



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES

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Issuance # 189

OPERATIONS
POLICY AND PROCEDURE NOTICE # 12/89

To: Distribution
From: Peter Franconeri *BF*
Date: August 31, 1989
Subject: Inspectorial Duties: Boiler Division

Referenced: Field Inspector's Call-In Procedure
Operations PPN # 18/87

Purpose: To provide for efficient routing and to increase levels of field training performed by Supervising Inspectors.

Supervising Inspector:

The Director, Boiler Division assigns Supervising Inspectors to each borough for low pressure boilers and one Supervising Inspector for all high pressure boilers. The Supervising Inspector is responsible for the quality and the performance of the work of the Boiler Inspectors under his direct supervision.

The following procedures must be adhered to:

1. **Inspector General:** Once every two weeks the completed route sheets are delivered to the Inspector General's Office by hand along with the tentative route sheets for the next two weeks.
2. **Daily Call-Ins:** Daily call-in, twice a day, must be made by field inspectors to a designated liaison who records the time of the call, location, and telephone number on a daily log. At least one inspector from each Supervising Inspectors Group must be called back at that number daily, which is duly noted in the log book.

3. **Office Hours:** Inspectors must return to the office on pay day Friday mornings from 8:30 a.m. to 11:00 a.m. Daily route sheets from the previous weeks that were not picked up in the field are collected. All office work including reports is completed at this time.
4. **Route Sheets:** Periodic route sheet inspections are scheduled geographically by computer to minimize travel time for each Inspector.

Complaints, first test inspections and violation reinspections are scheduled manually. However, they are also geographically routed.

5. **Field Visits:** The route sheets contain a designated first stop (8:30 a.m.) and a designated last stop (3:30 p.m.) where the inspector may meet the Supervising Inspector for field training. These training visits are unscheduled and unannounced. In any case, the inspector is required to remain at the last stop until 4:00 in anticipation of the Supervising Inspector's visit.

Each Supervising Inspector must complete at least two field training visits every week, at least one of which must be a "last stop". The Supervising Inspectors record these training visits on their daily route sheet and by writing "TV/ (inspector's name)" in the "Remarks" column. "TV" is an abbreviation for "training visit". The Supervising Inspectors also initial the Field Inspector's route sheet, indicating the premises where the training was done.

When the Supervising Inspector meets a field inspector at any time, he should collect the completed route sheets and return them to the office for processing.

Director, Boiler Division:

The Director, Boiler Division is responsible for periodic review of the individual route sheets and for assuring that the review visits are performed by each Supervising Inspector

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