

NYCHA STANDARD PROCEDURE MANUAL


SP 040:04:3, FIRE SAFETY

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I. PURPOSE

This Standard Procedure establishes the New York City Housing Authority's (NYCHA) fire safety program and provides guidance to NYCHA employees and residents about fire prevention. The procedure also describes safety measures that must be followed in accordance with applicable federal, state and city laws, ordinances and codes in order to prevent a fire.

II. POLICY

It is NYCHA's policy to maintain a safe environment for residents, employees, and visitors and to ensure that they are protected against fire hazards. All portable fire extinguishers, sprinklers, standpipes, rangehoods, fire alarms, smoke detectors, carbon monoxide detectors, and all other fire suppression systems/equipment at NYCHA's public housing developments must be installed, inspected, maintained, and repaired in accordance with regulatory statutes, including the New York City Fire and Building Codes which establishes fire safety requirements for buildings and businesses in New York City.

III. APPLICABILITY

This Standard Procedure applies to staff who operate and maintain NYCHA buildings, offices, or facilities located at NYCHA public housing developments (including but not limited to borough management offices, property management offices, skilled trades shops, and departmental offices), all other employees at these locations, and centralized staff with responsibilities related to NYCHA's fire safety compliance.

This procedure does not apply to:

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A. Facilities that NYCHA Leases From Other Entities

Personnel at these facilities, which include central office locations and a number of offices not located at developments, must comply with the plans and instructions provided by the landlord's fire safety coordinator.

B. NYCHA-Owned and Leased Commercial Facilities

These include commercial facilities (e.g., dry cleaners, pizzerias, and grocery stores) that are responsible for installing, inspecting, and maintaining all fire safety equipment in their commercial facilities, as required by law. See Standard Procedure 182:05:1, *Commercial Property Administration* for the policies and procedures related to commercial facilities.

C. NYCHA Permanent Affordability Commitment Together (PACT) developments.

NOTE:	NYCHA also inspects and maintains fire suppression systems at police service area facilities (PSAs).
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IV. DEFINITIONS

A. Building Entrance

A doorway that is ordinarily used to gain access to the building.

B. Carbon Monoxide Detector

A device that detects the presence of carbon monoxide gas.

C. Combustible Liquids

Liquid, other than a compressed gas or cryogenic fluid, having a closed cup flash point at or above 100°F (38°C) that must be stored as noted in Appendix D.

D. Combustible Waste

Any substance, item, or other organic or inorganic matter that presents a fire hazard and is a byproduct or residue of the construction, use, or occupancy of any premises, or any activity conducted thereon.

E. Combustible Material

Any material (solid or liquid) that can be easily ignited and burned.

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F. Community Facilities

Facilities located at NYCHA developments that provide a community service, including but not limited to community centers, daycare centers, senior centers, and health centers.

G. Emergency Exit

A special door used only when there is a fire emergency. Emergency exit doors must be equipped with appropriate signage indicating they are emergency exits.

H. Emergency Lighting Fixtures

Independently powered or battery equipped light sources that are designed to activate when a power outage creates low-visibility conditions.

I. Exit Sign

A sign in a public facility, such as a building, denoting the location of the closest emergency exit in case of fire or other emergency.

J. Fire Alarm Box

A manually operated device used to initiate an alarm signal.

K. Fire Alarm Signal

A signal initiated by a fire alarm-initiating device such as a manual fire alarm box, automatic fire detector, water-flow switch, or other device whose activation is indicative of the presence of a fire.

L. Fire Alarm System

Any system, including any interconnected fire alarm sub-system, of components and circuits arranged to monitor and annunciate the status of fire alarm or supervisory signal-initiating devices.

NOTE: See Appendix F for a list of fire alarm system components.

M. Fire Guards

Fire guards are guards with specialized training, who are licensed by the Fire Department of New York (FDNY). They are required in temporary emergency situations where automated fire suppression systems are inoperative or under repair.

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N. Fire Protection System

Approved devices, equipment and systems or combinations of systems used to detect a fire, activate an alarm, extinguish or control a fire, control or manage smoke and products of a fire or any combination thereof, including fire extinguishing systems, fire alarm systems, sprinkler systems and standpipe systems.

O. Fire Safety Vendor

A contractor(s) that has entered into an agreement with NYCHA to provide the contracted fire safety inspection and repair services described in this Standard Procedure.

P. Fire Suppression Systems

Fire suppression systems (e.g., standpipes, sprinklers, rangehoods) are used to extinguish or prevent the spread of fire.

