



DEPARTMENT OF BUILDINGS  
EXECUTIVE OFFICES  
60 HUDSON STREET, NEW YORK, N.Y. 10013  
RUDOLPH J. RINALDI, COMMISSIONER

312-8100

Barry G. Cox  
Assistant Commissioner  
Operations

Issuance # 235

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OPERATIONS  
POLICY AND PROCEDURE NOTICE # 10/90

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To: Distribution  
From: Barry G. Cox  
Date: April 12, 1990  
Subject: Scheduled Appointments Construction

Effective: April 30, 1990

Purpose:

To establish a uniform method of scheduling appointments in the construction division in all boroughs.

Specifics:

This procedure applies to all appointments scheduled for field inspectors and supervisors in the construction division. These appointments include, but are not limited to, applications for C of O's, Violation Reinspection, BN's, Alterations, and Pre-Demolitions.

Applicant:

Applicant appears or calls directly to a clerical person assigned by the Borough Manager to schedule appointments. This clerical person is designated as "the Appointment Clerk".

Appointment Clerk:

The Appointment Clerk fills out an appointment card in duplicate. The original is given to the supervising inspector and the duplicate remains with the Appointment Clerk.

The following information is filled out on the appointment card:

Address of premises  
Application #, Violation #, or Complaint #  
Name and telephone number of applicant  
District number, date and time of appointment

The earliest appointment that can be scheduled is for the day after the inspector's next scheduled office day. Appointments can be made for inspections between 8:30 a.m. and 3:30 p.m. Each borough can specify scheduling guidelines based on various needs (i.e., maximum number of appointments per day, travel time, job complexity).

The Appointment Clerk also prepares a weekly log sheet for each inspector's appointments, listing the time of the appointment and the address and phone number of the applicant. The log sheet also indicates scheduled leave time for each inspector.

Prior to scheduling a time, the Appointment Clerk checks the inspector's log sheet to verify that the appointment time is available.

#### Canceling Appointments:

If the inspector or supervisor is out on sick leave or unanticipated annual leave, when he calls the office to notify his supervisor of his absence (approximately 8:30 a.m.). After receiving notice of his subordinate's absence, the supervisor notifies the Appointment Clerk that his or her subordinate's appointments should be cancelled. The Appointment Clerk then calls the applicant to cancel and reschedule the appointments.

BGC:HG:mh

THE CITY OF  
NEW YORK



DEPARTMENT OF BUILDINGS

# Construction Appointment Schedule

Inspector
Borough
Week Beginning

		Monday _ / _	Tuesday _ / _	Wednesday _ / _	Thursday _ / _	Friday _ / _
Time	Address					
	Name					
	Phone					
	App #					
Time	Address					
	Name					
	Phone					
	App #					
Time	Address					
	Name					
	Phone					
	App #					
Time	Address					
	Name					
	Phone					
	App #					
Time	Address					
	Name					
	Phone					
	App #					