

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


DEPARTMENTAL MEMORANDUM

DATE: January 16, 1975

TO: Marvin Hassman, Director of IEA Division
FROM: Thomas V. Burke, P.E., Director of Operations
SUBJECT: Private Elevator Inspection Agencies Rules and Regulations; Interpretations

1. Directors and Associate Directors who have been certified as private elevator inspectors may also inspect and witness tests but only for the agency in which they are employed.
2. The private elevator inspection agency's certificate of qualification which contains the director's name shall also constitute the certificate of approval for the director.
3. The certification of the associate director shall be by the department form letter attached. It lists the agency's name, and director's name, and shall be issued in duplicate. The original shall be given to the applicant for attachment to the agency's certificate of qualification and the duplicate to the IEA Division for its file.
4. When a director is no longer connected with a private elevator inspection agency, he shall notify the IEA division in writing immediately. The Certificate of Qualification becomes void and a new certificate of qualification with the new director's name must be obtained. The IEA division shall immediately notify by telephone the borough elevator division of all cancellations of certificates of qualification, to be followed by written notification.
5. Directors and Associate Directors shall be in control of only one private elevator inspection agency.
6. Private elevator inspectors may be employed (on part time basis) by more than one private elevator inspection agency.

TVE:LR:sh
cc: Boro Supts
Staff


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

References

1. City Record 7-12-72 Rules for Certification of Qualification of Private Inspection Agencies.
2. T.V. Burke 10-30-72 Private Inspection Agencies for Elevators page 705.
3. T.V. Burke 1-10-75 Rules for Certification of Private Inspection Agencies.

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