

Great Western Painting

New York City

High Rise Inspection & Log Requirements

Site Safety Inspection [Tables 1 through 9]

Site Safety Log

Permit Log

Note: Per Section 3310-01 of the NYC Building Code, the following forms must be maintained at high rise construction sites by the site safety manager or coordinator and be made available for inspection upon the request of the commissioner.

The site safety manager or coordinator shall ensure that all daily entries in the site safety log are completed. These entries must be recorded by 7:00 a.m. on the day following the activities.

The site safety manager or coordinator, or an alternate, shall sign the log at the beginning of each day, and must be present at the job at all times during ongoing construction or demolition. If at any point during the day the site safety manager or coordinator, or alternate, shall be relieved of his or her responsibilities at the site, or leave the site for any reason, he or she shall indicate this in the log and an alternate shall sign in.

3310.8.1 Monitor compliance. It is the responsibility of the site safety manager or coordinator to monitor compliance with the safety requirements of this chapter and to perform all other safety duties assigned by the owner or contractor to meet legal requirements. The site safety manager or coordinator) shall meet on a weekly basis with the designated representative of each subcontractor to ascertain that all subcontractors are complying with the applicable provisions of this chapter.

Great Western Painting
New York City High-Rise Construction Sites
Site Safety Inspection [Tables 1 through 9]

Table 1
General Inspections

	Requirement	Minimum Schedule of Inspection
(1)	When a building is being constructed or demolished at a height greater than 75 feet (22.86 m), verify that at least one elevator or personal hoist with an emergency communication system is in place.	As appropriate
(2)	When a personnel hoist requires a jump, verify that all necessary permits are obtained and testing performed.	As appropriate
(3)	When a building is being constructed or demolished at a height greater than 75 feet (22.86 m), verify that a standpipe system is available and in readiness at all times for use by the Fire Department.	Daily
	(i) Verify that valves are in place at each story below the construction floor.	Daily
	(ii) Verify that standpipes are connected to a water source and siamese connection.	Daily
	(iii) Verify that siamese hose connections are free from obstruction and are marked by a red light and a sign reading, "Standpipe Siamese Connection."	Daily
	(iv) Verify that no breach exists by visually tracing standpipe risers, cross connections and siamese connections.	Weekly
(4)	If a construction shed is located within 30 feet (9.144 m) of the building, verify that the construction shed is constructed of noncombustible materials.	Once per shed
(5)	Verify that interior and exterior guardrails and toeboards are provided and properly installed to meet the standards described in section 3307.8 of the building code.	Daily
(6)	Verify that all openings and/or holes in the floor are covered at all times.	Daily
(7)	Verify that all stairwells have standard handrails.	Daily
(8)	Verify that all signs required by section 3301.9 of the building code are installed and contain the required information.	Once per sign

Table 2
Safety Netting Inspections

	Requirement	Minimum Schedule of Inspection
(1)	Verify that horizontal safety netting is maintained not more than two stories below the stripping operation floor on concrete structures or the uppermost finished and walkable concrete floor on steel frame structures, provided that such floor is more than six stories or 75 feet (22.86 m) in height above the adjoining ground or adjoining roof level, whichever is applicable.	Daily
(2)	Verify that the horizontal safety netting projects outward horizontally from the edge of the floor a minimum of 10 feet (3.048 m).	Daily
(3)	Verify that omitted horizontal safety netting in designated crane and derrick lifting areas is indicated and approved on the crane application and the site safety plan.	Weekly
(4)	For steel frame construction, where the steel frame extends more than eight stories above the walkable concrete floor, verify that the vertical safety netting is provided on the floors at and below the topmost working metal deck where this deck is substantially completed and that the required guardrails and toeboards are in place.	Daily
(5)	Verify that vertical safety netting is provided on all floors below the floor on which horizontal netting is required.	Daily
(6)	Verify that vertical safety netting is secured and kept closed at all times, except during actual loading operations or perimeter construction operations.	Daily

