

# INTRA OFFICE MEMORANDUM

To: Collier Gladin and George Aldridge  
From: Jack, Helen  
Subject: Schedule for Completion of Housing Conditions Survey  
DATE February 18, 1969

## DISPOSITION

Distribute

Hold

File

Info. Only

- February 19: As first step in beginning housing conditions survey, approval for use of data processing time, personnel, and equipment must come from Mr. Milton Farris. This approval must be gained prior to ordering cards and other tools for the housing inspectors to use in the field. Since it will take three to four weeks after the order is placed to receive this equipment, it is imperative that approval from Mr. Farris be gained at the earliest possible date.
- February 19: Order cards and other data processing equipment. The actual date for this assignment will correspond to the date final approval for computer use is gained.
- February 21: Rough draft of procedural manual for field inspections will be submitted to George, John Watson, Collier, Jim Smith, and Bill Wofford for approval of form and information.
- February 28: Procedural manual will be completed, printed and distributed to housing inspectors and other interested persons, such as training personnel and non-inspecting members of the Housing Code Division and Planning Department.
- February 21: Definitions pertaining to housing conditions that are now in use by various agencies involved in the city's housing problems will be collected and assembled.
- February 26: From the assembled information, the Planning Department will prepare a list of definitions resulting from a consensus of opinion and mail these definitions to the interested agencies by this date.

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- February 28: Representatives of the agencies involved will meet to discuss the standardized definitions and reach final agreement.
- March 3: Final listing of standardized definitions will be submitted to the Housing Code Division to be used in the training program and actual survey.
- March 3: Intensive two-week training program for Housing Code Inspectors will begin. During these two weeks, the use of punch cards and check lists will be explained to the inspectors, cost estimation procedures will be standardized through field observation, and the standardized definitions will be explained in the field to the inspectors.
- March 17: The inspectors, after completing the two-week intensive training program, will enter the field to begin the actual survey.
- March 17: Data Processing Division will have cards printed and ready to take into the field by the inspectors. Mr. Steve Carlson of Data Processing will supervise the printing of original cards and programming of collected information back into computer.
- June 20: Completion of field survey for entire city will take place on this date, allowing the inspectors 14 weeks in the field.
- June 23: By this date, collected, standardized information on every housing structure in the city will have been submitted to the Data Processing Division by the Housing Code. Running of computer program to give information necessary for developing Housing Code Compliance Program will begin at this time.

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July 14: Computer printouts of necessary housing data will be presented to the Housing Code Division. That is, complete original information on conditions of structures within the city will be in the hands of the Housing Code Division at this time.

August 1: Housing Code Compliance Program for next five years will be prepared jointly by Planning Department and Housing Code Division by this date.

September 1: Housing Code Compliance Program will be incorporated into application for Workable Program Recertification by the Planning Department.