Q. Flammable

Capable of being easily ignited when exposed to flame, and which burns intensely, or has a rapid rate of flame spread.

R. Flammable Liquids

A liquid, other than a compressed gas or cryogenic fluid, having a closed cup flash point below 100°F (38°C).

S. Ground-Fault Circuit Interrupter (GFCI)

A fast-acting type of circuit breaker designed to protect people from an electrical shock from the electrical system. GFCI electrical outlets are commonly installed in rooms with water sources such as bathrooms or kitchens.

T. iProcurement/Oracle

iProcurement, an Oracle application, is NYCHA's self-service requisitioning application. Requisitions are created and processed, and receipts are entered, in iProcurement. Releases are issued and adjusted in Oracle.

U. Location Supervisor

A supervisor other than the property manager who oversees facilities or offices (e.g. borough management offices, skilled trades shops) located at the development.

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V. Portable Fire Extinguisher

Portable fire extinguishers apply an extinguishing agent that will either cool burning fuel, displace or remove oxygen, or stop the chemical reaction so a fire cannot continue to burn.

W. Rangehood

A device containing a mechanical fan that hangs above the stove or cooktop in the kitchen. It removes airborne grease, combustion products, fumes, smoke, heat, and steam from the air by evacuation of the air and filtration.

X. Rangehood Fire Suppression System

A system that can be activated automatically or manually and discharge fire extinguishing chemicals directly onto a cooking area fire.

NOTE: See Appendix F for a list of rangehood fire suppression system components.

Y. Release

An approved requisition authorizing a vendor to perform work under a blanket purchase agreement.

Z. Requisition

A request in iProcurement created by the requisition preparer to release funds from a blanket purchase agreement in order for a vendor to provide contracted services.

AA. Requisition Preparer

A staff person(s) designated by the property manager or department director to prepare and submit requisitions.

BB. Smoke Detector

A fire protection device that senses visible or invisible particles of combustion.

CC. Smoke Doors

Doors that stop smoke from spreading into fire escape routes, providing occupants with a clear, non-toxic route to exit the building.

DD. Sprinkler System

A fire suppression system that utilizes water as the extinguishing agent.

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NOTE: See Appendix F for a list of sprinkler system components.

EE. Sponsored Centers

Community facilities located at NYCHA developments that are not operated by NYCHA but by a sponsoring organization such as city agency or a not-for-profit organization.

FF. Standpipe System

Piping installed in a building or structure that serves to transfer water from a water supply to hose connections at one or more locations in a building or structure used for firefighting purposes.

NOTE: See Appendix F for a list of standpipe system components.

V. REVIEW CYCLE

The Technical Services Department shall review this Standard Procedure every three (3) years, or earlier if necessary, and advise the Compliance Department Procedures Unit via email if no changes are needed or submit its revisions to the procedure by submitting NYCHA Form 022.008, *Procedure Development Request*.

VI. RESPONSIBILITIES

The following departments have responsibilities in this Standard Procedure. See Appendix A – *Duty Statement* for the summary of duties by department.

A. Technical Services Department (TSD)

1. Fire Safety Unit

B. Property Management Department

1. Regional asset manager
2. Property manager
3. Property maintenance supervisor
4. Maintenance worker

C. Department of Management and Planning (DMP)

1. Buyer

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D. Environmental Health and Safety (EH&S)

1. Fire Safety Oversight Team

E. Office of the General Manager

F. Capital Projects

G. Other Location Supervisors

VII. PROCEDURE

A. General Fire Safety Guidelines and Preventive Measures

Property managers and location supervisors at NYCHA developments are responsible for the following:

1. Ensuring that monthly building inspections are performed and that the results of the inspections and the statuses of corrective actions to correct deficiencies are reported on NYCHA Form 060.130, *Building Inspection Report*. Monthly building inspections include the following fire safety items:
 - a. Ensuring that passageways and exit doors in all NYCHA buildings including staircase doors are unobstructed and operable.
 - b. Ensuring that any applicable fire safety signs are properly maintained.
 - c. Ensuring that exit signs lights, where applicable, are operational and visible.
 - d. Ensuring that all emergency lighting fixtures are operational.
 - e. Ensuring that GFCI outlet(s) are tested, where present, to ensure they are operating as intended. GFCI outlets that are not functioning must be replaced.
 - f. Verifying that all approved flammable and combustible materials are stored in accordance with New York City Building and Fire Codes. For more information see Appendix D, *NYCHA Guidelines: Storage and/or Removal of Flammable or Combustible Liquids*).
 - g. Ensuring that fire escapes, if any, are in a safe and operable condition and are maintained free from obstructions and impediments to immediate use.

