

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

File

DEPARTMENTAL MEMORANDUM

DATE: Sept. 26, 1973

TO: Construction Inspectors Assigned to EMERGENCY DESK

FROM: Executive Chief Inspector, Jack Linker

SUBJECT: EMERGENCY DESK TELEPHONE

When inspectors assigned to emergency duty are in the field, the desk telephone 566-2397 goes unanswered.

Unanswered calls from the Fire and Police Departments are relayed to the Department of Rent and Housing Maintenance Emergency Desk Phone 678-2001 where all calls are logged. All emergency inspectors when in the field shall call 678-2001 on a half hourly basis to receive any messages.

When the message is a report of a condition requiring immediate inspection, such inspection shall be carried out as expeditiously as possible. When the message is from supervisory or executive personnel of this department, the persons leaving the message and request for information shall be called back as soon as possible.

When emergency inspectors leave the office in response to an emergency requiring inspection, they shall first call the Rent and Housing Maintenance Desk at 678-2001 and advise them of the location of the emergency to which they are reporting.

Request for reimbursement for money expended for telephone calls shall be made on Personal Expense Form #A24.


Jack Linker
Executive Chief Inspector

JL:rmr

Cc: Executive Staff

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