

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

DEPARTMENTAL MEMORANDUM

DATE: October 21, 1976

TO: Borough Superintendents

FROM: Director of Operations Irving E. Minkin

SUBJECT: Training (All Personnel); and Revision of Construction
Inspection Schedules.

In order to retain maximum expertise in the face of ongoing attrition, it is necessary to commence and continue periodic training for all plan examiners and inspectors. Accordingly, designate from 1 to 2 hours on one day of each week for the various divisions to be set aside for training within the borough office.

Borough personnel should be canvassed to ascertain whether lectures on all topics to be discussed can be given by them, or whether the executive office should provide some personnel from time to time. In addition, the divisions should prepare a general outline of topics to be discussed in advance, with additional lead time when out-of-borough lecturers are warranted.

Communicate directly with Executive Chief Inspector Badlato and/or Secretary to the Department Dwoskin in regard to the following:

1. Day and time of lecture each week.
2. Borough personnel doing the lecturing.
3. Subjects being covered.
4. Need for out-of-borough lecturers.

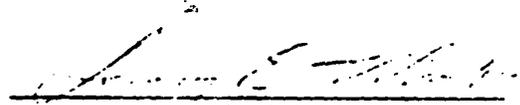
In the case of plan examiners, the weekly training session should be in the afternoon.

In the case of plumbing inspectors, some day other than Friday should be utilized, if possible.

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In the case of elevator inspectors, the Chief Elevator Inspector should review the modification to the current productivity program with Executive Chief Inspector Badlato before designating any lecture time.

In the case of construction inspectors, the weekly training session should be on Friday. In order to provide adequate time for the construction inspectors to perform necessary research and still provide sufficient time for training, effective November 5, 1970, and every Friday thereafter they shall report directly to the borough office without making stops en route, and remain in the office for the entire day, except for emergency inspections as directed by supervisory personnel.



Irving L. Minkin
Director of Operations

RAM/BR

CC: Exec. Staff
T. McLoughlin, ABL

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