

C O P Y

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

Capital Budget Project
Public Works, Dept. of

DEPARTMENTAL MEMORANDUM

DATE: September 16, 1969

TO: Borough Superintendents

FROM: Thomas V. Burke, Director of Operations

SUBJECT: Applications filed by Department of Public Works

It was recently discovered that a capital budget project of the Department of Public Works, which is a priority job, was left in the files of an examiner without examination for several months, although complete structural and architectural plans had been filed.

In order to avoid recurrence of such neglect, you are to have the files of each examiner reviewed by the examiner in the presence and under the direct observation of the Chief Engineer or under direct observation of a Supervising Examiner.

Such action as may be necessary to hasten approval shall be taken immediately on such applications. Where examination is required, it should be made without delay. Where further information is required, the architect or engineer shall be so informed.

(Signed)

Thomas V. Burke
Director of Operations