

THE CITY OF NEW YORK
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: December 23, 1974

TO: Commissioner Jeremiah T. Walsh, P.E.

FROM: Director of Operations Irving E. Minkin, P.E.

SUBJECT: Relocation of Residential Tenants Subject to Building
Department Vacate Orders.

Building Department Directive No. 12/74 and Emergency Control Board Disaster Management Bulletin ECB 74-4 (copy enclosed) provide guidelines for procedures to be followed when residential tenants require relocation in the course of implementation of a Vacate Order.

Two recent incidents during implementation of vacate orders in the evening by our Night Emergency Inspectors (copies of reports attached) disclosed that the city's relocation services are inadequate to meet the needs of the persons affected as follows:

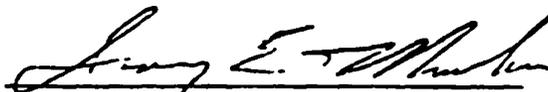
1. Although the Office of Relocation of the Department of Housing Preservation and Development has a relocation capability from 9:00 A.M. to 5:00 P.M. generally compatible with the demands caused by the number of vacate orders issued by this department, a late start in commencement of relocation results in unavailability of staff to follow through. Further, during daytime hours, residential tenants have frequently been found to be away from home, and unaware of the need to vacate or availability of relocation services until evening hours, at which time the sudden unavailability of an alternate residence poses an extreme hardship.

2. Heretofore, the Temporary Relocation Emergency Assistance Unit at 241 Church Street, Manhattan had some relocation capability when our Night Emergency Inspectors sent or brought individuals vacated to said office between 5:00 P.M. and 9:00 A.M. We have ascertained that they presently have no relocation facilities to refer persons to during those hours.

3. The Red Cross Disaster Unit will only provide temporary shelter for persons in need due to a "natural" catastrophe, such as a fire. While I have just recently inquired as to the possibility of an expansion of their services to include assistance when this department issues a vacate order for a residential building, I have doubts as to their capability to provide ongoing assistance in this area, if at all.

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Accordingly, I respectfully suggest that the Mayor's Office of Operations be requested to review this matter, so as to ascertain what steps are appropriate to improve the city's ability to respond effectively.


Irving E. Minkin, P.E.
Director of Operations

TEM/df
Enc.

CC: Exec. Chief Insp. Ingoglia

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