



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES

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Issuance # 164

OPERATIONS
POLICY AND PROCEDURE NOTICE # 4/89

To: Distribution

From: Fredric J. Pocchi, P.E., Assistant Commissioner

Date: April 13, 1989 *[Signature]*

Subject: Periodic Place of Assembly Inspections

Referenced: Memo - PA Vacates from Irving Minkin dated February, 1976 P. 1149-51.

Effective: April 3, 1989

Purpose: To centralize the Place of Assembly inspectorial and administrative staff in order to enhance inspectorial procedures and productivity.

Specifics: The Place of Assembly Division will be centrally located. All inspectorial staff will report to the Chief, Place of Assembly Division. All clerical staff will report to the Director, Central Inspection Administration.

The Place of Assembly Division will be responsible for all periodic place of assembly inspections. Plan examination and inspection of new and modification applications will be performed by the respective borough office. Prior to review the borough office must check the status of the PA using a report provided by MIS. If there is an existing PA permit but it has expired, the applicant must obtain sign-off from the PA Division. If there is no existing PA permit, the applicant must file a new PA application and a new PA number must be issued. The Borough Office will complete an add or change card for all new PAs and any changes to the old PAs and will forward it to Quality Control/MIS.

Revised Place of Assembly inspection cards will be issued by MIS beginning April 3, 1989. All inspections performed by the borough offices prior to April 3, 1989 using the old cards must be submitted to MIS by April 14, 1989. After April 14, 1989 only revised cards will be accepted. Any old cards sent from the borough offices to the centralized

PA Division will have an overlay label placed on the card to include the additional information required on the revised cards.

Inspectorial Procedures:

The Management Information Systems (MIS) unit will generate inspection and reinspection cards for all places of assembly.

All inspection and change cards will be transferred from MIS to the PA Division through Quality Control.

Initial inspection cards (green) will be generated two (2) months prior to the expiration of a Place of Assembly (PA) permit. An inspection will be scheduled by the PA Division. MIS will print a report of all inspection cards sent: initial, violation reinspection and reinspection. On the report, the PA Division will record the name of the inspector that each card was given to, its disposition and the date the card was returned to MIS. All cards must be returned to MIS within 10 weeks.

Pass:

If the inspection is satisfactory, where no violations are issued, the card will be marked "Pass" and "Refer to MIS". MIS will update the computer records and issue a new permit.

Fail and Vacate:

If violations are found, the card should be marked "Fail" and "Refer to MIS". A violation should be issued citing the items of violations. If the inspector determines that the severity of the violation warrants the issuance of a Vacate Order, the card should also be marked "Vacate Order recommended". The Chief must review and approve all requests for vacate orders and forward the request to the respective Borough Superintendent for service by the borough office.

All served ECB violations will be sent to the Enforcement and Compliance Division for data entry. All unserved ECB violations and any DOB violations will be entered by the Central Inspection Administration staff.

MIS will update the system and generate a violation reinspection card (pink) every two weeks for all failed inspections. The PA Division should reinspect and issue second offense violations, as necessary.

No Access:

A second inspection attempt should be made if no access is gained on the first attempt. However, the card should be marked "No Access" after the first attempt and any scheduling suggestions should be entered on the inspection card. The card should be held by the PA Division and a reinspection attempt should be made. After the second no access inspection attempt, the card should be marked "2nd No Access" and "Refer to MIS".

MIS will update the system and generate a reinspection card (gold) and a no access notification letter. The PA Division should wait until the permittee calls for an appointment, or at least two weeks to begin reinspections. If there is another no access inspection attempt, the card should be marked "No Access", "Vacate Order recommended" and "Refer to MIS".

A second no access notification letter will be sent to the PA permittee and the Finance owner. A copy of the letter will be sent by MIS to the PA Division. The Chief will wait two weeks for the permittee or owner to schedule an appointment. If no response is made the Chief may request a vacate order. The Chief must approve all requests for vacate orders and forward the request to the respective Borough Superintendent for service by the borough office.

Delete:

Where an inspector believes a current PA permit will not be renewed due to vacancy, change of business or demolition, the card should be marked "Delete". No reinspection will be scheduled by MIS, however, a letter will be sent to the owner by MIS asking whether the PA should be deactivated. A copy of the letter will be sent by MIS to the PA Division. The permittee or owner must request an inspection within two weeks or the PA will be deactivated. Once deactivated, in order to reestablish a PA at this location, a new application will have to be filed by the owner or lessee.

If an actual vacate is completed by the borough office a blank gold card will be completed and sent to MIS with "Delete" marked.

No Inspection Attempted:

If a location has not been inspected within 10 weeks a copy of the inspection card should be made and the copy should be returned to MIS marked "No Inspection Attempted". The PA Division will review the MIS reports to see that all cards are returned. If a card is missing, a memo should be sent to MIS requesting a replacement card.

Defaults:

MIS will prepare a list containing the premises address and PA number for all Place of Assembly violations that are listed on BARAMIS as "Default". The premises on this list should have priority reinspections after the violation reinspection card (pink) is received from MIS. If the violation remains pending at the time of reinspection a second offense violation should be issued. A vacate order should be requested at the discretion of the Chief, Place of Assembly Division and the reinspection card duly noted. The vacate order request should be forwarded to the respective Borough Superintendent for service by the borough office.

Blank Gold Cards:

Blank reinspection cards (gold) will be provided to the PA Division for use when an owner or permittee calls for an inspection appointment after a fail, a vacate order is issued, a delete notification letter is sent or a third no access inspection attempt is made. These cards should be completed using the information provided in the PA printouts from MIS. Inspections should be performed and the cards sent to Quality Control and MIS as usual.

Before the inspection is made a check should be made to see if a pink or gold reinspection card is on file.

If there is a card on file pending inspection, that card should be used rather than a blank gold card. However, if there is no card on file, a copy of the completed gold card, after the inspection, should be kept. Then if and when a pink or gold reinspection card does arrive for this premises, the copy of the completed blank gold card should be attached and it should be forwarded to Quality Control and MIS.

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