

THE CITY OF NEW YORK
HOUSING AND DEVELOPMENT ADMINISTRATION
DEPARTMENT OF BUILDINGS
DIRECTIVE NO. 13 OF 1974

DEPARTMENTAL MEMORANDUM

DATE: August 7, 1974

TO: Borough Superintendents

FROM: Thomas V. Burke, Director of Operations

SUBJECT: APPLICATIONS FILED FOR COMPLIANCE WITH LOCAL
LAW 5 OF 1973 - FIRE SAFETY LAW

Directive No. 11 of 1974, relating to Local Law 5 of 1973, entitled "Compliance Procedures," is hereby modified as follows:

The last sentence of the third paragraph of such memorandum reads "All subsequent work for compliance with the local law is to be filed as an amendment to the same alteration." The "same alteration" is the one that would contain a statement of the work to be done to provide compliance with Local Law 5 of 1973, and which would contain also, a schedule of time when work would start and when it would be completed.

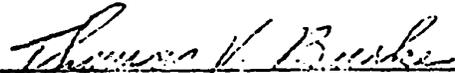
The sentence is modified to provide that work which is to be performed in other than tenant spaces, such as stair pressurization, elevator controls, interior fire alarm systems, communication systems and fire command stations, are to be filed as part of the alteration application. Work in tenant spaces may be filed on separate applications or may be filed as amendments to the alteration application.

When filed as separate applications, whether or not combined with work not related to fire safety, the specification sheet of the application is to be stamped with the letters P.S. to indicate that the application relates to fire safety. The face of the application folder and all copies of the specification sheet are to be stamped likewise.

When work on such applications is reported as completed, the Construction Inspector is to fill out a

report stating the nature of the fire safety work briefly, such as "compartmentation," and is to designate the floors on which such work was performed and is to show the extent of the work, such as "9th floor compartmentation, 3,500 square feet." This report is to be placed in the alteration application by the clerical staff, so that a summary of all completed fire safety work will be contained in the alteration application.

Under the provisions of the local law there may be some work shown on an application, such as compartmentation, which does not have to be completed for 15 years, so that many alterations may not be reported as completed for this length of time. It is therefore necessary that such applications be filed in separate cabinets where they may remain with the least disturbance until work is completed. Upon completion, they are to be transferred to the permanent block and lot records.



Thomas V. Burke
Director of Operations

TVB/df

CC: Exec. Staff

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