DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
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Assistant Commissioner/Operations

Issuance :   2-2

OPERATIONS
POLICY AND PROCEDURE NOTICE # 23/89

To: Distribution

From: Peter Franconeri

Date: November 28, 1989

Subject: Place of Assembly Permits and Inspections

Effective: Immediately

Purpose: To give the Board of Education full responsibility
for performing all on-site inspections at places of
assembly located within Board of Education structures.

Specifics: Pursuant to an agreement reached with the Board of
Education in a letter dated October 5, 1989 from Robert
A. Shahid, Director of Special Projects, Division
of School Buildings, the following procedures are
implemented and understandings acknowledged:

1. The professional engineer or registered architect consultant
   to the Board of Education or a professional engineer or registered
   architect employed by the Board of Education will have full
   responsibility for all on-site inspections of new Places of
   Assembly or alterations to existing Places of Assembly. These
   inspections will include physical layout and conditions, which
   shall agree with plans filed and approved. The consultant
   or the employee of the Board of Education shall submit a fully
   executed Form 23 and 23A (or B.I.S. Form TR-1) for each project
   to the Department of Buildings.

2. After all documents are filed and once the Department of Buildings
   receives the Form 23 and 23A, (or B.I.S. Form TR-1) the Place
   of Assembly permits will be issued without inspection by the
   Department of Buildings and with no expiration date.

3. The Board of Education shall have the option of requesting
   a final inspection by the Department of Buildings in lieu
   of the Form 23A, (or B.I.S. Form TR-1) and prior to the issuing
   of the Place of Assembly permits.

4. The Board of Education assumes responsibility to assure that
   all Places of Assembly in their existing and new buildings
   are adequately maintained and all safety devices are working,
   either by periodic inspections or other method.

PF:HG:mh