


DEPARTMENT OF BUILDINGS
EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, N. Y. 10013
CHARLES M. SMITH, Jr. R.A. Commissioner

PETER FRANCONERI, P.E.
Assistant Commissioner/Oper.

OPERATIONS
POLICY AND PROCEDURE NOTICE # 24/89

To: Distribution
From: Peter Franconeri 
Date: December 15, 1989
Subject: Demolition Sign-Offs

Effective: January 2, 1990

Purpose: Provides a method for indicating demolition sign-offs on the Index screen and notifies the Central Inspection Administration that the premises is demolished.

The Index screen shows demolitions which were signed-off as "DP*".

Specifics:

Executive Chief Inspector receives HPD sign-offs on demolitions performed by HPD's demolition contractor.

The Executive Chief Inspector reviews the sign-offs and sends them to the borough office once a month, through Quality Control.

The Executive Chief Inspector sends the original sign-off reports and a transmittal sheet listing the street address, demolition application number, UB number and sign-off date.

BEST Squad signs-off on demolitions performed by contractors not hired by HPD.

BEST reviews the sign-offs and forwards them to the Borough Office once a month, through Quality Control.

BEST sends signed-off copies of the demolition application and a transmittal sheet listing the street address, demolition application number, UB number and sign-off date.

Borough Office (after sign-offs are received):

- A. Enters sign-off onto Index screen by selecting "E5" for demolition sign-off. Then chooses the desired demolition and enters the date of sign-off in the space provided. (See attached).

The demolition application first appears as "DP" and after sign-off as "DP*". The clerk initials the transmittal sheet after data entry.

- B. The Construction Division pulls copies of the demolition applications from the files for the demolitions listed on the transmittal sheet from the Executive Chief. The date of sign-off is indicated on the copy of the demolition application. The signed-off applications and transmittal sheets are sent to the Unsafe Building Section. This section then processes the Unsafe Building sign-off, if applicable. The clerk initials the transmittal sheet after processing.
- C. The Unsafe Building Section forwards the signed-off demolition application to the Plan Desk where they are attached to the original demolition applications. The original transmittal sheet is maintained in the Construction Division, a copy is forwarded with the original sign-offs to the Plan Desk.

Management Information Systems (MIS) prepares a monthly print out of all premises where a demolition sign-off was entered by the borough office within the past month.

This report is sent through Quality Control to the Central Inspection Administration and the Bureau of Electrical Control. It contains the street address, borough, block and lot, BIN, record number, demolition application number and sign-off date.

Record Updates

Before deleting any information, verification that no other buildings exist at this address should be made by the borough office, BEC and CIA.

Bureau of Electrical Control for each address on the MIS report:

Reviews the EICS system and dispositions all outstanding applications, complaints, referrals and violations so that inspections are not scheduled unnecessarily.

Central Inspection Administration for each address on the MIS report:

- A. The Elevator system is checked; all existing elevators are listed as status "R-removed" and the demolition application number and sign-off date are indicated. This automatically updates the Local Law 10/81 compliance system.
- B. The Boilers system is checked; all existing boilers are listed as status "VOID" and the demolition application number and sign-off date are indicated.
- C. The PA master is checked; MIS is notified of the "Delete" by forwarding a completed "blank gold card" through Quality Control.

Violation Dismissal

All outstanding violations should be dismissed except for ECB violatons, which can only be dismissed through the ECB process pursuant to Section 26-126.1 of the Administrative Code, and Local Law violations that involve payment of civil penalties. (i.e. LL 10/80, LL 10/81, LL 16/84, etc.)

PF:HG:mh

09/15/89

ADDRESS: 56 HUDSON STREET MANHATTAN
BLOCK: 00101 LOT: 00040

RT
25

CHOOSE DESIRED 'DP' AND ENTER SIGNOFF DATE

DP	117-28	DP	152-28
DP	133-28	DP	280-28

ENTER SIGNOFF DATE: MM/DD/YY . . / . . / . .
 PF1- PREV PF3-REFRESH

09/15/89

INDEX SYSTEM DATA ENTRY

RT

TYPE	FUNCTION
A. APPLICATIONS	1. NEW DATA
B. VIOLATIONS	2. MODIFY
C. C OF O	3. DISMISSAL
D. PROPERTY FILE	4. DELETE
E. DEMOLITION	5. SIGN-OFF

ENTER DATA ENTRY TYPE & FUNCTION: E5

ENTER BORO: 1 HSE NO: 160..... ST NAME: WEST BROADWAY.....

OR BORO: . BLOCK : LOT :

OR BIN : MM/DD/YY

OR VIOLATION: ISSUE DATE: TYPE: NUMBER:

OR C OF O NUMBER:

PF1:PRIOR MENU PF3:INDEX QUERY/BROWSE

DEMOLITION SIGN-OFF -- TRANSMITTAL SHEET

STREET ADDRESS and BOROUGH	DEMO APP #	UB #	SIGN-OFF DATE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

TRANSMITTAL BY _____ ON (DATE) _____

___ HPD sign-offs from Exec. Chief ___ DOB sign-offs from BEST
 =====

Clerk's Initials: DATA ENTRY: _____ INDEX: _____ UBs: _____