

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

DEPARTMENTAL MEMORANDUM

DATE: October 3, 1973

TO: Borough Superintendents

FROM: Thomas V. Burke, Director of Operations

SUBJECT: FILING OF VIOLATION ORDERS BY SENIOR  
CONSTRUCTION INSPECTORS

Upon observation by a Senior Construction Inspector of a condition which is deemed to be a hazardous violation, the Senior Construction Inspector shall personally file a violation order to require that the condition be corrected.

Such violation order shall be filed as soon as possible.

Reinspection of such violations may be made by district inspectors. After filing of the violation order, the presently established procedure shall be followed.

This procedure shall be effective immediately.

  
Thomas V. Burke  
Director of Operations

TVB/df

CC: Exec. Staff