NOTE:	See Standard Procedure 040:22:2, <i>Apartment Turnover, Monthly Building, and Other Maintenance Inspections</i> , for more information about monthly building inspections.
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2. Instructing all NYCHA staff to immediately report all fire safety hazards to the appropriate supervisor.
3. Ensuring that staff are aware that they must report any hazardous condition or material at their location to the property manager or location supervisor, or their designee.
4. Ensuring that all combustible waste is removed and disposed of properly.
5. Ensuring that the appropriate number and types of spare portable fire extinguishers are readily available in storage. Developments must maintain a stock of at least 10% of the number of portable fire extinguishers installed at the location.
6. Ensuring that all fire alarm systems and fire suppression systems (standpipe, sprinkler, or rangehood), where installed, are inspected in accordance with NYCHA requirements as described in this Standard Procedure. At developments:
 - a. Both the property manager and property maintenance supervisor must sign the NYCHA fire alarm system and fire suppression system inspection reports. The inspection reports must be filed in the property maintenance supervisor's office as described in Section VIII.C, *Recordkeeping*.
 - b. If outside of a scheduled fire safety inspection by a fire safety vendor, a fire alarm or fire suppression system is found to be inoperative, the property manager or property maintenance supervisor must contact the following in the order listed:
 - (1) FDNY (by phone)
 - (2) Fire safety vendor (by phone and email)
 - (3) Fire Safety Unit (by phone and email)
 - (4) Emergency Services Department (by phone and email)
 - (5) Property Management Department (by phone and email)
 - c. For the emergencies listed in Appendix G affecting fire alarm and fire suppression systems, the property manager or property maintenance supervisor must immediately:
 - (1) Call the fire safety vendor.

NOTE:	The fire safety vendor makes these notifications if they identify an inoperative condition during an inspection.
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(2) Complete NYCHA Form 040.546, *Fire Safety – Request for Repair Authorization Release* and email it to the DMP buyer to request a release, copying the Fire Safety Unit on the email.

7. Ensuring that all NYCHA employees permanently assigned to a development review the Fire and Emergency Preparedness Guide (see Section VII.B.2 below) when first assigned to the development and complete and sign NYCHA Form 040:508, *Development Staff Fire Safety Plan Notification*.

B. Fire Safety Notices and Information – Posting and Distribution Requirements

NOTE:	For a summary of the posting and/or distribution requirements of the documents in this section, see Appendix E.
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Local law and FDNY rules require residential building owners to post notices on apartment main entrance doors and in building common areas for any residential building that contains 3 or more apartments, and to provide information to tenants and staff regarding fire safety and emergency preparedness.

1. Fire and Emergency Preparedness Notice (Fire Safety Notice) Posted on Apartment Doors and in Building Lobbies
 - a. The Fire Safety Notice is attached to apartment main entrance doors and posted in building common areas and informs residents including building visitors and staff about evacuation procedures. This notice also provides other guidance to be followed in the event of a fire or non-fire emergency in the building or unit.
 - b. The Fire Safety Notice must be posted in each of the following locations:
 - (1) Dwelling Unit – Main Entrance Door

On the inside surface of the front or main entrance door of each dwelling unit.
 - (2) Common Area

In a conspicuous location near any common mailbox area customarily used by building occupants, or if there is no common mailbox area, in a conspicuous location in or near the elevators or main stairwell.

The Fire Safety Notice must be securely affixed, by mounting hardware or an adhesive, to the door or wall so that no part of the notice (excluding any frame) is

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lower than four (4) feet from the floor, nor higher than five and one half (5-1/2) feet from the floor.

- c. NYCHA must inspect the Fire Safety Notices in apartments at least once every three years as required by FDNY.

NOTE:	Maintenance workers must check and, if necessary, replace the Fire Safety Notice every time they visit an apartment. See Section VII.D, <i>Required Fire Safety Checks When Performing Work in an Apartment.</i>
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2. FDNY Fire and Emergency Preparedness Guide (FEP Guide) Provided to Tenants and Staff

The FEP Guide consists of two parts and a checklist that are provided to tenants and building staff every three years and to new tenants and staff.

