



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
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Issuance # 81

OPERATIONS
POLICY AND PROCEDURE NO. 2/88

To: Distribution

From: Fredric J. Pocci, Assistant Commissioner

Date: February 2, 1988

Subject: Field Observations at Unscheduled Sites

Superseded: Memorandum, from Joseph M. White
September 20, 1983, P. 1952, vol. 13.

Purpose: This procedure is designed to govern the course of action to be followed when hazardous and non-hazardous conditions, not on the route sheet, are observed in the field.

Specifics:

A. Hazardous:

Inspector

Upon observing a hazardous condition warranting immediate investigation and action, the inspector shall first obtain approval to deviate from the assigned route sheet. This approval should be obtained by telephoning the following supervisory personnel in ascending order until approval or denial is received.

Construction/Plumbing

Supervising Insp.
Admin. Chief Insp.
Deputy Borough Supt.
Borough Superintendent
Executive Chief Insp.
Asst. Commr./Ops.

Boiler/Elevator

Supervising Insp.
Div. Dir.
Exec. Chief Insp.
Asst. Commr./Ops.

BEC

Boro. Mgr.
Div. Dir.
Asst. Dir.
Director
Asst. Commr./
Operations

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The inspector should indicate on the route sheet the following:

1. Name of person who granted or denied request
2. Time of call
3. Address of the location
4. Reason for requesting deviation from route sheet

The inspector should then consider this address as the next scheduled stop on the route sheet if approval is granted. An inspection should be completed and the appropriate action(s) followed.

Supervisor

The supervisor or person granting approval for deviation from the route sheet will ensure that the inspector's route sheet is properly notated. The information to be included is as follows:

1. Time that telephone call was received
2. Address of the location to be visited
3. Reason for requesting deviation from route sheet

If a condition is so imminently dangerous that it would be imprudent to delay action for any period of time, an inspector may conduct an unscheduled inspection without obtaining prior approval. In that situation the inspector should call the appropriate supervisory personnel and make the appropriate entries, as indicated above, after the inspection.

B. Non-Hazardous:

Non hazardous conditions warranting an inspection observed in the field should be noted and provided to the supervisor upon the inspectors regular return to the office. The supervisor will determine whether a complaint should be written.

The complaint will be handled in the regular manner.

FJP:mh