

GENERAL ORDER NO. 1.

To All Employees.

The undersigned announces hereby his appointment as Superintendent of the Department of Buildings of the City of New York, and assumes charge of the same this date.

(Signed) Stevenson Constable

Superintendent of Buildings.

Dept. of Buildings,  
N.Y. March 25th, 1895.

(Copy)

GENERAL ORDER NO. 2.

To the Public.

No one, except employees, shall be admitted into the front or main office of the Department, nor within the inclosures surrounding the desks in the several offices, unless specially permitted by the Superintendent of Buildings, except that permission may be given by the Deputy Superintendent of Buildings for admittance to his desk.

(signed) Stevenson Constable,

Superintendent of Buildings.

Dep't of Buildings,

N.Y., March 28th, 1895.

(Copy)

GENERAL ORDER NO. 3.

To all Employees.

One hour shall be allowed to each employee for noon-day luncheon or dinner in such manner as shall not interfere with the business of the Department, and at least one employee shall remain in charge of each division of work in the office during luncheon hours, which are hereby fixed from 12 M. to 2 P. M. No one will be allowed to leave the office for luncheon after 2 P. M. with 2 P. M. without permission of the Superintendent of Buildings.

(signed) Stevenson Constable,  
Superintendent of Buildings.

Dep't of Buildings,  
N. Y. March 28th, 1895.

(Copy )

GENERAL ORDER NO. 4.

To all Employees.

Notice is hereby given that a violation of any rule or regulation and any order, general or special, issued by the Superintendent of Buildings will be deemed sufficient cause for the immediate dismissal of the offender.

(Signed) Stevenson Constable,

Superintendent of Buildings.

Dep't of Buildings,

N. Y., March 28th, 1895.

(Copy)

SPECIAL ORDER No. I.

To Inspectors.

You are hereby notified that on and after this date, you will be required, while on duty, to wear on the left side of your outer garment and exposed to view, your badge of office.

Inspectors are expected to be on duty from 9 A. M. to 5 P. M., except Saturdays, when they shall be on duty from 9 A. M. to 12 M. and except when otherwise ordered by the Superintendent of Buildings.

A violation of this order shall constitute sufficient ground for the immediate discharge of the offender.

Dept. of Buildings,  
N.Y., April 1st, 1895.

(signed) Stevenson Constable,  
Superintendent of Buildings.

(Copy)

SPECIAL ORDER NO. 2.

To all Employees on 6th Floor.

No one, under any circumstances, except employees, will be allowed to enter the office of this Department on this floor, without the written order of the Sup't of Buildings. Any employee found in conversation with any one, other than an employee, without said order, in the offices or in the hallway on the 6th floor, will be at once dismissed from the Department.

Dep't of Buildings,

N.Y., April 1st, 1895.

(signed) Stevenson Constable,

Superintendent of Buildings.

(Copy)

SPECIAL ORDER NO. 3.

To Clerks.

No Clerk will be allowed to sign the name of the Superintendent of Buildings to any Notice issued by this Department, without his order.

(Signed) Stevenson Constable

Superintendent of Buildings.

Dept. of Buildings,

April 2nd, 1895.

(Copy)

SPECIAL ORDER NO. 4.

To Inspectors.

No Inspector will be allowed to leave his District for the purpose of obtaining his Warrant for his monthly pay. All Warrants will be paid to Inspectors at this office at 9 A.M. on the day that the same are received.

(Signed) Stevenson Constable

Superintendent of Buildings.

Dept. of Buildings,

April 3, 1895.

(Copy)

SPECIAL ORDER NO. 5.

To Inspectors

You are hereby directed forthwith to make a personal examination of each and every building in your district by the "block system"; said examination to include Fire Escapes, Violations of the Building Laws, Safety of Buildings, Strength of Floors, etc. At the completion of each block a report certifying that so much of said examination has been made, will be filed. This Order is to be considered as a re-promulgation of the one issued by the Late Sup't of Buildings on January 13th, 1894.

(Signed) Stevenson Constable  
Superintendent of Buildings.

Dept. of Buildings,  
April 4th, 1895.

(Copy)

SPECIAL NOTICE NO. 1.

To Architects, Builders, and the General Public.

Parties having official business to transact  
with the Superintendent of Buildings will please  
take notice that the hours for that purpose are  
from 10 A. M. to 1. P. M.

(Signed) Stevenson Constable

Superintendent of Buildings.

