



# NYC Department of Buildings Construction Superintendent (CS) Inspection Log

Date: \_\_/\_\_/\_\_

Project Name:		Project Location:	
Primary Superintendent Name:		Primary Superintendent Signature:	
Arrival Time:	Departure Time:	<input type="checkbox"/> Site Safety Plan (SSP) is on file and has been updated to current conditions.	
Note General Progress of the Work Site / Summary of the Day's Work Activities:			
Note Superintendent's Activities at the Site / Areas and Floors Inspected:			
<input type="checkbox"/> Verify work is being conducted in accordance with sound construction/demolition processes.		<input type="checkbox"/> Verify that the appropriate jobsite signage in accordance with 3301.9.1 thru 3301.9.8 exists.	
<input type="checkbox"/> Verify compliance with the approved construction documents.			
<input type="checkbox"/> Verify compliance with Chapter 33 of the Building Code and any rules promulgated thereunder.			
Note any Pre Task Plan Meetings: (List Contractor(s) and scope of work)		Note any General Safety Orientations: (List Contractor(s) attending)	
		<input type="checkbox"/> Orientation Refreshers Have Been Given (jobsite is 12 months or longer)	
<input type="checkbox"/> Any conditions required to notify DOB?: <input type="checkbox"/> YES <input type="checkbox"/> NO (If YES, Include separate documentation)		<input type="checkbox"/> DOB Notification Sent if required?:	
<input type="checkbox"/> Accident Reported to DOB?: <input type="checkbox"/> YES <input type="checkbox"/> NO (If YES, Include separate documentation)		<input type="checkbox"/> Damage to Adjoining Property Caused by Construction or Demolition:	
Designated Competent Person:		Competent Person Signature:	
<input type="checkbox"/> N/A: Construction Superintendent on site at all times			

Unsafe Condition Noted: (Include area/floor and time) Document separately if more conditions exist.	Notification Sent To:	Condition Corrected Order: (Include name of individual ordered to correct; refusal to do so; follow up by CS; where violation corrected; nature of correction)	Registered Design Professional or Special Inspection Agency Notified:
1.			
2.			
3.			
4.			
5.			
6.			

☐ **3301.14 Contractor shall inform personnel.** General contractors and subcontractors shall state to their directly employed personnel at the construction or demolition site, prior to such directly employed person commencing work at the site, that they are to follow all safety regulations at all times and that they are required to obey and implement all orders and directives issued by the general contractor/subcontractor, the general contractor's/subcontractor's designee, the construction superintendent, and the worker's direct supervisor relating to safety requirements. Where a site safety manager or coordinator is required, the general contractor or subcontractor shall also state to their directly employed personnel at the site, prior to such directly employed person commencing work at the site, that the site safety manager or coordinator is responsible for monitoring compliance with laws and rules governing site safety; and shall inform their supervisory personnel at the site, prior to such supervisor commencing work at the site, of the name and responsibilities of the site safety manager or coordinator.

**Note Violations, Stop Work Orders, or Summonses Issued by the DOB** (include date issued and date listed or dismissed)

☐ N/A