

**RESCINDED BY  
BUILDINGS BULLETIN 2023-007**

C O P Y

The City of New York  
HOUSING AND DEVELOPMENT ADMINISTRATION  
Department of Buildings

Inspections  
Department of Rent & Housing  
Maintenance

DEPARTMENTAL MEMORANDUM

Date: May 6, 1968

TO: ALL EMPLOYEES

FROM: Commissioner John T. O'Neill

SUBJECT: Referrals between Department of Buildings and Department of Rent and Housing Maintenance.

The purpose of this directive is to provide a uniform procedure for the referral of conditions in violation of laws or rules, observed by inspectors of one department, which are under the jurisdiction of the other department.

When a Building Department inspector observes a condition which he believes to be in violation of laws under the jurisdiction of the Department of Rent and Housing Maintenance, he shall report the conditions on Memo Slip - Form 66, (copy attached) in duplicate. Both copies of the report shall be submitted to the head of his section, i.e., the Borough Chief Inspector of Construction or the Chief Inspector of Boilers. The Chief Inspector shall forward the original to the respective Borough Chief Inspector of Housing and shall establish and maintain a file of the duplicate copies in street and house number order.

A referral shall be made of any building vacated by the Department of Buildings or observed to be vacant where such building was occupied in whole or in part for dwelling purposes.

Where a Building Department inspector observes in any dwelling a condition of violation appropriate for emergency repair, he shall report the conditions on Form ER-1 (copy attached) in duplicate. The report shall be processed in the same manner as indicated above for referral of violation; except that the original copy of the report shall be sent to the Emergency Repair Section of the Department of Rent and Housing Maintenance.

The referral to the Emergency Repair Section shall be in addition to reporting the violation or referral to the Department of Rent and Housing Maintenance as the condition warrants.

Conversely, when an inspector of the Department of Rent and Housing Maintenance observes a condition which he believes is under the jurisdiction of the Department of Buildings, he shall report his findings on Form 1006 Y, (copy attached) for transmittal by the Borough Chief Inspector of Housing to the Borough Chief Inspector of Construction or the Chief Inspector of Boilers, where appropriate. If the condition requires emergency action, the housing inspector shall telephone the information to the appropriate Chief Inspector of the Department of Buildings immediately upon observing the condition. This action shall be confirmed by written referral on Form 1006 T, as indicated above.



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**A. PLUMBING**

1. No running water
2. Sewage accumulation.
3. Water closet obstructed.
4. Flushing apparatus inoperative.
5. Cascading water leak
6. Dangerously broken plumbing.
7. Water closet bowl (existing) missing
8. House sewer obstructed.
9. Soil line obstructed.

**B. GAS SUPPLY**

1. Gas not supplied to building through out.
2. Uncapped, broken or leaking gas lines
3. Carbon monoxide test, proven positive affecting gas ranges, gas refrigerators, gas space heaters, gas water heaters.

**C. CENTRAL HEATING SYSTEMS**

1. Boiler defective and inoperative.
2. Grates missing, broken and inoperative.
3. Oil burner defective and inoperative.
4. Gas burner defective and inoperative.
5. Coal stoker defective and inoperative.
6. No fuel, i.e. gas, oil or coal.
7. Defective chimney or breeching.
8. Defective controls affecting safe operation, i.e., water valves, pressure valve, etc.
9. Carbon monoxide - test proven positive, i.e., coal, gas, etc.
10. Oil tank defective or leaky.
11. Missing radiator air valve.
12. Missing (existing) boiler.
13. Missing (existing) radiator.

**D. PLASTERING**

1. Plaster loose, bulging and unkeyed.

**E. EGRESS**

1. No lights provided in public hall, fire stairs or fire tower
2. Public hall, stair landings, stair treads and flooring broken and defective to a degree affecting safe use of this first means of egress.
3. Sprinkler not water supplied, i.e., OSY valve not in an open position.

4. Sprinkler main not water supplied, i.e., such as cut off by City for leak in street, etc.
5. Fire escape drop ladder missing or inoperative.
6. Rear or court fire escapes, goose-neck ladder missing or inoperative.
7. Fire escape defects that render the use of same unsafe.
8. Bulkhead door or scuttle covers not openable.

**F. ELECTRICAL**

1. Electricity not provided to entire building.
2. Required electric space heater defective and constitutes a fire hazard.
3. Water leakage affecting electrical fixtures.

**G. ROOFING**

1. Cornice defective and in danger of falling.
2. Parapet walls leaning and bulging and in danger of falling.
3. Rain leaders and gutters defective and causing water to enter premises.
4. Roof leaking or open to the element.

**H. GLAZING**

1. Windows and skylights (one or more) broken or missing, permitting the elements to enter premises (window must be out, not cracked).

**I. CARPENTRY**

1. Woodwork defective and creating an unsafe condition, i.e. window sashes, defective flooring, entrance and bulkhead doors,

**J. RATS (Pest Control)**

1. Recent evidence of infestation including openings and harbor-age.

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66-1006-701340 (66)

DEPARTMENT OF BUILDINGS

BOROUGH OF

, THE CITY OF NEW YORK

MEMO. SLIP

LOCATION

No.

19

V. U. B. Alt. N. B. P. D. Klev.Slip, E. S. B. N.

REFERRED TO

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DEPARTMENT OF BUILDINGS  
DIVISION OF HOUSING

NAME

No.

Unit

DATE

S

Borough of \_\_\_\_\_

(over)