

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

DEPARTMENTAL MEMORANDUM

DATE: September 22, 1970

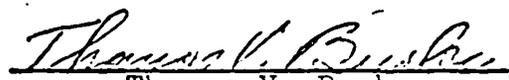
TO: Borough Superintendents
FROM: Thomas V. Burke, Director of Operations
SUBJECT: Plumbing Inspectors' Appointments

In accordance with the request of representatives of plumbers associations, to be notified when appointments are to be cancelled because of absence of plumbing inspectors, the following procedure shall be established:

1. When an appointment is made by a plumbing inspector to meet a licensed master plumber or his representative at a job site, the inspector shall list the name and telephone number of the plumber on his route sheet for the day on which the appointment is made.
2. When a plumbing inspector calls in sick, the Chief Plumbing Inspector shall arrange to have the plumbers with whom appointments have been made for that day, called at the telephone numbers listed, to be notified that the appointments are cancelled because of the plumbing inspectors' sickness, or that another inspector will be assigned to keep the appointment.

TVB/sl

CC: Exec. Staff


Thomas V. Burke
Director of Operations