



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, N.Y. 10013

RUDOLPH J. RINALDI, Commissioner

STEWART D. O'BRIEN
Deputy Commissioner
Operations, Management & Administration
(212) 312-8001

ISSUANCE # 275

**OPERATIONS
POLICY AND PROCEDURE NOTICE # 1/91**

TO: Distribution
FROM: Stewart O'Brien, Deputy Commissioner
DATE: January 2, 1991
SUBJECT: Local Law 10/80 - Cycle 3

1/2/91 SDO

Purpose: To revise the uniform Citywide procedure for processing LL 10/80 Cycle 3 Inspection Report Filings.

Supercedes: George Berger memorandum dated February 4, 1987.
Operations PPN #9/90 issued by Stewart O'Brien.

I. Statement:

- A. The third facade inspection report cycle began February 21, 1990 and will extend until February 21, 1992.
- B. All reports must now be filed at the Construction Division of the Borough office with the borough's designated Local Law 10/80 Coordinator. Listed below are the names of the coordinators and their phone numbers.

MANHATTAN	(212) 312-8814	Aida Rios
BROOKLYN	(718) 802-3705	Carolyn Mays
BRONX	(212) 579-6907	Martin Squitieri
QUEENS	(718) 520-3421	Joe Dellutri
STATEN ISLAND	(718) 390-5190/94	Thomas Albanio

- C. If the filer wishes to file an amendment for the second cycle at the same time he or she files for Cycle 3, a separate set of forms must be submitted (one set for Cycle 3 and one set for the amendment to Cycle 2), although only one set of reports is required.

II. Report Processing:

- A. Both the facade report and the TR6 form must be filed at the borough office in triplicate. (The TR6 form has replaced B form 29A which was used for Cycle 2 filings).
- B. The borough coordinator or designee shall verify that both the report and form are signed, sealed and dated by the licensed engineer or registered architect, that microfilm is submitted and that the pre-printed data has not been altered.
- C. The borough coordinator or designee receiving the application must clarify with the filer, the cycle (Cycle 2 or Cycle 3) for which the report is being filed. The cycle number shall be written in the space marked "internal use" at the top right corner of the TR6 form.
- D. The borough coordinator or designee will check the TR-6 for a/k/a or alternative address information. If this section is incomplete, the coordinators will check the block and lot print-outs provided by MIS and fill in the alternate address as listed on the print-out.
- E. A time stamp will be utilized to indicate the date and time that the report is received and the recipient shall enter the submission into a logbook. The logbook shall list each property by address and block and lot (with a/k/a's when applicable) and shall indicate whether the report is for on-going maintenance or is for a safe, precautionary or an unsafe condition. Additionally, a column for a plan examiner's initials (see Item III) shall be included in the log.
- F. One copy of all reports and forms are to be kept at the borough office and one will be returned to the applicant once it has been processed. One copy will be forwarded to Quality Control (who will check for accuracy and forward to MIS), except for those amended reports changing the status of a previous, unsafe filing. Amended reports for previously unsafe filings are to be forwarded directly to the Local Law 10/80 Coordinator at the Local Law Enforcement unit. Any other type of amended report goes directly to Quality Control for processing.
- G. All 10/80 reports classified as "unsafe" are to be sent with a transmittal sheet to Quality Control at the end of each week. The borough coordinator shall batch all other 10/80 reports by type and send them, with a transmittal sheet, to Quality Control at 60 Hudson Street on the first Monday of each month.

- H. Quality Control will conduct periodic spotchecks of the Local Law 10/80 master file to insure that the report information has been recorded. Quality Control may discard any fully processed reports after a spotcheck has been conducted. The borough coordinators must keep their copy of the report for their files.