(Copy)

Department of Buildings,

New York, April 10th, 1895.

To \_\_\_\_\_

Clerk.

Dear Sir:-

You will please take notice that you will be held to a strict accountability for the work devolving upon you, and you are expected to co-operate with the Superintendent of Buildings in rendering the service that the public have the right to expect. You are therefore notified that the office hours of this Department are from 9 A. M. to 4 P.M., the usual time, in accordance with the Special Order heretofore issued by me, being allowed for luncheon; on Saturdays the hours are from 9 A.M. to 12 M.

You are expected to be at your desk promptly at the beginning of the office hours, also punctually at the expiration of the noon-day meal hour.

You must not in any manner interfere with the duties of another employee, and are hereby prohibited from visiting other desks, except in connection with official business.

All orders issued by the Superintendent of Buildings must be obeyed to the letter, and any violation thereof will result in your immediate dismissal.

Trusting I shall find no occasion of fault or any neglect of duty, I remain,

Respectfully,

(signed) Stevenson Constable,  
Superintendent of Buildings.

(Copy )

SPECIAL NOTICE.

Under no circumstances will any Application  
or Drawing for the erection or alteration of any  
building be allowed to be taken from this Office.

(signed) Stevenson Constable.

Superintendent of Buildings.

Dated, April 22, 1895.

(Copy )

SPECIAL ORDER NO. 6.

To Inspectors.

Any Inspector found in the front room on this floor, without permission from the Superintendent of Buildings, will be dismissed at once.

This Order applies to the 6th Floor.

(signed) Stevenson Constable,

Superintendent of Buildings.

Dated, April 26th, 1895.

(Copy).

GENERAL ORDER NO. 5.

Under no circumstances will any one (except the cleaners) be allowed to use the back elevator or doors, for ingress or egress to 4th, 5th & 6th floors.

Use front elevator or stairs on 4th Avenue side.

(signed) Stevenson Constable,  
Superintendent of Buildings.

Dated , April 29th, 1895.

(Copy )

GENERAL ORDER, NO. 6.

To all employees.

In case of physical or other disability preventing your prompt attendance at this office, at the time required, you must immediately notify the Superintendent of Buildings in writing, and in case you are in the Doctor's care, a Certificate to that effect, must be furnished.

(signed) Stevenson Constable,

Superintendent of Buildings.

Dated, May 1st, 1895.

(Copy.)

SPECIAL NOTICE, No. 3.

All amendments made to Plans and Specifications must be made by the Owner or Architect in person, or their duly authorized representative.

(signed) Stevenson Constable,  
Superintendent of Buildings.

Dated, May 15th, 1895.

(Copy)

SPECIAL NOTICE, No. 4.

To all Employees.

All Letters addressed to Employees relative to business connected with this Department must be referred to the Superintendent of Buildings before any action is taken thereon by the parties to whom the same are addressed.

(signed) Stevenson Constable,

Superintendent of Buildings.

May 15th, 1895.

(Copy)

SPECIAL ORDER No. 5.

To all Employees.

No applications for vacations will be entertained until after July 1st proximo.

(signed) Stevenson Constable,

Superintendent of Buildings.

June 19, 1895.

(Copy.)

SPECIAL NOTICE, No. 4.

No Architect will be allowed to receive from the Plan Clerk more than one application at a time for the purpose of conferring with the Superintendent or Deputy Superintendents relative thereto or for amending the same.

(signed) Stevenson Constable.

Superintendent of Buildings.

Dated, June 27, 1895.

(Copy)

SPECIAL ORDER NO. 7.

To all Inspectors.

Any Inspector who shall loan his official  
Badge to any person whatever will be dismissed from  
the service of this Department.

(signed) Stevenson Constable,  
Superintendent of Buildings.

Dated, New York, J uly 3d, 1895.

(Copy)

New York, July 9th, 1895.

SPECIAL NOTICE NO. 5.

To all Employees.

ALL Car Fare Bills not handed in by the 4th day  
of the month, at the latest, will not be forwarded  
to the Finance Department for payment.

(signed) Stevenson Constable,  
Superintendent of Buildings.

(Copy)

SPECIAL ORDER NO. 8.

Mr. Wm. H. Class, as Acting Chief Clerk in this Department, is hereby authorized to have access to and control over all dockets, papers, records and clerical work in this Department, and in his position must be implicitly obeyed. Any disregard or violation of his instructions or carelessness on the part of employees in carrying out his instructions will mean immediate discharge.

