

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

DEPARTMENTAL MEMORANDUM

DATE: March 19, 1975

TO: Borough Superintendents  
FROM: T. V. Burke, P.E., Director of Operations.  
SUBJECT: Processing Form # 72 Elevator 5 Year Test Report.

All forms are to be received and time stamped at the mail room. The report form must be filed in duplicate.

One set of forms may be used to report on multiple elevators in a building under the following conditions:

1. Each elevator has the same type of car and counterweight safeties, governors and oil buffers.
2. The report will include only those elevators which passed the specified test.
3. The identification number of each elevator is listed.

One set of forms shall be filed for each elevator which has not passed the test or has uncorrected defects.

The authorized private inspection agency has ten days in which to submit reports of satisfactory tests. Elevators which fail tests are to be immediately reported to the borough elevator division by telephone, followed by the required written report.

The Borough Superintendent shall assign elevator division personnel to review and accept satisfactory reports, which shall be noted in Department records. Unsatisfactory or improperly completed submitted reports shall be processed for further action. Reports shall be filed by a method which will permit:-

- (a) Easy retrieval.
- (b) Easy disposal to archives.
- (c) Centralized filing locations.

In general, this may be either by street address or by block and lot number and by year, depending on the existing method of record keeping in the borough.

Department personnel are to report through channels authorized private inspection agencies and approved private inspectors who fail to comply with the requirements of the department's rules and regulations.

  
Thomas V. Burke, P.E.  
Director of Operations

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cc: Boro Supts.

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