

THE CITY OF NEW YORK
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: December 8, 1977

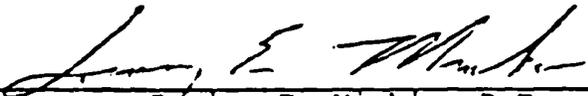
TO: Borough Chief Construction Inspectors
FROM: Director of Operations, Irving E. Minkin, P.E.
SUBJECT: ILLUMINATED SIGN SURVEY REPORTING FORMS

Enclosed is a supply of the new Sign Survey reporting forms. The form has been designed for your convenience in accumulating the data on a daily basis and generally represents the information currently being furnished this office. Please note that we have expanded the form to include the number of applications filed, the number of applications approved, the annual billing value of the approved signs and the dollar value of the filing fees.

The Borough Office Manager is requested to make appropriate arrangements for the collection of these items on a weekly basis and including these items on the report. (Please note that the Wall Street Office only requires the weekly totals and, as indicated above, the report was structured on a daily basis for your convenience in accumulating the data.)

In order for us to establish a base point for our controls, you are requested to fill out one form summarizing all the activity from the date you began the sign survey project to the end of the current week. From this point on the weekly report will suffice.

The weekly reports should be sent to Ms. Dania Bonar at 120 Wall Street who will maintain the department's controls.


Irving E. Minkin, P.E.
Director of Operations

IEM:VS:rmr

cc: Deputy Commissioner, A.J. Jenkins
Chief Project Services Spec., A. Lubin
Borough Superintendents
Borough Office Managers
Ms. Dania Bonar

13882/389

ILLUMINATED SIGN SURVEY

WEEKLY WORKSHEET AND REPORT
WEEK FROM _____ THRU _____

BOROUGH _____

	TOTAL FIELD HOURS	NUMBER OF LEGAL SIGNS	NUMBER OF VIOLATIONS	NUMBER OF VIOLATIONS DISMISSED	NUMBER OF APPLICATIONS FILED	NUMBER OF APPLICATIONS APPROVED	DOLLAR VALUE OF APPROVED SIGNS	DOLLAR VALUE OF ONE TIME FILING FEES
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
TOTAL								

DATE _____

PREPARED BY _____

1390

DEPARTMENT OF BUILDINGS
 ILLUMINATED SIGN SURVEY
 CONTROL LEDGER & REPORT

Borough _____

START DATE	TOTAL FIELD HOURS	NUMBER OF LEGAL SIGNS	NUMBER OF VIOLATIONS	NUMBER OF VIOLATIONS DISMISSED	NUMBER OF APPLICATIONS FILED	NUMBER OF APPLICATIONS APPROVED	DOLLAR VALUE OF APPROVED SIGNS	DOLLAR VALUE OF ONE TYPE FIELD FEES
WEEK ENDING								
CUMULATIVE								
WEEK ENDING								
CUMULATIVE								
WEEK ENDING								
CUMULATIVE								
WEEK ENDING								
CUMULATIVE								
WEEK ENDING								
CUMULATIVE								
WEEK ENDING								
CUMULATIVE								
WEEK ENDING								
CUMULATIVE								