Dated, New York, Aug. 8, 1895.

(signed) Stevenson Constable,

Superintendent of Buildings.

(Copy)

SPECIAL ORDER NO. 9.

To Inspectors.

On and after this date all visitations to New Buildings and Alterations to Buildings, and all other matters entered in Inspectors' Journals must be entered with the "Sun Copying Pencil", thus making such entries indelible. Any entries made in any other manner will be deemed sufficient grounds for the immediate dismissal of the offender. Said pencils may be obtained on application.

(signed) Stevenson Constable,

Superintendent of Buildings.

(Copy)

NOTICE TO ALL CLERKS.

All official communications or communications in any manner relating to the official business of this Department shall be made through the Superintendent of Buildings, unless otherwise specially directed by him.

While in the service of this Department you must not make use of or apply any portion of the time you are required to devote to the performance of the duties devolved upon you, in or for the furtherance of any private interests or purposes whatever.

The public business transacted in and the records of the Department shall be treated as strictly confidential and shall not be communicated except as may be directed by the Superintendent of Buildings.

(Signed) Stevenson Constable,

Superintendent of Buildings.

Department of Buildings,

New York, April 10th, 1895.

(Copy)

DEPARTMENT OF BUILDINGS.

New York, Sept. 6th, 1895.

M \_\_\_\_\_  
\_\_\_\_\_

Sir:-

I would respectfully call your attention to the following:

Finding from careful examination that there has been a great deal of imperfect iron and careless construction used in many buildings in the City of New York, I intend that whatever laws or authority are placed in my hands shall be rigidly enforced.

No cast iron shall be delivered on any work with any paint or coating thereon of any description, but must be exactly as it comes from the foundry -- merely clean.

That cast iron columns must be drilled as required by law; that all joints, bearings and bolt holes must be even and true and of exact and proper size for the iron to be joined thereto or based thereon or for the bolt to be placed therein. All bolts must fill the entire opening or hole in which they are placed and the thread on same must extend at least two threads through the nut when drawn up home.

Also, immediately upon securing the contract for any building, or the supplying of any iron, notification of same must be forwarded to this Department, and before delivery of material on work notice requesting inspection must be sent to this office, and inspection made thereof before said material is placed in the building. After inspection, and before the placing of the iron, the necessary painting can be done.

I would call your special attention to Sections 485, 486, and 487 of Chapter 410 of the Laws of 1882, as amended by Chapter 275 of the Laws of 1892.

Yours respectfully,

*Stevenson L. Crestable*

Superintendent of Buildings. *F.A.D.*

DEPARTMENT OF BUILDINGS,

New York, Sept. 19, 1895.

GENERAL ORDER NO. 7.

To All Employees.

ONE Hour shall be allowed to each employee for noon-day luncheon or dinner in such manner as shall not interfere with the business of the Department, and at least one employee shall remain in charge of each division of work in the office during luncheon hours, which are hereby fixed between 12 M. and 2 P. M. All employees leaving the office for luncheon at 1 P. M. or after must return by 2 P. M.; no deviation from this order will be allowed except by permission of the Superintendent of Buildings.

General Order No. 3, issued Mar. 26, 1895, is hereby countermanded.

(signed) Stevenson Constable,

Superintendent of Buildings.

(Copy )

DEPARTMENT OF BUILDINGS,

New York, Sept. 20, 1895.

GENERAL ORDER NO. 8.

To All Employees.

No leave of absence from the Office will be granted to any Employee of this Department for any time or cause, without permission from the Superintendent of Buildings.

(signed) Stevenson Constable,  
Superintendent of Buildings.

(Copy)

GENERAL ORDER NO. 9.

To All Employees.

All employees of this Department not reporting for duty at 9 A. M. promptly, unless excused by the Superintendent of Buildings, will be either dismissed or fined, in the discretion of the Superintendent.

(signed) Stevenson Constable,  
Superintendent of Buildings.

(Copy)

DEPARTMENT OF BUILDINGS.

GENERAL ORDERS ISSUED TO INSPECTORS BY DEPUTY VREELAND.

I. Inspectors are required to report to the iron inspectors what iron work is to be used on any and every building in their districts, also when the same is ready for inspection, and make violation case when any iron work is being used before said inspection and approval.

