### SUPERSEDED BY **BUILDINGS BULLETIN 2015-032**



### DEPARTMENT OF BUILDINGS

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

RUDOLPH J. RINALDI, Commissioner

BARRY G. COX Assistant Commissioner **Borough Operations** (212) 312-8004

Issuance # 395

OPERATIONS

POLICY AND PROCEDURE NOTICE # 5/93

To:

Distribution

From:

Barry

Date:

16 March 1993

Subject:

Violation Lesuance

## Purpose:

To assure all ECB violations written in the field are accounted for in the office.

Effective: Immediately

# Specifics:

At the end of each work day, each inspector must turn in all violations written and have a supervisor verify that the entries made on the violation control sheet (attached) correspond to the appropriate violation as written. Any supervisor must initial and date the control sheet next to each violation listed on the control sheet.

The intent of this is to make certain an accurate accounting record is maintained of all ECB violations written or voided. supervisor initialling the verification is not responsible for the "correctness" of the violation itself, only that the violation was handed in.

JMc:mh

# ESCINDED

DATE ISSU	JED:	SUPERSEDED BUILDINGS BULLETII	L20ଡ଼ି <del>୫ jg2</del> RETURNED:		
BORO:	DIVISION	N: ISSUED TO: _	ISSUED BY:		
	Violation #	Person Served/Mailed to	Location of Violation	Vio. Law #	Categ
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UPON COMPLETION RETURN TO: EXECUTIVE OFFICES, 60 HUDSON STREET

INSPECTOR: \_