



Issuance # 352

DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES  
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ADMINISTRATION  
POLICY AND PROCEDURE NOTICE # 5/92

TO: Distribution  
FROM: Mary G. Carr  
DATE: June 1, 1992  
SUBJECT: LL 10/81 Violation Dismissal Procedures

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**Supersedes: Administration Policy and Procedures Notice #5/90**

Violations for failure to file or late filing may only be dismissed if either a current year filing or a filing for the year of the violation is submitted.

Effective immediately, the procedure for the dismissal of LL 10/81 violations issued for calendar year 1981 and subsequent filing years will be as follows:

1. The person seeking dismissal of LL 10/81 violations must obtain a look-up sheet (ELV-9 Elevator Screen Sheet) from the Central Inspection Administration Division.
2. The Central Inspection Administration Division will complete the top portion of the form (address etc.), the device numbers and the bottom portion of the form which concerns elevator application numbers. In addition, the Central Inspection Administration Division will record any available mandated inspection dates for the years 1981-1987 for ~~tax-exempt~~ properties. When completed, the Central Inspection Administration Division clerk will initial and date each form. The clerk who initials the form must be available to respond to any inquiries regarding the property from the LL 10/81 Unit.
3. The person seeking dismissal must bring the look-up sheet to the LL 10/81 Unit. The LL 10/81 clerk will record the mandated inspection dates for the years 1981 to present for ~~non tax-exempt~~ properties, and 1988 to present for ~~tax-exempt~~ properties. If there are any discrepancies between the look-up sheet and the information in the LL 10/81 Unit's Records, the LL 10/81 clerk shall call the Central Inspection Division to clarify the discrepancies. When completed, the LL 10/81 clerk will initial and date each look-up form, and compute LL 10/81 civil penalties. A supervisor must sign-off on the computation of civil penalties.

4. The cashier will validate the computation form and process payment.
5. The LL 10/81 clerk will complete a compliance log and generate a copy of the property profile violation screen, which lists outstanding LL 10/81 violations. The compliance logs will be reviewed weekly by the LL 10/81 supervisor and violations will be dismissed/cancelled on-line. The appropriate notation will be recorded in the violation log book (years 1988-present) or the violation notebook (years 1981-1987), using the established codes for proof submitted.
6. The 1981-1987 portion of the compliance.log will be forwarded weekly to MIS via Quality Control.
7. MIS will update both Master Reference Books (MRB) quarterly and distribute the new books to LL 10/81 Unit and the Central Inspection Administration Division.

**NOTE: One MRB is a listing of 1981-1987 mandated inspection filing dates; the other MRB lists 1983-1986 waiver and violation dates.**