II. When an application for a permit to alter a building is referred to an inspector for examination, the report (in addition to the printed form in the application) must state number of stories high, how occupied on each floor, the number of families, if used in whole or part as a dwelling, thickness of bearing and non-bearing walls in each story, and if there has been a fire in the building, where and how much of the building was destroyed.

III. When an inspector does not feel qualified to properly make a report of a violation, fire escape, or unsafe building, etc. he will receive instructions upon application to the Deputy Superintendent, and when desired will be instructed in his duty and how to perform it in the most effective manner.

IV. Should an inspector find a building or buildings being erected or altered with unlawful construction, with or without a permit, he will so report as soon as possible, that the Superintendent may take proper action to prevent the same.

DEPARTMENT OF BUILDINGS of the CITY OF NEW YORK

RULES OF THE DEPARTMENT.

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The following rules in relation to the inspection of buildings and the conducting of the business of this Department are hereby prescribed:—

1.

Deputy Superintendents.

1. The First and Second Deputy Superintendent of Buildings shall be charged with the same duties as the Superintendent of Buildings during his absence, and with the performance of such work as the Superintendent may prescribe.

2. The First Deputy Superintendent of Buildings shall be directly responsible to the Superintendent for the proper conduct and management of the Department. He is charged with the prompt execution and enforcement of all laws, rules, regulations and orders of the Superintendent, general or special, and with the keeping of an accurate record in convenient form for reference of the public business transacted therein.

3. The First Deputy Superintendent of Buildings is required to make immediate report in writing of all matters of extraordinary interest or importance requiring the attention or action of the Superintendent.

4. When the Commissioners of the Fire Department, or the chief thereof, or any commanding officer at any fire, shall report that the walls, or any portion of the walls still standing, are unsafe or liable to become unsafe, it shall be the duty of the First Deputy Superintendent of Buildings to cause said walls to be immediately examined and to issue the necessary notices and directions in regard thereto.

5. In the absence of the First Deputy Superintendent the Second Deputy shall perform the duties above described.

## II.

### INSPECTORS.

The following instructions for Inspectors must be strictly obeyed:

1. They will report to the Superintendent of Buildings, or, in his absence, to the Deputy Superintendent in charge, at the office of the Department, at nine o'clock, A.M. each day except Sundays or legal holidays, prepared to hand in the reports of the operations of the previous day in their respective districts, and upon receiving such instructions as may be given them, will immediately proceed to the performance of duty within their respective districts, or to such special duty as may be assigned them.
2. Unless by permission, no Inspector will leave his district during working hours.
3. Each Inspector is required to keep a journal, and to make a daily report, in each of which will be entered a list of the papers received and turned in, the time of leaving the office and the buildings visited each day, whether new buildings or buildings being altered, unsafe buildings or buildings requiring fire escapes or proper means of exit. The time of visit and condition of the work must be noted in the journal and daily report, which must be signed by the Inspector. The daily report will be submitted to the Chief Clerk each morning for examination. Books and blanks for the purpose will be furnished by the Department and will be the property of the Department; and must be surrendered by the Inspector when leaving the Department.
4. Inspectors will make a report each Monday morning of every violation and unsafe building in their respective districts.
5. Inspectors are required to submit on the first day of each month a report, on the forms provided for that purpose, of such new buildings and alterations to buildings as have been commenced and completed, or abandoned, during the preceding month.
6. Reports must be in writing on the form provided by the Department, and be promptly presented at 9 o'clock A.M. Except where specially instructed, inspectors will not be allowed to write their reports in the office after that hour.

7. In cases of violations, the section of the law violated must be specified and the language of the law quoted; and, as the forms are printed and easily understood, it is expected that there will be no necessity for returning them to the Inspector for correction. No reports will be received unless properly made and written in ink. Any inspector who does not feel qualified to properly make a report of a violation, fire escape or unsafe building, etc., will receive instructions upon application.

8. The inspectors will be provided with copies of the laws relating to the construction of buildings in this city; and it is expected that they will become thoroughly familiar with the provisions of the same.

9. All buildings in process of erection or alteration in the respective districts must be examined daily to see if they are being altered or erected in conformity to the laws and according to the terms and conditions of the plans and specifications for said construction or alteration, and also the terms and conditions of the plans and specifications for light and ventilation and plumbing and drainage, as submitted and approved.