- a. FEP Guide Part I – Building Information Form

- (1) NYCHA Form 040.945, *FDNY Building Information Form*, describes the building's construction information, fire protection systems, means of egress, and whether there is an emergency voice communication system in the building. An FDNY Building Information Form must be prepared for each building, except buildings that have common means of egress. Completed FDNY Building Information Forms are available at the following link: [@ P:\FIRE SAFETY PLAN\Fire & Safety Plans.](#)

- (2) NYCHA staff must amend the FDNY Building Information Form, and post and distribute the amended form to tenants and staff, within sixty (60) days of any change in building conditions listed in the form.

- (3) Posting and Distribution

The FDNY Building Information Form:

- (a) Must be posted permanently in the lobby of all NYCHA buildings next to the Fire Safety Notice.

- (b) Must be provided to tenants and staff along with Part II of the FEP Guide as described in section b directly below.

- b. FEP Guide Part II – New York City Apartment Building Emergency Preparedness Guide (*NYCHA Form 040.945A*)

Part II of the FEP guide contains information to educate all building occupants about ways to prepare for emergencies, prevent fires, and protect themselves from various fire and non-fire emergencies. In addition, the FEP guide emphasizes emergency

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preparedness planning for persons with functional or access needs who will need assistance if they must evacuate the building in an emergency.

(1) Distribution to Tenants

- (a) Property management staff must provide the FEP Guide (Part I and II) to the tenant at time of occupancy (when they first move into the building).
- (b) At move-in, tenants acknowledge receipt of the FEP Guide, the checklist, and other fire safety information on NYCHA Form 042.750, *Acknowledgment of Receipt of Fire and Emergency Preparedness Notices*. Property management staff files the signed form in the tenant folder.
- (c) Thereafter as part of a NYCHA-wide distribution once every three calendar years, the Office of the General Manager in coordination with the Fire Safety Unit, distributes the FEP Guide to tenants by mail.

(2) Distribution to Development Staff

The property manager ensures that development staff permanently assigned to a NYCHA building receive the FEP Guide (Part I and II) no later than the first day of work and every three (3) years thereafter.

- (a) Staff when they are first permanently assigned, acknowledge receiving the FEP Guide on NYCHA Form 040:508, *Development Staff Fire Safety Plan Notification*. The property manager ensures that a copy of the signed form is placed in the employee file.
- (b) The Fire Safety Unit arranges the subsequent distributions of the FEP Guide to permanently assigned development staff through NYCHA's Acknowledgement Portal and through emails of the FEP Guide to the property manager and property maintenance supervisor.

The property manager and property maintenance supervisor must:

- i. Print out a copy of the FEP Guide to be maintained in the property management office for employees to read.
- ii. Ensure that all permanent staff with a local area network (LAN) ID acknowledge receipt of the FEP Guide electronically on NYCHAConnect at HR/My Acknowledgements.
- iii. Ensure that any permanent staff without a LAN ID reviews the FEP Guide and completes a hard copy of the acknowledgement form provided in the

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email, and that a copy of the signed form is placed in the employee's folder.

iv. Email the Fire Safety Unit the names of staff who acknowledged receipt of the FEP Guide on the hard copy acknowledgement form.

(c) The Fire Safety Unit monitors the Acknowledgement Portal for completion and emails the vice-president of Public Housing Operations the list of employees who have not acknowledged receipt within 90 days.

(3) Each distribution of the FEP Guide must be documented by either:

(a) A United States Postal Service certificate of mailing or other proof of mailing; or,

(b) If hand delivered, by a receipt signed by the building tenant or the development staff and/or by sworn affidavit of the employee or agent of the owner who actually delivered the FEP guide; or

(c) A printed record of the electronic transmission.

A printed record of the electronic transmission must be maintained unless such electronic communications system can reliably maintain such information and readily generate an approved record that can be provided to FDNY upon request.

c. New York City (NYC) Apartment Building Individual Emergency Preparedness/Evacuation Planning Checklist (*NYCHA Form 040.945B*)

The NYC Apartment Building Individual Emergency Preparedness/Evacuation Planning Checklist is provided with the FEP Guide and contains information to assist building residents create individual emergency evacuation plans. It highlights for all building residents, including persons with limited mobility or other disabilities or special needs, key issues relative to their ability to evacuate the building in an emergency and identifies actions that they can proactively take to prepare for a safe evacuation.

(1) Distribution

The checklist is distributed to tenants and staff with the FEP Guide as described in Section b directly above.

