

THE CITY OF NEW YORK
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: January 28, 1982

TO: Borough Superintendents, Borough Office Managers, Chief Inspector
FROM: Joseph Lazar, Director of Fiscal Affairs
SUBJECT: CD Monitoring

Effective February 1, 1982 every inspection unit in this department will be responsible for tracking and monitoring route sheets for CD and UB related inspections. The enclosed Forms CD-1 and CD-2 are for your use. CD-1 is to be completed by the inspection division while the CD-2 form is to be completed by the Borough Office Manager and submitted along with the monthly set of statistics to Marvin Luttenberg.

If an inspector notes on his route sheet that he took 3 actions at a given address which happens to be in a CD area it should be noted as follows:

-3 actions - 1 UB inspection 1 complaint inspection and 1 violation reinspection.
- in the UB column list 1 in the CD column list 2-

If you have any further questions regarding this new updating formula please call my office 248-8814.

cc: Commissioner Fruchtmann
Deputy Commissioner Minkin
Deputy Commissioner Parascandola
Assistant Commissioner Dennis
Assistant Commissioner Grill
Marvin Luttenberg, Associate Staff Analyst

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