10. Should the Inspector find a building or buildings being erected or altered without permit, he will so report and prefer a complaint against the persons so violating the law. Buildings in which bad materials are used will be reported, and the Inspector will state in his report how much, if any, of the wall or walls in which such materials were used, must be taken down.

11. Should the parties using bad materials fail to cause the removal of the same within twenty-four hours, they must be reported by the Inspector for prosecution.

12. When an application for a permit to put additional stories on a building, or otherwise alter a building, is referred to an Inspector for examination, he will measure the height of the building, the thickness of the walls in each story, the condition of the foundation walls, of what built, and ascertain if the materials are <sup>of</sup> a good quality

and in good condition. The examination must include the nature of the ground on which the foundation walls are laid, and the kind of sand used in the mortar, and the report must state how the building is occupied.

13. All examinations of buildings, whether of party walls or buildings which it is proposed to repair or alter, and all examinations of theatres or other public buildings, etc., are to be promptly reported.

14. Inspectors are required to make diligent search for unsafe buildings. When any unsafe building comes under the notice of, or is referred to, the inspector for investigation, he will make a full report thereon, giving the exact location of the building, name of owner and occupant, the purpose for which the building is used, and whether persons are living in it. The report will also state in what particular the building is unsafe, and what is necessary to make it safe, and if there is danger of the building falling before legal proceedings can be taken for its removal.

15. The inspectors will report all buildings which require fire escapes. When a report is made on any building requiring fire escapes, with balconies, the windows which are to open on the yard, balconies and the area, if any, together with a diagram of the building, must also be submitted. They will, within three days after the completion of a fire escape, make report thereof.

16. All cases in which the means of escape ordered are not provided within thirty days from the date of the memorandum thereof referred to the inspector must be returned by him for prosecution.

17. Inspectors will give notice that all iron beams, lintels, or girders spanning openings over eight feet and used for supporting a wall, or walls, must be inspected under the supervision of an inspector duly authorized by the Superintendent of Buildings before being used. All iron columns not cast with an open side or back must have a three-eighths of an inch hole drilled in the shaft to determine the thickness of the castings.

18. The inspector or inspectors detailed for the purpose will see that each piece is properly marked as to its capacity, with the Department mark and date of approval. The use of any iron work as above

specified on any building, unless the same be marked as stated, is prohibited.

19. Inspectors are required to report what iron work is used on any and every building in their districts, and the weight which each piece is marked to sustain so that it may be compared with the record in this office.

20. All complaints referred to the inspectors must be examined and reported on immediately on the form provided for that purpose.

21. Inspectors will make separate monthly reports of unsafe cases and general violation cases on the forms provided for that purpose. They will hand to the respective clerks the reports, etc. properly under their charge.

22. Making false reports, or failing to comply with the regulations as above, on the part of any inspector, will be deemed sufficient ground for removal.

### III.

#### Supervisors of passenger elevators.

1. Each elevator in the city of New York used for the conveyance of passengers shall be inspected at least once in every two months and a report thereof made to the Superintendent of Buildings on the day following such inspection. The Supervisor will state in said report the condition of the running gear, ropes, safety attachments, pulleys, and all other parts of machinery applied to the use of said elevator, and should any repairs be found necessary to be made, the Superintendent of Buildings shall cause immediate notice thereof to be served, as hereinafter provided.

2. Should any defects be found to exist with any part or parts of any passenger elevator, which would tend to impair the safety or endanger life by the continued use of such elevator, the Supervisor of elevators shall inform the person in charge of the danger of continuing the use thereof, and the Superintendent of Buildings shall immediately cause a notice <sup>in writing</sup> to be served upon the owner or owners, lessee, manager, or any other person or persons having the use, control or management of said elevator, which notice may contain a statement of

the repairs necessary to be made; and said elevator shall not again be used until a certificate in writing shall be issued by the Superintendent of Buildings that it has been put in safe running order and is fit for use. The notice herein provided for may be served upon the person having charge of the running of said elevator.

3. The following qualifications necessary for persons who are now or shall hereafter be placed in charge of running any passenger elevator in this city are hereby prescribed, and no person shall be employed for such purposes or engaged therein unless he possesses such qualifications:-

(a) He shall have a knowledge of the different parts of the machinery attached to or necessary in running such elevators and understand the application thereof.

(b) He shall have at least one month's experience in running an elevator under the instruction of a competent person.

(c) He shall be reliable, and of industrious and sober habits.

(d) He shall be not less than eighteen years of age.