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3. Fire and Emergency Preparedness Bulletin (*NYCHA Form 040.945C*)

An FEP Bulletin is published by the FDNY each of the two years between FEP Guide Part II updates (2 out of every 3 years) and contains additional fire and emergency preparedness information and guidance.

a. Distribution

- (1) The Office of the General Manager coordinates the distribution the FEP Bulletin to tenants by mail, in consultation with the Fire Safety Unit.
- (2) The Fire Safety Unit coordinates the distribution of the FEP Bulletin to permanent development staff through the Acknowledgement Portal and through emails to the property manager and property maintenance supervisor as described in Section VII.B.2.b(2)(b)-(c) above. The property manager and property maintenance supervisor are responsible for ensuring that staff acknowledge receipt.

NOTE:	NYCHA distributes a document to tenants and development staff every year in January to meet the previous year's distribution requirement. The 2021 version of the FEP Guide will be distributed in January 2022, and updated versions every three years after that. The FEP Bulletin will be distributed in intervening years.
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C. Apartment Identification and Directional Markings and Signs (505-01 & 505-02)

1. Dwelling Unit Entrance Door Identification - Apartment Numbering

- a. The purpose of these signs is to assist emergency response personnel in locating such dwelling units when responding to fires, medical emergencies and other emergencies at the premises.
- b. Entrance door room number and directional markings and signs must be consistent with the room numbers reflected upon any emergency preparedness plan or other plan requiring room identification prepared and/or filed in accordance with applicable laws, rules and regulations.
- c. Dwelling units having more than one (1) entrance door must place the marking or sign on or adjacent to the main entrance door.
- d. Location and Design/Method of Affixing

NOTE:	See Appendix I, <i>Entrance Door Emergency Markings</i> for additional information and visuals on the proper location of directional markings.
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- (1) The entrance door marking or sign identifying the room number and/or letter must be conspicuously and durably printed or posted on or adjacent to the entrance door, on the public corridor side of the door.
- (2) The marking or sign letters and numbers must be at least 48 inches, but not more than 60 inches, above the floor.
- (3) Spacing between characters must not be less than one-eighth (1/8) inch and not more than four (4) times the character stroke width.
- (4) Letters and numbers must be san serif, font size not less than one-half (1/2) inch in height and must use Arabic numerals and/or English alphabet capital letters.
- (5) Character proportions and spacing, including stroke width, spacing between characters and line spacing, must be in accordance with national and industry standards for building signage.
- (6) Letters and numbers must contrast with the background (whether of the door, the wall, or the sign) so as to be plainly discernible.
- (7) Apartment door markings must be durably affixed in compliance with the following requirements:
 - (a) Painted markings must be selected and applied in accordance with the manufacturer's instructions.
 - (b) Adhesives used to affix signs must be sufficiently durable to ensure an extended useful life of the sign.
 - (c) Signs affixed to fire-rated doors or fire-rated walls using screws or nails must not compromise the fire rating of the door or wall.

2. Building Lobby and Hallway Corridor Directional Markings or Signs

- a. Where required, in any building or occupancy with more than eight (8) dwelling units on a floor, a directional marking or sign must be placed or posted in a conspicuous location in the elevator lobby or other public entry on each floor and in the public corridor opposite each stairwell entrance.
- b. The marking or sign must identify by directional arrows and dwelling unit numbers and/or letters the direction to each dwelling unit.

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- c. Such markings or signs are not required in the public entry or opposite any stairwell entrance in any building or on any floor where the entrances to dwelling units are located in a single direction from such entry or stairwell entrance.
- d. If the dwelling units are located on more than one corridor, the directional markings or signs must be provided at each location where the corridor from the stairwell intersects with another corridor.
- e. Only one sign is required where elevators and stair cases are adjacent.
- f. Signs are required in front of elevator door banks and stairwells with the following exceptions:
 - (1) If there are no apartments adjacent to the stairs in one direction, the directional signs are not required.
 - (2) In the event of a conventional scissors style stair case, only one sign is required in the middle.

3. Directional Signage Replacement

Replacement of directional signage must be ordered individually. The property manager:

- a. Consults with the Fire Safety Unit on the sign specifications.
- b. Requests a proposal from a vendor for the replacement.

4. Fire Emergency Markings (505-02)

a. Entrance Door Fire Emergency Markings

- (1) In any building or occupancy with more than eight (8) dwelling units on a floor, a directional marking or sign must be placed or posted in a conspicuous location on the apartment entrance door.
- (2) All multi-floor buildings regardless of the number of apartments on the floor require emergency door markings.
- (3) Each entrance door to each dwelling unit must be provided with fire emergency markings identifying the room number and/or letter.
- (4) Entrance door room number fire emergency markings must be consistent with the room numbers reflected upon any emergency preparedness plan or other

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plan requiring room identification prepared and/or filed in accordance with applicable laws, rules and regulations.