**Table 3
Maintenance of Site and Adjacent Area Inspections**

	Requirement	Minimum Schedule of Inspection
(1)	Verify that all areas used by the public are maintained free from ice, snow, grease, debris, equipment, materials, projections, tools, or other items, substance, or conditions that may constitute a slipping, tripping or other hazard.	Throughout the day
(2)	Verify that guards, shields or barricades surround all exposed, electrically charged, moving or otherwise dangerous parts of machines and construction equipment so as to prevent contact with the public.	Daily
(3)	Verify that there are no exposed hose lines, wire, rope, or other items that may constitute a tripping hazard to the public.	Throughout the day
(4)	Verify that adjoining property is protected when the height of the building exceeds that of the adjoining property.	Daily
(5)	When the building is extended, enlarged or increased in height so that any portion of such building, except chimneys or vents, extends higher than the top of any previously constructed chimneys within 100 feet (30.48 m), verify that the chimneys conform to section 801 of the New York City mechanical code.	As appropriate

**Table 4
Housekeeping Inspections**

	Requirement	Minimum Schedule of Inspection
(1)	Verify that floors and stairs are clean from excess debris.	Throughout the day
(2)	Verify that tools and equipment not in use are kept away from edges or openings.	Throughout the day
(3)	Verify that the roof of the sidewalk shed and the street are free of debris.	Daily
(4)	Verify that sufficient containers for the storage of garbage and debris are provided.	Daily
(5)	Verify that containers are covered and secured when full.	Daily

**Table 5
Removal and Storage of Material Inspections**

	Requirement	Minimum Schedule of Inspection
(1)	Verify that combustible waste material and combustible debris have been removed from the site.	Daily
(2)	Verify that chutes used for the removal of debris are installed and maintained in accordance with section 3303.5.5 of the building code.	Weekly
(3)	Verify that material stored on floors of a building is secured when not being used.	Daily
(4)	When exterior walls are not in place, verify that stored material is kept at least 10 feet (3.048 m) back from the perimeter of the building, or at least 5 feet (1524 mm) back from the perimeter of the building if the floor area is less than 1,000 square feet (304.8 m), or at least 2 feet (609.6 mm) back from the perimeter of the building on upper working floors located not more than two stories below the stripping operation on concrete structures or the uppermost concrete floor on steel structures.	Daily
(5)	Verify that no material hangs over the edge of a building unless banded and braced for relocation by the end of the workday, except on the floor of the stripping operation and on floors designated as the lumber or steel mill.	Daily
	(i) On the floor of the stripping operation, verify that material that overhangs the floor is banded and braced, overhangs by not more than one-third of its length, and is relocated by the next workday for concrete operations.	Daily
	(ii) Where the steel mill and lumber mill are located, verify that any material that overhangs is relocated by the next workday.	Daily

**Table 6
Protection of Sidewalks Inspections**

	Requirement	Minimum Schedule of Inspection
(1)	Verify that valid permits for sidewalk sheds have been obtained, have not expired, and are posted in a central, visible area.	Periodic
(2)	Verify that approved drawings of the sidewalk shed are at the construction site.	Periodic
(3)	Verify that the designer and/or supplier of the sidewalk shed has certified that such shed has been erected in accordance with the approved plans and that the proper forms have been filed with the department.	Once
(4)	Verify that sidewalk sheds extend the entire perimeter of the building.	Once
(5)	Verify that when the building exceeds 100 feet (30.48 m) in height, the sidewalk sheds extend 20 feet (6.096 m) beyond the property line.	Once
(6)	Verify that required sidewalk sheds remain in place until the structure is enclosed, all exterior work completed, the sash is gazed above the second story, the exterior façade is cleaned down, all outside handling of material equipment and machinery is completed, and dismantling of a hoist, crane, or the use of a derrick in their removal above the second story has been completed.	Weekly
(7)	Verify that all openings in sidewalk sheds, fences and railings for loading purposes are kept closed, barricaded, protected, or guarded at all times.	Throughout the day
(8)	Verify that sidewalk sheds are illuminated at night by the equivalent of 100-watt bulbs spaced 15 feet (4.572 m) apart at a minimum height of 8 feet (2.44 m) above the sidewalk.	Daily
(9)	Verify that temporary footbridges and walkways for the public are at least 5 feet (1.524 m) in width.	Daily as appropriate

