



DEPARTMENT OF BUILDINGS  
EXECUTIVE OFFICES  
60 HUDSON STREET, NEW YORK, N. Y. 10013  
CHARLES M. SMITH, Jr., R.A., Commissioner


PETER FRANCONERI, P.E.  
Assistant Commissioner/Operat

Issuance # 194

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OPERATIONS  
POLICY AND PROCEDURE NOTICE # 16/89

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To: Distribution  
From: Peter Franconeri   
Date: September 7, 1989  
Subject: Elimination of On-Site Inspection Report Form  
for Construction Inspectors Only

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Purpose:

To reduce the amount of paperwork completed by the Construction Division by eliminating the use of the On-Site Inspection Report Form.

Specifics:

Effective immediately, all construction inspectors cease use of the On-Site Inspection Report Form. As appropriate, inspectors complete the PIR card or XYZ Form.

At the time of inspection, if a building owner or site manager wishes to read an inspector's notation on the PIR card or XYZ Form, he or she may do so, but must initial the section that he or she has reviewed.

Plumbing Inspectors will continue using the On-Site Inspection Report forms until further notice.

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