

THE CITY OF PHILADELPHIA  
HOUSING AND DEVELOPMENT ADMINISTRATION  
DEPARTMENT OF BUILDINGS

*Kupper*

DEPARTMENTAL MEMORANDUM

DATE: September 18, 1970

TO: Borough Superintendents

FROM: Thomas V. Burke, P.E., Director of Operations

SUBJECT: Transmittal of Demolition Docket Sheets to Boiler Division

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The boiler division is presently reviewing its pending violations files so as to reduce the current backlog. In many instances, the violations should be dismissed since the buildings have been demolished. In order to assist the boiler division in its review program, the following procedure shall be followed:

1. The Chief Inspector of the boiler division will contact the Borough Superintendent and request that the demolition docket sheets (original copy) for specified years be forwarded to his office.
2. The Borough Superintendent will arrange to have the docket sheets delivered to the boiler division the next work day following the date of request. The docket sheets will be delivered by the messenger to the office of the Chief Inspector - boiler division where a receipt will be issued to be returned to the Borough Superintendent.
3. After review by the boiler division, the Borough Superintendent will be notified to have his messenger pick up the docket sheets for return to the borough office.
4. The boiler division will retain the docket sheets for a minimum amount of time. If the boiler division is unable to return the docket sheets to the borough by the fourth working day after receiving them, the Borough Superintendent will be notified of the delay and the reasons for such delay. A memorandum explaining the reasons for the delay will be immediately forwarded to the Director of Operations.

*Thomas V. Burke*  
Thomas V. Burke, P.E.  
Director of Operations

TVB/JTW/sl

cc: Exec. Staff  
Ch. Insp.-Boiler Division P. Dillon