**Table 7
Warning Signs and Lights Inspections**

	Requirement	Minimum Schedule of Inspection
(1)	Verify that all areas that are dangerous or hazardous to the public or areas where work is performed near vehicular traffic are appropriately marked with warning signs and lights.	Daily
(2)	Verify that steps necessary to protect the public are taken, including provisions for flagmen/flagwomen whenever intermittent operations are conducted on or across areas open to the public or when dangerous operations, such as blasting, may affect such areas.	Throughout the day, as appropriate

**Table 8
Scaffolds, Structural Ramps, Runways and Platform Inspections**

	Requirement	Minimum Schedule of Inspection
(1)	Verify that where they pose a risk to the public that all structural ramps, scaffolds, runways and platforms are provided with guardrails, toeboards, screening, or nets, unless otherwise specified by the building code.	Daily

**Table 9
Material Handling and Hoisting Equipment Inspections**

	Requirement	Minimum Schedule of Inspection
(1)	Verify that all certificates of approval, operation, and onsite inspection for all cranes, derricks, and/or cableways have been obtained and are available for inspection at the construction site.	As required
(2)	Verify that all permits for highway and street closings are available for inspection at the construction site.	As required
(3)	Verify that licenses of crane operators are available at the construction site.	Daily
(4)	When a crane is to be jumped, verify that it is in accordance with the schedule submitted by the professional engineer and approved by the department.	As appropriate
(5)	Verify that a means of communication exists between the responsible parties when the operator of hoisting machinery has no vision of the lift or loading areas.	Daily when operational
(6)	Verify that a program has been established and is operational for the control of pedestrian and/or vehicular traffic around the construction site during all lifting and hoisting operations.	Daily when operational
(7)	Verify that flagmen/women are present to stop pedestrian and/or vehicular traffic during the following intermittent operations: (i) During all lifting and hoisting operations; (ii) When trucks enter and exit the site; (iii) When materials are being lifted over the sidewalk shed; (iv) When dangerous operations, e.g., blasting, occur; (v) When the sidewalk and/or street is temporarily closed.	As appropriate

Additional Information:

3301.9 Required signs. The signs required below in Sections 3301.9.1 to 3301.9.6 shall be constructed of ¾ inch plywood or sheet metal. The letters on the required signs shall be black on white background.

The required signs must be in place 24 hours prior to commencement of any construction or demolition activity and remain visible at the site until all work is completed. The signs shall be no larger than that needed to accommodate the required information in letters no less than 3 inches high.

Exception. Where construction or demolition operations are limited to the interior components of the building.

3301.9.1 New buildings or demolitions. At sites where a new building or full demolition permit is required, a sign with the statement “TO ANONYMOUSLY REPORT UNSAFE CONDITIONS AT THIS WORK SITE THAT ENDANGER WORKERS, CALL 311” in both English and Spanish shall be posted at a height of no more than 12 feet above the ground on each perimeter of the site fronting a public thoroughfare.

3301.9.2 Construction sites. At a height of no more than 12 feet above the ground on each perimeter of a construction site fronting a public thoroughfare, a sign shall be erected containing the following information:

1. The name, address and telephone number of the owner of the property;
2. The name, address and telephone number of the general contractor; and
3. The phone number for reporting complaints.

In addition, copies of all permits shall be displayed in a conspicuous location readily visible by the public.

