



DEPARTMENT OF BUILDINGS  
EXECUTIVE OFFICES  
60 HUDSON STREET, NEW YORK, N. Y. 10013  
CHARLES M. SMITH, Jr., R.A. Commissioner

PETER FRANCONERI, P.E.  
Assistant Commissioner/Operati

Issuance # 186

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OPERATIONS  
POLICY AND PROCEDURE NOTICE # 9/89

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To: Distribution  
From: Peter Franconeri   
Date: August 16, 1989  
Subject: Service of Site Safety Violations

Purpose:

To formalize the Departmental procedures for issuing site safety violations to the appropriate party.

Specifics:

If an inspector witnesses a violation being committed by an employee of a subcontractor, the inspector should write the violation to the subcontractor, and serve it (NOV) to the subcontractor or his or her employee. If the subcontractor and/or his employee does not accept the violation, a partial stop work order is to be issued for his portion of the job. In all other cases, the inspector should write the violation to the general contractor and serve it on an employee of the general contractor or the site safety manager.

PF:HG:mh