(5) Fire emergency markings must be placed on the public corridor side of dwelling unit entrance doors, as follows:

- (a) The markings must be affixed to the door jamb on the hinged side of the door.
- (b) The fire emergency marking letters and/or numbers must not be more than 12 inches above the floor. The uppermost character or symbol must be positioned with its top edge at 12 inches above the floor with the remaining characters and symbols placed below.

5. Stairwell Emergency Markings

- a. Fire emergency markings on stairwell doors assist firefighters in locating and identifying such stairwells in multi-floor buildings.
- b. The emergency markings must be placed on the door jamb on the hinged side of the stairwell entrance door in the public corridor.
- c. The stairwell door must be marked with the word "EXIT" and the building stairwell letter designation to which the stairwell door provides access.
- d. The emergency marking letters must be displayed vertically and arranged sequentially from top to bottom.
- e. Stairwell emergency markings are not required:
 - (1) If the stairwell doors have photoluminescent path of egress markings.
 - (2) In buildings protected throughout by a sprinkler system.

6. Posting of Close Door Behind You Notices on Stairwell Doors

A Close Door Behind You Notice must be posted on all stairwell doors. These signs can be ordered by submitting a print shop request to the General Services Department.

NOTE:	See Appendix J, <i>Close the Door Notices</i> for visuals of proper sign installation.
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7. Maintenance/Inspection/Record Keeping Requirements

- a. Layouts by building of 505 directional signs/emergency markings are available @ [P:\FIRE SAFETY PLAN\505 Marking Information by Development](#).
- b. Property management must inspect markings and/or signs at least once a year to verify that the markings and signs are in good repair using NYCHA Form 042.763, *505 Signage Annual Inspection Checklist*.
- c. Markings and/or signs that are found to be missing, defaced, obscured, illegible, damaged or loose must be repaired or replaced by utilizing what is available in stock or by purchasing them.
- d. Records of 505 directional signs/emergency markings must be maintained as follows:
 - (1) Each inspection record must include the following:
 - (a) Print the name and signature of the person who performed the inspection.
 - (b) The markings and/or signs that require repair or replacement, if any.
 - (c) Dated entries must be made when such markings or signs are repaired and/or replaced.

D. Required Fire Safety Checks When Performing Work in an Apartment

Maintenance workers must ensure the following whenever they inspect or perform work in any apartment:

1. Resident apartment main entrance doors are self-closing and self-latching.

Obstructions or impediments (e.g., carpets, rugs) to the self-closing feature of the door are removed.

2. One of the following Fire Safety Notice forms detailing fire safety instructions for a fireproof or non-fireproof building (depending on the status of the location) must be visibly posted on the inside of the apartment main entrance door.

- a. NYCHA Form 040.495, *Fire Safety Notice Fireproof*

- b. NYCHA Form 040.495A, *Fire Safety Notice Non-Fireproof*

The form must be replaced immediately if it is damaged, cannot be read, or is missing.

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3. Smoke Detector

Must be installed properly on the ceiling or wall, and the alarm must go off when the test button is pressed.

4. Carbon Monoxide (CO) Detector

Must be installed properly on the ceiling or wall, and the alarm must go off when the test button is pressed.

NOTE:

- See Section VII.O for more information on the inspection and replacement of smoke detectors/carbon monoxide detectors.
- Smoke detectors and carbon monoxide detectors may be currently installed as separate units or in one combination unit.
- See Appendix K for visuals of detector installation locations and instructions for hardwire detectors.

E. Fire Safety Vendors

NYCHA enters into agreements with fire safety vendors to conduct fire safety inspections and make repairs as specified in this Standard Procedure.

See Standard Procedure 040:17:5, *Releases and Receipts for Operations Blanket Purchase Agreements for Services* for instructions on how to request or obtain a release for the performance of work by a vendor under a blanket purchase agreement, and, once work is performed satisfactorily, how to enter a receipt into iProcurement to ensure prompt payment to the vendor.

Oracle distributes releases for fire safety blanket purchase agreements to the fire safety vendor, the property manager, the development's requisition preparer, and the Fire Safety Unit.

