


**HOUSING DIRECTIVE
04-13**

TO: Housing Managers and Staff

FROM: Donald R. Savage 

DATE: September 11, 2013

RE: Project Manual Compliance

It has come to my attention that some purchases of replacement parts, equipment and materials may not be in accordance with the Project Manual (Spec Book) that was used when each complex was constructed/renovated. All complexes were built in strict compliance with HUD, local authority, and building and safety codes ensured by HRDE and the project Architect/Engineer. Any deviation from the requirements provided within the Project Manual could place our residents, visitors, and staff at risk and is a serious violation of your responsibilities as the manager.

Please ensure compliance with your site's Project Manual when performing maintenance and purchasing replacement items.

If you have any questions regarding this Directive, please contact me.

DRS/sm
aft 4009, afl-cio

xc: Claudette Karr