3301.9.3 Demolition sites. At a height of no more than 12 feet above the ground on each perimeter of a demolition site fronting a public thoroughfare, a sign shall be erected containing the following information:

1. The name, address, and telephone number of the owner of the property;
2. The name, address, and telephone number of the demolition contractor; and
3. The phone number for reporting complaints.

In addition, copies of all permits shall be displayed in a conspicuous location readily visible by the public.

3301.9.4 Major buildings. At all major building sites as defined in Section 3310, the following information shall be included, in both English and Spanish. The information may be included on the required construction or demolition sign, or on a separate sign placed at a height of no more than 12 feet above the ground on each perimeter of the construction or demolition site fronting a public thoroughfare:

1. The telephone numbers of the department special units in charge of complaints on major buildings as identified pursuant to department rules; and
2. The telephone number of the department of transportation.

3301.9.5 Sidewalk sheds. Following the receipt of a permit to erect a sidewalk shed, the permit holder shall post a readily visible sign on the sidewalk shed. Such sign shall include:

1. The name, address, and telephone number of the permit holder;
2. The permit number; and
3. The expiration date of the permit. .

3301.9.6 Scaffolds and Hoists. Following the receipt of a permit to erect or suspend a scaffold, or erect a material or personnel hoist, the permit holder shall post a sign. Such sign shall be plainly visible from the street and include the name, address, telephone number of the permit holder, and permit number. The sign shall also include the expiration date of the permit.

The sign shall either be:

1. Affixed to the scaffold, runback structure, or a protective structure described in Section 3307. When attached to a scaffold or runback structure, the effects of wind on the sign shall be taken into consideration by a qualified individual in accordance with the provisions of Section 3314.3; or
2. Placed at the job site in at least one place readily visible to the public.

3301.10 Obscured lawful signs. When a protective structure is constructed in accordance with Section 3307, a temporary sign may be posted on such protective structure when the structure is adjacent to any building and obscures from view a lawful and existing sign. The temporary sign shall comply with the following requirements:

1. The temporary sign shall be securely fastened to the face of the protective structure at a location directly in front of such business storefront;
2. No projecting temporary signs shall be permitted, and all temporary signs shall be limited to a maximum height of 4 feet, and when affixed to a sidewalk shed shall not project above the parapet;
3. No temporary signs shall be permitted on the ends of any protective structure, unless the lawful and existing sign would otherwise be obscured from view by a deck or parapet of a sidewalk shed or bridge; and
4. No temporary sign shall project below the deck of any sidewalk shed.

**Great Western Painting
New York City High-Rise Construction Sites
Site Safety Log**

Project: _____

Date: _____

Safety Manager or Coordinator: _____
(Name) (Title)

Safety Log Sign-In

Sign-In Time	Sign-Out Time	Name	Signature	Title

Date & Location Inspections Performed Per NYC Rule 3310-01(a)

Date	Location

Date & Names of Met Individuals to Satisfy NYC Rule 3310.8.1

Date	Subcontractor Representative Name	Subcontractor Name

Unsafe Acts and/or Conditions

Date	Unsafe Acts and/or Conditions	Company & Location [See Below]

Company Notification of Unsafe Acts and/or Conditions & Correction

Unsafe Acts and/or Conditions	Date Company & Representative Notified	Company	Date of Correction of Unsafe Acts and/or Conditions

Accident Involving the Public or Damage to Public or Private Property

Date	Description of Accident

Violations, Stop Work Orders & Summonses Issued by Department

Date Issued	Type & Description	Date Lifted or Dismissed

Netting

Date	Vertical/ Horizontal	Installed	Replaced	Repaired	Removed	Location

Date building reached a height of 75 feet: _____

**Great Western Painting
New York City High-Rise Construction Sites
Permit Log**

Project: _____

Date: _____

Safety Manager or Coordinator: _____ (Name) _____ (Title)

Equipment That Require Permits

Company Name	Equipment Identification	Location	Permit Number	Certificate of Inspection Available (if required)