III. Precautionary Reports:

- A. Each borough shall designate one or more plan examiners who will be responsible for examining, on a monthly basis, 10% of all LL 10/80 "precautionary reports."
- B. The examiner will review the previous month's log and examine every 10th precautionary entry.
- C. The examiner shall determine that the report complies with the requirements of the revised LL 10/80 Rules and Regulations. The revised Rules and Regulations are attached. If the examiner determines that the report does not comply with LL 10/80 requirements, he shall alert the borough coordinator who will contact the Local Law 10/80 Coordinator of the Local Law Enforcement Unit at 60 Hudson Street. The Enforcement Unit will notify the applicant that the report filed is unacceptable and must be re-submitted as "unsafe."
- D. The plan examiner shall initial the borough coordinator's log to indicate acceptance of all precautionary reports. If the examiner finds the report to be unacceptable he will make note in the borough coordinator's log and the borough coordinator will contact the Local Law 10/80 Unit so that they may notify all concerned parties.

IV. Unsafe Filings, Violations and Summonses:

- A. The borough coordinator will send the unsafe filings to Quality Control for processing. Quality Control will make a copy of the reports and send them to the Local Law 10/80 Coordinator at the Local Law Enforcement Unit. Quality Control will also forward the information to MIS who will issue the violations.
- B. MIS will issue violations for unsafe conditions and for failure to file a report.
- C. Unsafe violations may result in summonses that will be initiated and monitored by LL 10/80 Enforcement Unit.
- D. Violation notices will be distributed as follows: One copy to the owner/premises, one to the LL 10/80 Coordinator at 60 Hudson Street and one to the appropriate borough coordinator. All court cases and dispositions shall be monitored at the LL 10/80 Enforcement Unit.

V. Amended Filings:

- A. When applicants file amended reports to change the status of a building from unsafe to safe or precautionary, he or she must file at the borough office. The borough office must forward a copy of the report directly to the LL 10/80 Coordinator at 60 Hudson Street. The borough office does not forward a copy to Quality Control.
- B. LL 10/80 Enforcement Unit will forward the folder to Pat Iacobazzo (Asst. to Deputy Commissioner for Technical Affairs) who will review the report to determine compliance. If the report complies, Pat Iacobazzo will notify LL 10/80 to distribute notice of dismissal.
- C. LL 10/80 Enforcement Unit will send notices of dismissal to the owner and architect or engineer.
- D. LL 10/80 Enforcement Unit will immediately send a copy of the amended report to Quality Control and notify them of the dismissal. Quality Control will forward this information to MIS who will remove the violation from the system.



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MEMORANDUM

TO: Distribution

FROM: Stewart O'Brien

DATE: January 3, 1991 *1/3/91 SDU*

SUBJECT: PPN #1/91 - Revisions to LL 10/80 Cycle 3 Processing Procedures

Please review the enclosed PPN and immediately begin following the new procedures. In brief, the following changes were made:

Page 2, Section II - Report Processing:

- D. Borough coordinators must check for alternative address or a/k/a information. If any coordinator does not have a print-out sorted in block and lot order, please contact Ilyse Fink at (212) 312-8115.
- F. Borough Coordinators will forward all reports to Quality Control, except for amended reports which change the status of a previous unsafe filing to a precautionary or safe status. These must be sent directly to the Local Law 10/80 Enforcement Unit.

Page 3, Section II continued:

- H. To avoid duplication, Quality Control will no longer send fully processed reports back to the borough office. The borough office already has a copy for its files.

Page 3, Section IV - Unsafe Filings, Violations and Summonses:

- A. Borough Coordinators will send copies of unsafe reports to Quality Control. Quality Control will make a copy of each report, and forward them to the Local Law 10/80 Enforcement Unit.

Page 4, Section V - Amended Filings:

- A. As mentioned on page 2, Section II F, Borough Coordinators are to send amended reports for previously unsafe filings to the Local Law 10/80 Enforcement Unit.
- D. The Local Law 10/80 Enforcement Unit will send the copies of the amended reports to Quality Control for further processing.

Enclosure

Distribution:

See PPN Distribution List

cc: Borough Coordinators
LL 10/80 Coordinator, Enforcement Unit