THE CITY OF NEW YORK
HOUSING AND DEVELOPMENT ADMINISTRATION
DEPARTMENT OF BUILDINGS

DIRECTIVE NO. 11 OF 1971 (CORRECTED)

DEPARTMENTAL MEMORANDUM

TO:        Borough Superintendents

FROM:      Thomas V. Burke, Director of Operations

SUBJECT:   Elevator Inspections and Elevator Inspection Fees —
            Sections C26-33.0 and C26-1802.2 of the Administrative Code

Section C26-1802.2 of the Administrative Code requires every new and
existing elevator to be inspected and tested at least once every three
months, except as otherwise prescribed therein for car safety, counter-
weight safety, oil buffers, hydraulic elevator pressure tanks and
piston rods of roped hydraulic elevators. The owners of such elevators
are required to pay an inspection fee to the department for each eleva-
tor so inspected, pursuant to C26-33.0 of the Administrative Code.

Section C26-1802.4 authorizes insurance companies, elevator mainten-
ance companies, elevator manufacturers and certain other persons or
agencies to make two of the four inspections required each year, and
stipulates therein the requirements for submission of inspection reports.

A review of the elevator inspection reports indicates that a great
number of inspections are made of elevators for various reasons (com-
plaints, accidents, and the like) where no fees were charged or paid.
Accordingly, hereafter, whenever an inspection is to be made of an
elevator for any reason, the Chief Elevator Inspector shall ascertain
the time interval since the last inspection for which fees were charged.
If more than three months have elapsed, then fee cards (3 Form C26-En)
are to be prepared by the elevator inspector, who shall fill out the ap-
propriate items after inspecting the elevator for the particular basis
for the inspection, plus such other items required to be tested, and
forward the fee cards to the License and Permit Division.

This directive shall take effect immediately.

The sixth and seventh lines of the third paragraph have been corrected.
All other items remain unchanged.

Thomas V. Burke, P.E.
Director of Operations

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cc: Exec. Staff
    License & Permit Section