4. Whenever the Superintendent of Buildings shall become satisfied that the person engaged in running any passenger elevator is incompetent or disqualified from any cause to continue to run the same, the said Superintendent of Buildings shall forthwith notify the owner or person managing or controlling the same, and the person so notified shall thereafter become responsible for the acts of the said employee.

5. The supervisors will report all passenger elevator shafts not properly enclosed, and all passenger elevator cars requiring doors.

#### IV.

#### CLERKS.

The following instructions for clerks shall be strictly observed:-

1. The office work of the Department shall be divided into five (5) classes, viz:-

1. Plans of New Buildings and Alterations.
2. Violations and Passenger Elevators.
3. Unsafe Buildings.
4. Fire Escapes.

5. Complaints.

Each class will be under the charge of a clerk, who will be held responsible for all books and papers placed in his care and for proper observance of the rules, as hereinafter provided.

2. The clerk at the head of the first class shall have charge of all applications for erection of new buildings and alterations, etc., to buildings (including plans or drawings); reports of inspectors on the condition of structures, index books of New Buildings and Alterations to Buildings; dockets of New Buildings and Alterations to Buildings; and blanks for the use of persons applying for permits. He will see that all applications are ready for report by the inspectors, and will report monthly and quarterly to the chief clerk the number of applications of the several kinds approved, disapproved, amended and approved, and pending, and of all buildings and alterations to buildings commenced, in progress, and completed.

3. The clerk at the head of the second class will have charge of all violations and passenger elevator cases, and the violation and passenger elevator books, and will be required to have the same written up. He will see that all notices for service in violation and elevator cases are properly made, and he will report monthly and quarterly to the Chief Clerk the number of violations and passenger elevator cases received, the number in which the laws have been complied with, the number forwarded to the Attorney for prosecution, and the number pending. He will also include in the monthly reports the number of the notices of the respective kinds prepared for service.

4. The clerk at the head of the third class will have charge of all unsafe building cases, and the unsafe index books, and dockets, and will be required to have same written up. He will receive all reports on unsafe buildings, and prepare for service the necessary notices, and will report monthly and quarterly to the chief clerk all unsafe cases received, the number in which the law has been complied with, the number pending, the number in which surveys have been held, and the number of notices prepared for service. He will also prepare for the Board

of Underwriters a list of all unsafe buildings reported during the month.

5. The clerk at the head of the 4th class will have charge of all fire escape cases, and the fire escape books, and will be required to have the same written up. He will see that all notices for service in fire escape cases are properly made, and he will report monthly and quarterly to the Chief Clerk the number of fire escape cases received, the number in which the law has been complied with, the number forwarded to the Attorney for prosecution, and the number pending. He will also include in the monthly report the number of notices of the respective kinds prepared for service.

6. The clerk at the head of the fifth class will have charge of the complaints and complaint book, and will be required to have the same written up, and to have all complaints prepared for investigation by the inspectors. He will report monthly and quarterly to the Chief clerk the number received, disposed of and pending.

7. The Chief Clerk will have charge of the office work, and shall be responsible for the proper care of the records of the Department and will see that applications for permits to build or alter are copied and docketed; and notices of violations, fire escapes, unsafe buildings, etc. are prepared for service. He will have charge of the clerks and messengers, and assign them to their various duties, and will keep a record of all absences of employees and make report thereof to the Superintendent. He shall act as Clerk to the Board of Examiners, as provided by law, and shall prepare a report of the operations of the Department each quarter commencing with January of each year.

8. It is expected that the work of the several classes will be completed at the close of the office hours each day, so far as the same is practicable.

9. All notices must be entered in the notice-book and be delivered for service to the Chief Clerk before 9.15 A.M.

10. Notices made out before 3 P.M. each day will be of even date. Notices made out after 3 P.M. will be dated as of the following day.

11. All plans, reports, complaints, etc., received by the clerks

in charge must be stamped with the date of the receipt at the office.

12. All books and papers must be returned to their proper places after use. Official papers will in no case be retained by the clerks or kept in the desks after office hours.

13. Official papers must not be taken from the office without permission.

## V.

### Messengers.

The following instructions for making service of notices from the Department of Buildings must be strictly observed.

All notices of violation of law and such other notices as may be necessary shall be served by the messengers or any employee of the Department of Buildings in a careful, exact and proper manner, and the proper returns of service of such notices shall be made immediately thereafter.

