

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

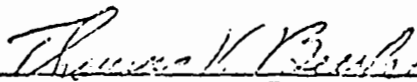
DEPARTMENTAL MEMORANDUM

DATE: July 28, 1970

TO: Borough Superintendents & Director of Cranes & Derricks, J. Grill  
FROM: Director of Operations, T. V. Burke  
SUBJECT: Communication with Supervisors in Field

This memorandum will supersede all memoranda previously issued on this subject.

In order to exercise control and to obtain the quickest possible response in emergencies, all field supervisors shall telephone their offices each working day at 9:00 AM and at 12:00 noon except pay days. On pay days, all field supervisors shall telephone their offices at 2:00 PM and at 4:00 PM except that during the summer months supervisors will telephone their offices at 3:00 PM.

  
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Thomas V. Burke  
Director of Operations

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