

**THE CITY OF NEW YORK
DEPARTMENT OF BUILDINGS**

DEPARTMENTAL MEMORANDUM

DATE: October 31, 1977

TO: Borough Superintendents
FROM: Director of Operations, Irving E. Minkin, P.E.
SUBJECT: REVISED CONSTRUCTION AND PLUMBING INSPECTORS SCHEDULE

Commencing on November 14, 1977, the work schedules for Construction and Plumbing Inspectors shall be revised as follows:

CONSTRUCTION INSPECTORS

<u>DAY</u>	<u>OFFICE</u>	<u>FIELD</u>
MONDAY		8:30 AM to 4:00 PM
TUESDAY	(Approx.) 1:00 PM to 4:00 PM	8:30 AM to Approx. 1:00 PM
WEDNESDAY		8:30 AM to 4:00 PM
THURSDAY		8:30 AM to 4:00 PM
FRIDAY	8:30 AM to (Approx.) 12:00 Noon	12:00 Noon to 4:00 PM

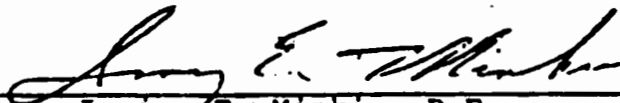
PLUMBING INSPECTORS

<u>DAY</u>	<u>OFFICE</u>	<u>FIELD</u>
MONDAY	8:30 AM to 10:30 AM	10:30 AM to 4:00 PM
TUESDAY		8:30 AM to 4:00 PM
WEDNESDAY	8:30 AM to 10:30 AM	10:30 AM to 4:00 PM
THURSDAY		8:30 AM to 4:00 PM
FRIDAY	8:30 AM to (Approx.) 12:00 Noon	12:00 Noon to 4:00 PM

The approximations noted in the schedule shall be prudently adhered to so that productivity levels may not be adversely affected. Example: Tuesday office schedule should not commence earlier than 1:00 PM nor later than 3:30 PM for Construction. Friday office schedule shall not extend beyond 12:00 Noon except in unusual circumstances and need not be considered mandatory where individual office details and training are completed prior to 12:00 Noon.

It is noted that the daily write-up time of 1/2 hour continues to be in effect and no change in the prescribed training schedule is intended by this memorandum.

Memorandums of October 21, 1976 and May 17, 1977 are hereby modified as set forth herein, and in all other respects shall be enforced until further notice.


Irving E. Minkin, P.E.

Director of Operations

EM:BGB:rnr
cc:

Executive Staff
All Construction & Plumbing Chief Inspectors
Mr. Ken Fallon, I.G.'s office
Mr. The

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