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ISSUANCE # 514

OPERATIONS
POLICY AND PROCEDURE NOTICE # 12/96

TO: Distribution
FROM: Barry G. Cox
DATE: December 3, 1996
SUBJECT: Local Law 10/80 - Cycle 4

Purpose: To revise the uniform Citywide procedure for processing Local Law 10/80 Cycle 4 Facade Inspection Report Filings.

Supersedes: Operations PPN # 1/91 issued by Stewart O'Brien.

1. Statement:

- A. The Fourth Cycle - Facade Inspection Report began February 21, 1995 and will extend until February 21, 1997.
- B. All reports are filed at the Construction Division of the Borough office with the borough's designated local law 10/80 coordinator. Listed below are the names of the coordinators and their phone numbers.

MANHATTAN	(212) 312-8863	Isabelle Barrow
BRONX	(718) 579-6908	Karen Nelson
BROOKLYN	(718) 802-3675	Nilsa Rivera
QUEENS	(718) 520-3421	Joe Dellutri
STATEN ISLAND	(718) 816-2207	Parish Oza

A single initial filing report can be used to file for more than one cycle at a time (e.g., a cycle 3 initial filing and cycle 4 initial filing on a single TR-6). If the filer wishes to file an amendment for the cycle 3 at the same time he or she files for cycle 4, a separate filing must be submitted (one set for cycle 4 and another for the cycle 3 amendment).

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2. Report Processing:

- A. Both the TR-6 form and the facade report are filed at the borough office in triplicate.
- B. The person filing the report reviews a current copy of the local law 10/80 printout. The filer then locates the filing address with block/lot. Each address on the printout has a control number. The filer writes the address's corresponding control number (under the Internal Use box), on each copy of the TR-6 before submitting the filing.
- C.
 - i. The borough clerk (1) verifies that the control number on the TR-6 is listed on the local law 10/80 printout, and (2) verifies that the address (house no. and street name) and block/lot on the TR-6 matches exactly the address and block/lot on the printout for that corresponding control number. If the address is the same but the block/lot is not (or vice versa), then this is not an exact match. Whenever a match is found, the boro clerk writes the previous cycle's filing date (listed on the printout) onto the "Filing Status" (block 1) of the TR-6.
 - ii. If an alternative address on the local law 10/80 printout is found, the filer produces a BIS/Index printout for confirmation. The borough clerk verifies that the alternate address on the local law 10/80 printout and the TR-6 address belong to the same property listed on Index. Using the local law 10/80 printout the filer writes the address and control number listed on the local law 10/80 printout on each copy of the TR-6 before submitting the filing.
 - iii. If a match is not found, the filer must submit a copy of a prior cycle's filing (cycle 3, cycle 2, or cycle 1). If there is no prior filing, then the filer must attach a copy of the C/O to the TR-6.
- D. The borough clerk identifies the cycle for the report being filed and writes it in the "internal use" box at the top right corner of each TR-6.
- E. The borough clerk verifies that both the TR-6 form and report are signed, sealed and dated by the licensed engineer or registered architect, that microfilm is submitted and that pre-printed data has not been altered.
- F. Accepted filings are stamped on each copy of the TR-6 with a date received stamp. The receiving borough clerk enters the filing address in a Local Law 10/80 logbook: (The logbook lists each filing by address, block/lot and filing status, i.e., safe, unsafe, precautionary, ongoing maintenance).

- G. After each copy of the TR-6 has been stamped received, one copy of the TR-6 form and report is returned to the filer, one copy is kept in the borough office, and the third copy is forwarded to MIS for data entry.
EXCEPTION: Amended reports filed to change the status of a previously filed unsafe are not forwarded to MIS. The third copy is instead forwarded directly to the local law 10/80 coordinator at the Local Law Enforcement Unit on the day of receipt. This means the local law 10/80 printout must be checked to identify open unsafe violations for all amended filings. Any other type of amended filing or, any amended filing without an open unsafe violation on the local law 10/80 printout, goes directly to MIS for data entry.
- H. All local law 10/80 filings classified as unsafe are sent to MIS with a transmittal sheet on the day of receipt. All other reports (except amended unsafes - see §2 (G)) are forwarded with a transmittal sheet to MIS on the first Monday of each week. Requests to correct addresses, block/lots, and other changes, are submitted to MIS using form J-2.
- I. All reports for MIS are grouped and batched by status: Safe/Conformed, Unsafe, Precautionary, Ongoing Maintenance, Amendment, and J-2 Changes. A transmittal is attached to each batch before forwarding to MIS.
- J. The local law coordinator in each borough conducts a monthly spot check of (1) the local law 10/80 printout listed by house number to insure that all submissions to MIS have been listed, (2) and a periodic spot check of the second local law 10/80 printout listed by block/lot to identify and eliminate duplicate properties with the same block/lot.
- K. The local law coordinator should notify MIS immediately if additional printouts are needed.

3. PRECAUTIONARY REPORTS:

- A. A designated plan examiner in each borough is responsible for examining 10% of all local law 10/80 "precautionary reports" on a monthly basis.
- B. The examiner reviews the previous month's log, retrieves and examines the filings for every tenth precautionary entry.
- C. The examiner determines if the report complies with the requirements of the revised Local Law 10/80 rules and regulations (attached). If the examiner determines that the report does not comply with Local Law 10/80 requirements, he or she alerts the local law 10/80 borough coordinator who notifies MIS of the new filing status through a Change form. The plan examiner initials the borough coordinator's log indicating acceptance of all

precautionary reports. Unacceptable reports are documented as "unacceptable" in the log.

- D. The borough coordinator informs the Architect or Engineer who submitted the filing of all unacceptable reports.

4. AMENDED FILINGS:

- A. The filer submits amended filings to the local borough office. The receiving Borough clerk checks the local law 10/80 printout to determine if the filing address has an open unsafe violation. Copies of filings to amend the status of a previously filed unsafe are forwarded on the day of receipt directly to the local law 10/80 coordinator at the Local Law Enforcement Unit (see §2 (G) above)
- B. A report submitted in response to a "No Report Filed" (NRF) violation stops the accrual of penalties on the receipt date of the TR-6. The filing does not dismiss the NRF.