1. For most work performed at a development:

- a. Vendors upon the completion of work, submit NYCHA Form 042.726, *Statement of Services* to property management.
- b. An authorized supervisor in property management inspects and certifies that the work was satisfactorily performed and signs the *Statement of Services*.
- c. A designated receiver in property management enters a receipt in iProcurement and iProcurement generates a receipt number.
- d. The designated receiver writes the receipt number on the *Statement of Services*.

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2. For the fire safety inspections listed below only, the fire safety vendor submits the applicable inspection report instead of NYCHA Form 042.726, *Statement of Services* for NYCHA review and approval.
 - a. NYCHA Form 040.514, *Fire Alarm Monthly Inspection Report*
 - b. NYCHA Form 040.612, *Monthly Apartment Sprinkler Inspection Report*
 - c. NYCHA Form 040.471, *Monthly Hallway Sprinkler Inspection Report*
 - d. NYCHA Form 040.472, *Monthly Common Area Sprinkler Inspection Report*
 - e. NYCHA Form 040.473, *Monthly Compactor Sprinkler System Inspection Report*
 - f. NYCHA Form 061.079, *Monthly Standpipe Inspection Report*

F. Interdepartmental Cooperation with the FDNY During Fire Safety Inspections

1. Property management staff must fully cooperate with FDNY when FDNY is inspecting fire safety conditions at NYCHA developments. Such inspections may include, where necessary, the FDNY's citing of violations observed. See Standard Procedure 158:03:1, *Violations and Summonses* for guidelines for responding to violations and summonses and correcting cited deficiencies.
2. FDNY issues hard copies of violations or summonses to the property manager or property maintenance supervisor who must immediately scan and email a copy to the Violations Unit in DMP.
3. The FDNY will issue additional summonses to the responsible party whenever a violation is not corrected within the specified time frame as well as when a standpipe or sprinkler system is found shut down without proper notification having been made to FDNY.
4. All developments must provide a copy of the FDNY Building Information Form to the local firehouse when requested. FDNY Building Information Forms are available at the following link: [@ P:\FIRE SAFETY PLAN\Fire & Safety Plans.](#)
5. Records of the fire safety inspections listed in Section VIII.C, *Recordkeeping* must be maintained in files in the property maintenance supervisor's office along with copies of fire safety vendor Certificates of Fitness and must be provided to FDNY when requested.
6. Arrangements should also be made to provide keys to FDNY to allow access to all elevator machine rooms in case of fire.

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G. Portable Fire Extinguishers - General Requirements

1. General Fire Extinguishers Safety Requirements

a. Portable fire extinguishers must be installed in the following locations:

(1) In areas where flammable or combustible liquids are manufactured, stored, handled and used, including dispensing, in quantities requiring a permit.

(2) Special-hazard areas, including but not limited to laboratories, computer rooms and generator rooms, where required by FDNY.

2. Other Requirements

a. Instructions for manual operation of a rangehood fire suppression system, including a statement that the system must be manually activated prior to using a portable fire extinguisher, must be posted, under glass or laminated, near the system's manual activation device.

All information must be clearly and concisely written, and the posting must be at least 8-1/2 inches (216 mm) by 11 inches (279 mm) in size.

b. It is unlawful for any person engaged in the business of servicing portable fire extinguishers to service portable fire extinguishers without the appropriate Certificate of Fitness.

c. Any person that services portable fire extinguishers must hold an appropriate Certificate of Fitness, except that a person training for such may service portable fire extinguishers under the personal supervision a Certificate of Fitness holder.

d. All portable fire extinguishers must be visually inspected monthly by property management staff and inspected annually by a fire safety vendor holding a Certificate of Fitness.

e. The property manager or location supervisor must keep inspection records of all portable fire extinguishers inspections, including the inspection date, the person who performed the inspection, and those portable fire extinguishers found to require corrective action. Staff must keep inspection records in paper files in the property maintenance supervisor's office.

f. The inspection records must be kept as follows:

(1) The date inspected must be recorded on the FDNY approved tag or label securely attached to the portable extinguisher.

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- (2) An inspection checklist must be maintained in a paper file that provides a permanent record.

NOTE:	To prevent fire extinguishers from being moved or damaged, the Occupational Safety and Health Administration (OSHA) requires that they be mounted on brackets, hooks, or racks or in a FDNY-approved wall cabinet with the carrying handle placed 3 -1/2 to 5 feet above the floor.
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3. NYCHA Requirements

a. Developments

The property manager must ensure compliance with the requirements below.

