



DEPARTMENT OF BUILDINGS
EXECUTIVE OFFICES
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NYC
ASSISTANT
ADMINISTRATIVE

RECEIVED
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Grill
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Issuance # 458

Administration
Policy and Procedure Notice # 5/94

TO: Distribution

FROM: Jacob Grill,
Assistant Commissioner

DATE: September 13, 1994

SUBJECT: Caller Identification Phones at Boiler, Hoist & Rigging,
Elevator, and Bureau of Electrical Control Division

EFFECTIVE:

September 1, 1994

AMENDS:

P.P.N. 7/90 (Sign out procedures are to be discontinued for Bureau of Electrical Control, Elevator Division, Hoisting & Rigging Section, and Boiler Division).

SPECIFICS:

The Department has established a Caller Identification (Caller I.D.) phone system for field personnel to report their field locations to the office. This system will eliminate the need for inspectors to sign out daily in the borough office.

BOILER DIVISION and
HOIST and RIGGING SECTION:

1. Each field inspector will call the office at the Caller I.D. phone assigned, after completing the first inspection. The sign out call shall be made between 3:45 p.m. and 4:00 p.m.
2. All calls to the Caller I.D. phone will be logged in by a supervisor or clerk assigned to receive such calls on the standard call in log (attached). No phone call will be accepted if the call is made to any other phone than the Caller I.D. phone assigned to an inspector. If an inspector is unable to reach an assigned Caller I.D. phone he/she is to note on the route sheet the number of times calls were made, the time of each call and the number called.
3. At a random time period, each day, all inspectors in the field will be beeped by a supervisor in the office or an assigned clerk. The inspectors are to call their assigned Caller I.D. phone to verify their locations. The supervisor or clerk is to enter on the log the time that he beeped the inspector, the time the inspector called back and the location of the inspector.
4. Fifteen percent random checks of inspectors route sheets will be made by a supervisor. The route sheet location versus the location on the Caller I.D. log are to be compared and any discrepancies are to be reported to the Assistant Commissioner, Central Inspections. The fifteen percent location checks are to be marked on the Caller I.D. log sheets as O.K. or discrepancy. The supervisor is to send the Assistant Commissioner a copy of the "Standard Discrepancy" log and a Department Special Report Sheet after he interviews the inspector concerning the discrepancy. After review by the Assistant Commissioner of the report and logs, the Assistant Commissioner will forward the data to I.D.U. if warranted. A copy of the Standard Discrepancy Log and Department Special Report Sheet are attached.
5. The date of the random check is to be noted on the Standard I.D. caller log. If an inspector is assigned to the office for part of the day or for the full day, the Caller I.D. log is to indicate hours and date spent in the office.
6. All logs shall be maintained under the supervision of the Chief Boiler Inspector or the Chief Inspector of the Hoist and Rigging Section.
7. All Training Visits (T.V.) stops and double check inspections as presently being performed, are to be continued.

ELEVATOR DIVISION and
BUREAU of ELECTRICAL CONTROL:

1. Inspectors are no longer required to sign out at the end of the work day in the borough office.
2. Electrical supervisors office hours are from 8:00 a.m. to 3:30 p.m. which coincides with work hours of field inspectors.
3. Each field inspector will call the office at the Caller I.D. phone assigned after completing the first inspection. The sign out call shall be made between 3:15 p.m. and 3:30 p.m.
4. During weekdays an inspector working overtime will call the assigned Caller I.D. phone between 4:15 p.m. and 4:30 p.m.
5. On Saturdays field inspectors will call the assigned Caller I.D. phone after completing the first inspection. The sign out call shall be between 4:15 p.m. and 4:30 p.m.
6. If an inspector works less than 8 hours on Saturdays he is to call his assigned Caller I.D. phone number after making the last inspection of the day.
7. The call to the Caller I.D. phone will be logged in by a supervisor or by a clerk assigned to receive such calls on the standard call in log (attached). No phone calls will be accepted if the call is made to any other phone than the phone number of the Caller I.D. phone assigned to an inspector. If an inspector is unable to reach an assigned Caller I.D. phone he/she is to note on the route sheet the number of times calls were made, the time of each call and the number called.
8. At a random time period each day (except Saturdays), all inspectors in the field will be beeped by supervisors in the office. The inspectors are to call back the Caller I.D. phone to verify their locations. The supervisors are to enter on the log the time that he beeped the inspector, the time the inspector called back and the location of the inspector.
9. Fifteen percent random checks of inspectors route sheets will be made by a supervisor. The route sheet location on the Caller I.D. log are to be compared and any discrepancies are to be reported to the Assistant Commissioner, Central Inspection. The fifteen percent location checks are to be marked on the Caller I.D. logs sheets as O.K. or discrepancy. The supervisor is to send the Assistant Commissioner a copy of the "Standard Discrepancy" log and a Department Special Report Sheet after he interviews the inspector concerning the discrepancy. After review by the Assistant Commissioner of the report and logs, the Assistant Commissioner will forward the data to I.D.U. if warranted. A copy of the Standard Discrepancy Log and Department Special Report Sheet are attached.

10. The date of the random check is to be noted on the Standard I.D. caller log. If an inspector is assigned to the office for part of the day or for the full day, the Caller I.D. log is to indicate hours and date spent in the office.
11. All logs shall be maintained under the supervision of the Director of the Elevator Division and the Bureau of Electrical Control.
12. All Training Vists (T.V.) stops and double check inspections, as presently being performed, are to be continued.

SPECIAL REPORT

THE CITY OF
NEW YORK



DEPARTMENT OF BUILDINGS

BOROUGH OF: _____

TO:

FROM:

PREMISES:

RE:

DATE OF INSPECTION:

INSPECTOR:

BADGE NUMBER:

DATE OF REPORT:

Signature:

Lined writing area with horizontal lines for text entry.

Signature:

