

The City of New York
HOUSING AND DEVELOPMENT ADMINISTRATION
Department of Buildings

Modification Date: August 25, 1972

Modification #1 to Directive No. 40 of 1970

To: Borough Superintendents

From: Philip E. Olin, P.E., Acting Director of Operations

Subject: MODIFICATION TO PROCEDURE FOR DAILY USE OF "INSPECTOR'S
ROUTE SHEET" - FORM 59A.

Directive No. 40 of 1970, dated September 28, 1970, regarding Procedure for Daily Use of "Inspector's Route Sheet" - Form 59A, is modified only as to the number of copies required.

Directive 40 requires the form to be filled out in duplicate, using a carbon to make the second sheet.

It is now required that form 59A be filled out in triplicate, using carbons to make the second and third sheets. The third copy shall be given to the field supervisor before leaving the office each day.

All construction and plumbing inspectors, including field supervisory inspectors, shall, commencing on the effective date of this memorandum, submit the original and one carbon copy of their completed route sheets. The completed route sheets shall be processed as indicated on page 3 of Directive 40 of 1970.

The Asst. Chief Insp. shall check route sheets of inspectors and supervisors and, on the last working day of each week, he shall forward the entire week's route sheets directly to:

Maurice Sieradzki, Inspector General, 2 Lafayette St., Room 800

A copy of the transmittal letter shall be forwarded to the Director of Operations.

Except for the third copy of the route sheet, there is no change in the procedures outlined in Directive 40 of 1970.

Effective date of this modification: Tuesday, September 5, 1972.

Commencement date for transmittal of the route sheets to Inspector General Sieradzki shall be Friday, September 8, 1972.

PEO/df

CC: Executive Staff
All Construction Inspectors
All Plumbing Inspectors
Inspector General Sieradzki

P. E. Olin P.E.
Philip E. Olin, P.E.
Acting Director of Operations

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