THE CITY OF NEW YORK
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

TO: Borough Superintendents
FROM: Philip E. Olin, P.E., Director of Operations
SUBJECT: DOCKET SHEETS

DATE: Dec. 1, 1978

Attached herewith is a copy of a memorandum entitled "Distribution of Borough Office Docket Sheets" which was revised December 1, 1978 (Revision No.1) to add Item 15 to Chart No. 1.

Please arrange to have copies of the appropriate borough office docket sheets sent to the new added agency immediately.

P.E. Olin PE
Philip E. Olin, P.E.
Director of Operations

PEO:WCK:ah
Attachments

Distribution:

Commissioner Fruchtmann
Deputy Commissioner Minkin
Deputy Commissioner Parascandola
Asst. Director of Operations Kupfer
Borough Office Managers
NESHAPS Coordinator Marcus Kantz.

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<td>2. Water Resources, Department of Environmental Protection (Borough Office)</td>
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<td>3. Air Resources, Dept. of Environmental Protection</td>
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<td>4. Bureau for Food Affairs, Department of Health</td>
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<td>5. Division of Fire Prevention, Fire Department, Municipal Building, Brooklyn, N.Y., 11201</td>
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<td>6. Public Works, Dept. of General Services, Municipal Building, New York, N.Y., 10007</td>
<td>Room 2100</td>
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<td>7. NESHAPS Coordinator (2-AF) U.S. Environmental Protection Agency</td>
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Sheet 2 of 2
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<tr>
<th>No.</th>
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<td>1.</td>
<td>Retained for use at Borough Office.</td>
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| 2.  | Division of Licenses, Department of Consumer Affairs  
    80 Lafayette Street, New York, N.Y., 10013 |
| 3.  | Division of Real Property Assessment  
    Department of Finance (Borough Office) |
| 4.  | Code Enforcement of the Office of Rent & Housing Maintenance,  
    Department of Housing Preservation & Development,  
    (Borough Office) |
| 5.  | Borough Maintenance Engineer; Division of Highways,  
    Department of Transportation (Borough Office)  
    Except S. I., to 40 Worth St., New York, N.Y., 10013 |
| 6.  | New York City Transit Authority  
    370 Jay Street, Brooklyn, N.Y., 11201  
    Attn: Mr. George Ziegler, Div. Engineer, 10th Floor  
    * Staten Island Transit N.R. Docket Sheet only. |
| 7.  | City Planning Commission, 2 Lafayette Street,  
    New York, N.Y., 10007  
    Attn: Ms. Chandra Hauptman, Room 2214 |
| 8.  | Bureau of Pest Control; Department of Health  
    125 Worth Street, New York, N.Y., 10013  
    Attn: Mr. Randy Dupree - Room 320 |

Sheet 1 of 2 (Cont'd.)
### ADDITIONAL DISTRIBUTION OF BOROUGH OFFICE DOCKET SHEETS

**CHART No. 2 - Nov. 1, 1978**

**BOROUGH** | **AGENCY / DOCKET SHEET**
---|---
**BRONX**
1. Superintendent of Delivery & Collections, General Post Office, Bronx, N.Y., 10451

**BROOKLYN**

**MANHATTAN**
1. Office of Borough President (Borough Office)
   - Mr. Arnold Bronstoph, Office of Inspector General,
   - Dept. of Housing Preservation & Development,
   - 2 Lafayette St., New York, N.Y., 10007
2. Office of Midtown Planning & Development & Elaine Ballushell
   - 220 West 42nd Street, (23rd Floor) New York, N.Y., 10036
3. Department of Traffic 28-11 Bridge Plaza,
   - Long Island City, N.Y., 11101 Attn: Marvin Gottesman
4. Midtown Enforcement Project; 326 West 42nd St.
   - New York, N.Y., 10036 Attn: Mr. Carl B. Weisbrod, Director

**QUEENS**
1. Board of Elections, 77-40 Vleigh Place, Flushing, N.Y.
2. Mr. Joe Evans, 9 Assemblywoman Gerdli Lipcresetz,
   - 257 Beach 116th St., Rockaway Beach, N.Y., 11694

**STATEN ISLAND**
1. Office of Borough President (Borough Office)
2. Department of Parks, 1150 Clove Road,
   - Staten Island, N.Y., 10301
3. Staten Island Advance, 950 Fingerboard Road
   - Staten Island, N.Y.
4. Director, Borough Office, City Planning Commission
   - 56 Bay Street, Staten Island, N.Y., 10301