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

DEPARTMENTAL MEMORANDUM

DATE: October 2, 1970

TO: Patrick Dillon, Chief, Boiler Division.
FROM: Thomas V. Burke, Director of Operations
SUBJECT: Requests for Boiler Inspection

Because of the limited manpower of the Boiler Division, requests for inspections of boilers received from city agencies, with the exception of the Department of Rent and Housing Maintenance, shall be forwarded to this office for determination of action to be taken.

Inspections shall be made as quickly as possible when requested by the Department of Rent and Housing Maintenance. That department, upon receipt of a complaint of lack of heat or a defective boiler, will have inspection made by a housing inspector, who will determine whether the difficulty is caused by lack of fuel, a shut-off of electricity, or other reasons than a defective boiler. Only when a boiler is believed to be defective, will a referral for inspection be made to this department. In addition, the Department of Rent and Housing Maintenance will refer to this department inspections to determine whether work done under emergency repair contracts has been completed.

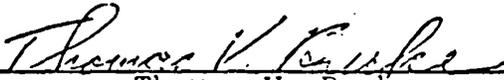
The Boiler Division will send a weekly report to this office and to the office of Acting Deputy Commissioner Padavan on the following items:

- A. Referrals from Department of Rent and Housing Maintenance, excluding those for Emergency Repair Contracts.
1. On hand at beginning of week.
 2. Received from Department of Rent and Housing Maintenance during week.
 3. Inspections made during week.
 4. On hand at end of week, and date of oldest referral.
 5. Total number of referrals received to date.
- B. Referrals for Emergency Repair Contracts
1. On hand at beginning of week.
 2. Received during week.
 3. Inspections made during week.

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4. Referrals on hand at end of week, and date of oldest referral.
 5. Total number of referrals received to date.
- C. Inspection requests for Boiler Inspection from other than Department of Rent and Housing Maintenance.
1. On hand at beginning of week.
 2. Received during week.
 3. Inspected during week.
 4. Total number of requests received to date.


Thomas V. Burke
Director of Operations

TVB/df

CC: Acting Comm. Ferro
Acting Dep. Comm. Padavan
Messrs. Walshy Kupfer, Linker