



DEPARTMENT OF BUILDINGS
EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, N.Y. 10013
RUDOLPH J. RINALDI, Commissioner

STEWART D. O'BRIEN
Deputy Commissioner
Operations, Management & Administration
(212) 312-8001

MEMORANDUM

TO: Distribution

FROM: Stewart O'Brien

DATE: January 3, 1991 1/3/91 SDU

SUBJECT: PPN #1/91 - Revisions to LL 10/80 Cycle 3 Processing Procedures

Please review the enclosed PPN and immediately begin following the new procedures. In brief, the following changes were made:

Page 2, Section II - Report Processing:

- D. Borough coordinators must check for alternative address or a/k/a information. If any coordinator does not have a print-out sorted in block and lot order, please contact Ilyse Fink at (212) 312-8115.
- F. Borough Coordinators will forward all reports to Quality Control, except for amended reports which change the status of a previous unsafe filing to a precautionary or safe status. These must be sent directly to the Local Law 10/80 Enforcement Unit.

Page 3, Section II continued:

- H. To avoid duplication, Quality Control will no longer send fully processed reports back to the borough office. The borough office already has a copy for its files.

Page 3, Section IV - Unsafe Filings, Violations and Summonses:

- A. Borough Coordinators will send copies of unsafe reports to Quality Control. Quality Control will make a copy of each report, and forward them to the Local Law 10/80 Enforcement Unit.

Page 4, Section V - Amended Filings:

- A. As mentioned on page 2, Section II F, Borough Coordinators are to send amended reports for previously unsafe filings to the Local Law 10/80 Enforcement Unit.
- D. The Local Law 10/80 Enforcement Unit will send the copies of the amended reports to Quality Control for further processing.

Enclosure

Distribution:

See PPN Distribution List

**cc: Borough Coordinators
LL 10/80 Coordinator, Enforcement Unit**