

**HOUSING AND DEVELOPMENT ADMINISTRATION
DEPARTMENT OF BUILDINGS**

DEPARTMENTAL MEMORANDUM

DATE: July 8, 1975

TO: Borough Superintendents

FROM: Thomas V. Burke, Director of Operations

**SUBJECT: OFFICE AND FIELD HOURS OF
CONSTRUCTION INSPECTORS**

Under date of June 12, 1975, a memorandum was sent to you on the above subject, which required Construction Inspectors to report to the office each morning, so they might be available for notification concerning layoffs.

The procedure in such memorandum is to be discontinued not later than July 14th. At such time normal working hours and scheduling shall be reestablished. Construction Inspectors shall report to the office on Friday mornings only. They shall remain in the office on Fridays for sufficient time to accomplish receipt of routed assignments, such preparation and filing of reports as may be required and for review of records associated with inspections, and for such additional assignments as may be made by supervisors.


Thomas V. Burke
Director of Operations

TVB/df

CC: Exec. Staff
Insp. Gen. Dempsey
T. McLoughlin, ABI