



DEPARTMENT OF BUILDINGS  
EXECUTIVE OFFICES  
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Issuance # 78

OPERATIONS  
POLICY AND PROCEDURE # 25/87

To: Distribution  
From: Stewart D. O'Brien, Deputy Commissioner  
Subject: Double Check Inspections  
Date of Issuance: December 31, 1987

*12/31/87 SDO*

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

Purpose:

To augment the City Wide Field Unit in the performance of Double Check inspections and provide for a program of Double Check inspections in all inspectorial divisions.

Specifics:

Effective December 24, 1987 the following procedure incorporates and supersedes the above referenced memorandum. Field unit supervisors in all inspectorial divisions (Boilers, Construction, Electrical, Elevators, Hoisting and Rigging and Plumbing) will be responsible for performing two (2) double check 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, 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, P.A.