1. Find the person addressed in the notice; inquire if he or she is interested in the property as stated, and, if so interested, serve the notice upon the person by delivering it to and leaving it with that person.

2. Do not leave the notice with any other person than the person addressed.

3. If there is any error as to ownership, lessee-ship, executorship, etc., in the notice, return it with a memorandum of the correction required.

4. In the event of failure to find the person or persons addressed in the notice as owner or owners, after making diligent search and inquiry, post the notice in a conspicuous place on the premises described therein.

5. Make affidavit of service of notice, stating manner, time and place of such service, or, in the event of failure to find the person or persons addressed, the particulars of the search and inquiry made, and of the posting of the notice on the premises described. The affidavit must be in the following form when the notice is served personally,

viz:-

Service of Notice--Personal Service.

\*\*\*\*\*  
 Violation  
 Unsafe Building  
 Fire Escape  
 Unsafe Elevator  
 \*\*\*\*\*

W  
 W  
 W  
 W  
 W  
 W  
 W  
 W

Record No. . . . . (insert)

CITY AND COUNTY OF NEW YORK, SS:

. . . . . of said city and county,  
 being duly sworn, says, that he is . . . . .  
 in the Department of Buildings (as the case may be), in the City of  
 New York, and was duly authorized to serve the within notice; that on  
 the . . . . day of . . . . . 189 , at . . . . .  
 at . . . . . M. , he served upon . . . . .  
 therein named, by delivering to and leaving with said . . . . .  
 . . . . . in person, a notice of which the within is a true and  
 correct copy; that he knows the person so served to be the same person  
 described in said notice; and said . . . . .  
 stated to deponent that he was . . . . (owner, builder, or agent, etc.,  
 as the case may be) . . . . of the building therein described.

Subscribed and sworn to before me, )  
 this . . . day of . . . . . 189 )

Notary Public N.Y.Co.

6. The affidavit must be in the following form when the notice is  
 served by posting same on the premises,

viz:-

Service of Notice--By Posting.

\*\*\*\*\*  
 " "  
 Violation " "  
 " "  
 Unsafe Building " "  
 " "  
 Fire Escape " "  
 " "  
 Unsafe Elevator " "  
 " "  
 \*\*\*\*\*

Record No . . . . . (insert)

CITY AND COUNTY OF NEW YORK, SS:

.....of said city and county being  
 duly sworn, says, that he is an officer and employee in the Department  
 of Buildings of the City of New York; that on the . . . . .  
 day of . . . . . 189 , he served upon . . . . .  
 therein named, a true and correct copy of the within notice by posting  
 the same in a conspicuous place upon the building and premises therein  
 mentioned and described, to wit, upon the . . . . .  
 . . . . . : . . . .  
 thereof. That said . . . . . : . . . .  
 could not be found after diligent search had been made for . . . . .  
 by deponent, as follows:-. . . . .  
 . . . . . : . . . .  
 . . . . .

Deponent further says, that he knows the person so served as afore-  
 said to be the same person mentioned and described in the said notice,  
 and to whom the same is addressed.

Sworn to before me, this )  
 . . . . day of . . . . . )

Notary Public, N.Y.Co.

7. The affidavit must be in the following form when the notice is served by posting the same upon the premises and mailing the same, viz:-

Service of Notice--By Posting and Mailing.

Violation  
Unsafe Building  
Fire Escapes  
Unsafe Elevator

W  
W  
W  
W  
W  
W  
W  
W

Record No. . . . . (insert)

CITY AND COUNTY OF NEW YORK, SS;

. . . . . of said city and county, being duly sworn, says, that he is an officer and employee in the Department of Buildings of the City of New York; that on the . . . . . day of . . . . . 189 , he served upon . . . . . therein named, a true and correct copy of the within notice, by posting the same in a conspicuous place upon the building and premises therein mentioned and described, to wit, upon the, . . . . . thereof, and on the same day by depositing a copy of the said notice in the post office at the said city of New York, inclosed in a sealed wrapper addressed to said . . . . . at . . . . . that being . . . . last known place of residence, with the postage paid thereon.

That the said . . . . . does not reside in the state of New York and has no known place of business therein, and could not be found within the said state after diligent search had been made for . . . . . by deponent as follows:-

. . . . . : . . . .  
. . . . .  
. . . . .

Deponent further says, that he knows the person so served as  
aforesaid to be the same person mentioned and described in the said  
notice, and to whom the same is addressed.

