



DEPARTMENT OF BUILDINGS
EXECUTIVE OFFICES
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Issuance # 218

OPERATIONS
POLICY AND PROCEDURE NOTICE # 25/89

To: Distribution
From: Peter Franconeri
Date: December 29, 1989
Subject: Revised Gas Certificate (blue card)

Purpose:

To establish guidelines for the distribution of the revised gas certificate (blue card). This procedure is effective immediately.

Specifics:

The gas certificate has been redesigned as a two-part carbonless form consisting of a hard card (bottom) with a paper overlay (top). Each gas certificate has a borough prefix followed by an identifying serial number on the upper right corner.

Borough Managers

All unused, old format gas certificates are to be returned to General Services for disposal.

Blank gas certificates cannot be interchanged among the boroughs. When additional certificates are required for a particular borough, they are requested from General Services.

Each Borough Manager maintains a log of the serial numbers of the gas certificates that he or she receives from General Services. Additionally, he or she records the serial numbers of the packets that are given to the Plumbing Division.

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Plumbing Division

Plumbing Chiefs distribute the gas certificates in packets to the inspectors. Each Chief maintains a log to record this distribution. Any gas certificates given to the Housing Authority (Commissioner's Designee) are recorded.

The procedures for issuing the completed gas cards remains the same, except that the top (paper) copy is forwarded to the licensed plumber and the bottom (hard) copy is retained for the Department's files.

Housing Authority

The Housing Authority Inspector, acting as the Commissioner's Designee, is assigned an initial supply of gas certificates for each borough to be used as appropriate. The Housing Authority Inspector is still required to write or type "Housing Authority" on the top of the certificates and "Commissioner's Designee" on the bottom, and return the completed certificates to the respective borough Plumbing Division for issuance.

When the Housing Authority requires additional blank gas certificates, they should be requested from the appropriate borough Plumbing Division.

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