

THE CITY OF NEW YORK
HOUSING AND DEVELOPMENT ADMINISTRATION
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: August 9, 1973

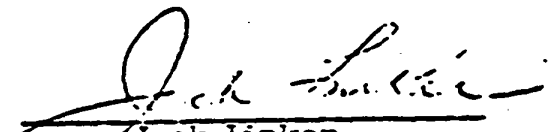
TO: Executive Staff, Borough Superintendents, Chief Inspectors
FROM: Jack Linker, Chief Inspector Construction-Operations
SUBJECT: EMERGENCY DESK TELEPHONE

The Department of Buildings Emergency Desk is manned by Construction Inspectors during all other than normal business hours. During responses to emergency situations, the inspectors on duty are in the field and the desk is unmanned. At these times the emergency phone goes unanswered and a temporary communication blackout results.

Effective on August 20, 1973, if it is necessary to communicate with the emergency desk for information at times when the desk is unmanned and the emergency phone is not answered, arrangements have been made with the Department of Rent and Housing Maintenance to receive and log your messages and to relay the information to our inspectors in the field.

To obtain information from or to instruct the inspectors assigned to emergency duty when calls are made to 566-2397 and not answered, your calls shall be made to the Department of Rent and Housing Maintenance at 865-1682, where housing inspectors will accept your calls. They will enter your calls in their log book and will relay your message to our inspectors who are instructed to remain in contact with 865-1682 on a half hourly basis.

JL/sc


Jack Linker
Chief Inspector Const.-Operations