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

DEPARTMENTAL MEMORANDUM

DATE: March 29, 1977

TO: All Borough Superintendents


FROM: Director of Operations, Irving E. Minkin, P.E.

SUBJECT: Plumbing Inspectors Office Schedule and Training

Commencing, Friday, April 1, 1977, the office schedule for Plumbing Inspectors and my memo dated October 21, 1976 is hereby revised in regard to Plumbing Inspectors.

In lieu of reporting to the office daily, all Plumbing Inspectors will report to the office on Tuesdays and Fridays only. Friday office schedule will be the entire day; serving as time for report writing, research, signing of affidavits, training and preparing route sheets for Monday and Tuesday field schedule. No inspections are authorized except for emergencies and required tests as directed by supervisory personnel. In such cases, one inspector will be assigned such duty each week if necessary. Tuesday schedule is to be field and office. Reporting time for office to be set at 2:00 P.M. at which time reports will be submitted and route sheets for Wednesdays and Thursdays full field schedule prepared.

This change shall be adhered to until further notice.


Irving E. Minkin, P.E.
Director of Operations

IEM:BGB:rmr

cc: Executive Staff
Inspector General's Office

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