Sworn to before me, this . . . .)  
day of . . . . .189 )

. . . . .

Notary Public

New York County.

8. If the notice to be served is for the survey of an unsafe  
building, service must be made in the manner heretofore prescribed at  
least twenty-four hours before, but not more than three days before the  
time fixed in said notice for such survey.

9. If a firm is addressed in a notice, personal service upon  
one member thereof is sufficient. In serving a firm or partnership,  
ascertain the names of the persons composing the firm, and state in  
the affidavit of service the name of the particular person served.

10. Where the party addressed is a corporation, the notice must  
be served upon an officer thereof.

11. In serving corporations be particular to insert the name and  
title of the person served in the affidavit of service.

12. All reports and returns of service of notices, etc., herein  
required, shall be forwarded direct to the Superintendent of Buildings.

VI.

GENERAL RULES.

1. All official communications, or communications in any manner  
relating to the official business of the Department, whether verbal or  
written, shall be made through the Superintendent of Buildings.

2. While in the service of this Department its officers and  
subordinates shall not make use of or apply any portion of the time they  
may be required to devote to the performance of the duties devolved upon  
them, or any information they may have acquired therein, or any authority  
or power with which they may be clothed, in or for the furtherance of  
any private or corporate interests or purposes whatever.

3. Office hours shall be from 9 A. M. to 4 P. M. except Saturdays, when they shall be from ( A. M. to 12 M. and on Sundays and legal holidays, when the office shall be closed for business. The office hours may, however, at any time be extended for the transaction of public business, if in the opinion of the Superintendent of Buildings the interests of the public service require it.

4. All clerks must be at their desks and ready to begin work of the day promptly at the beginning of office hours, and punctually at the expiration of the noon day meal hour, unless otherwise specially directed or excused by competent authority, and when any work they may have been directed to do is finished, it shall be their duty to report that fact at once to their immediate superior.

5. It is made the duty of all employees, in case of physical or other disability preventing their prompt appearance for duty at the required time, to report that fact to their immediate superior in time to enable the substitution of another to perform their duties if necessary.

6. One hour shall be allowed each employee for noon-day luncheon or dinner by his immediate superior, in such a manner as shall not interfere with the business of the office.

7. Smoking, sleeping, or dozing while on duty during the regular office hours is strictly prohibited, as well as the reading of newspapers, books, etc., by clerks unless the same is in connection with the public business or by special permission.

8. Interference in any manner by an employee with the duties of or the performance of the same by another, or ungentlemanly conduct or language, or loud, boisterous or unnecessary conversation, remarks or noise, by employees in any of the offices at any time, is prohibited.

9. The public business transacted in and the records of the office shall be treated as strictly confidential by the several officers and employees of the Department and shall not be communicated except as may be directed by the Superintendent of Buildings.

10. No one except persons employed therein shall be admitted within the enclosures surrounding the desks in the several offices

unless specially permitted by the officers in charge of same.

11. Absence without leave, tardiness, neglect of duty, insubordinate conduct, disobedience of orders or directions, inattention to duty, intoxication, ungentlemanly conduct or language, incompetency, or violations or infractions of any of the rules prescribed, on the part of either of the employees, shall constitute good and sufficient ground for charges against the offender or delinquent by his immediate superior; and, if such charges are sustained the penalty shall be reprimand, suspension from pay and duty, or dismissal, as the Superintendent of Buildings may determine.

12. Failure on the part of any employee, against whom charges may have been preferred, to present himself upon twenty-four hours notice thereof, shall, in the absence of physical or other sufficient disability to attend at the time specified in such notice, and presented prior thereto, to be held equivalent to a plea of guilty by the accused to the charges preferred against him.

13. Nothing contained in these rules shall preclude the Superintendent of Buildings from at any time requiring any or either of the employees of the Department to perform such other duties (Not herein specially prescribed for them) as the interests of the Departmental service may, in his opinion, demand or require.

No.

COURT.

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DEPARTMENT OF BUILDINGS OF THE CITY  
NEW YORK,

*Plaintiff,*

*against*

*Defendant .*

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EUGENE OTTERBOURG,  
*Attorney to the Department of Buildings,*

No. 220 Fourth Avenue,

NEW YORK CITY.

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Department of Buildings

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Rules + Regulations  
governing Employees

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General + Special Orders  
Notices + c

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Mayors Copy.