



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES  
60 HUDSON STREET, NEW YORK, NY 10013

CHARLES M. SMITH, Jr., R.A., Commissioner  
312-8100

ISSUANCE # 228

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OPERATIONS  
POLICY AND PROCEDURE NOTICE # 6/90

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To: Distribution  
From: Peter Franconeri   
Date: February 28, 1990  
Subject: Demolition Sign-Offs

Superseded: Operations Policy and Procedure Notice # 24/89,  
dated December 15, 1989.

Memorandum from Peter Franconeri, regarding  
Demolition Sign-offs, dated December 26, 1989.

Effective: Immediately

Purpose: Provides a method for indicating demolition sign-offs  
on the computer and notifies the Central Inspection  
Administration and the Bureau of Electrical Control  
that the premises is demolished.

The computer shows demolitions which were signed-off  
as "DP\*". Demolition applications on BIS are shown  
as signed-off on the "Job Overview" screen.

Specifics:

Executive Chief Inspector receives HPD sign-offs on demolitions  
performed by HPD's demolition contractor.

The Executive Chief Inspector reviews the sign-offs and sends  
them to the borough office once a month, through Quality  
Control.

The Executive Chief Inspector sends the original sign-off reports and a transmittal sheet (Form OP-10) listing the street address, demolition application number, UB number and sign-off date.

BEST Squad signs-off on demolitions performed by contractors not hired by HPD.

**BEST reviews the sign-offs and forwards them to the Borough Office once a month, through Quality Control.**

**BEST sends signed-off copies of the demolition application and a transmittal sheet (Form OP-10) listing the street address, demolition application number, UB number and sign-off date.**

Borough Office (after sign-offs are received):

- A. Enters sign-off onto computer by selecting "E5" for demolition sign-off. Then chooses the desired demolition and enters the date of sign-off in the space provided. (See attached).

The clerk initials the transmittal sheet after data entry.

- B. The Construction Division pulls copies of the demolition applications from the files for the demolitions listed on the transmittal sheet from the Executive Chief. The date of sign-off is indicated on the copy of the demolition application.

The signed-off applications and transmittal sheets from BEST and the Executive Chief Inspector are sent to the Unsafe Building Section. This section then processes the Unsafe Building sign-off, if applicable. The clerk initials the transmittal sheet (Form OP-10) after processing.

- C. The Unsafe Building Section forwards the signed-off demolition application to the Plan Desk where they are filed. The original transmittal sheet (Form OP-10) is maintained in the Construction Division, a copy is forwarded with the original sign-offs to the Plan Desk.

Management Information Systems (MIS) prepares a monthly print out of all premises where a demolition sign-off was entered by the borough office within the past month.

This report is sent through Quality Control to the Central Inspection Administration and the Bureau of Electrical Control. It contains the street address, borough, block and lot, BIN, record number, demolition application number and sign-off date.

Record Updates

Before deleting any information, verification that no other buildings exist at this address should be made by the borough office, BEC and CIA.

Bureau of Electrical Control for each address on the MIS report:

Reviews the EICS system and dispositions all outstanding applications, complaints, referrals and violations so that inspections are not scheduled unnecessarily.

Central Inspection Administration for each address on the MIS report:

- A. The Elevator system is checked; all existing elevators are listed as status "R-removed" and the demolition application number and sign-off date are indicated. This automatically updates the Local Law 10/81 compliance system.
- B. The Boiler system is checked; all existing boilers are listed as status "VOID" and the demolition application number and sign-off date are indicated.
- C. The PA master is checked; MIS is notified of the "Delete" by forwarding a completed "blank gold card" through Quality Control.

Violation Dismissal

All outstanding violations should be dismissed except for ECB violatons, which can only be dismissed through the ECB process pursuant to Section 26-126.1 of the Administrative Code, and Local Law violations that involve payment of civil penalties. (i.e. LL 10/80, LL 10/81, LL 16/84, etc.)

PF:HG:mh