

B.E.S.T.	BOILERS	CONST.	ELECT.	ELEV.	H & R	PLUMB.

Total Inspectors Reported with Discrepancies - YTD _____