- (1) Portable fire extinguishers must be located where they are readily accessible and immediately available in the event of a fire. They must be located along normal paths of travel, including exits from areas.
- (2) Each portable fire extinguisher must be mounted on a bracket, hook, or rack, or be located in an appropriate FDNY approved wall cabinet with a top that is no less than four and no higher than five feet above the floor.
- (3) A portable fire extinguisher must be placed in each staff kitchen area.

b. Property Management Offices/Other Facilities at Developments

One portable fire extinguisher must be installed inside each property management office and other qualified offices/facilities (e.g., satellite offices) located at NYCHA developments.

c. Development Storerooms and Shops

- (1) One portable fire extinguisher is required for each maintenance, janitorial and paint storeroom, and for all shops, e.g., grounds, caretaker X, and skilled trades shops.
- (2) The portable fire extinguisher must be located inside the room and near the entrance doorway.

d. Elevator Machine Rooms

One portable fire extinguisher must be present in each elevator machine room near the entrance doorway.

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e. Boiler Rooms

(1) Portable fire extinguishers installed in the boiler room must be located at:

- (a) Both front and rear exits;
- (b) Every thirty (30) feet of travel; and
- (c) Adjacent to every boiler.

(2) For small hydrothermal-type boilers, a portable fire extinguisher is required to be located at both front and rear exits of the room.

f. Development Garages

One portable fire extinguisher must be installed inside each garage.

g. Community/Senior Centers/Daycare Facilities

One portable fire extinguisher must be installed at community/senior centers and daycare facilities for floor areas less than or equal to **1250** square feet or fraction thereof. For example, one portable fire extinguisher is required for 1000 square feet of floor areas and two fire extinguishers for 1500 square feet of floor area.

4. Types of Portable Extinguishers

Two types of portable fire extinguishers are used in NYCHA developments.

- a. The ten (10) Pound Portable Dry Chemical Steel Tank, Type 2 (A, B, C) fire extinguishers.
- b. The Class KW/Wall Hanger Type 2 fire extinguishers.

The Portable ten (10) pound - Dry Chemical Steel Tank fire extinguishers are used throughout the development, except in kitchen areas where the Class KW/Wall Hanger are used.

Portable fire extinguishers must be ordered through iProcurement.

5. Installation/Mounting

- a. Prior to mounting a portable fire extinguisher, it must be inspected by property management staff to ensure the following:
 - (1) It is in good working condition

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- (2) It has a tag and is fully charged
 - b. Each portable fire extinguisher must be mounted on a bracket, hook, or rack or in an FDNY approved wall cabinet so that the top is no less than four and no higher than five feet above the floor.
6. Distance Between Portable Fire Extinguishers
- a. Normal Areas

Maximum travel distance to a portable fire extinguisher must not exceed seventy-five (75) feet in all locations where the placement of fire extinguishers is required assuming there are no walls or other obstructions.
 - b. Flammable/Combustible Materials Areas and Kitchens in Community Facilities

Maximum travel distance to a portable fire extinguisher must not exceed **30** feet in spaces that:
 - (1) Use or store flammable liquids or mixtures.
 - (2) Use or store combustible liquids or mixtures.
 - (3) Store paints or waxes or similar substances.
 - (4) Are used as kitchens in community, day care/facility centers, or senior centers.
7. High Traffic Areas
- a. Portable fire extinguishers installed and located in areas subject to high traffic or possible damage due to public access, impact or vibrations, must be adequately protected.
 - b. A FDNY approved cabinet must be placed in heavily traveled areas or other locations where protection for the fire extinguisher is required.
 - c. These cabinets cannot be locked and require specific identifiable markings. They may be procured through iProcurement.
8. Fire Extinguisher Signs
- a. Buildings With Building Numbers

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- (1) All portable fire extinguisher locations are numbered consecutively by building and unit number to facilitate record keeping.
- (2) The building number is the number assigned to the building usually found on the site plans and rental drawings.
- (3) This number must be posted on the wall next to the portable fire extinguisher. Example: 1-1 would be building # 1 and portable fire extinguisher # 1, and then 1-2 would be the next portable fire extinguisher in the same building.

b. Buildings Without Building Numbers

- (1) Any NYCHA building without a number is identified by the building's use. For example, 10 Downing Street is a community center and located in a building that is not assigned a number.
- (2) Such portable fire extinguishers can be identified as CC-1, CC-2, etc., Senior Center – SC, Storeroom - SR, and Garage – G.

c. Obstructed View

In buildings with rooms and locations where the visual obstruction of a portable fire extinguisher cannot be avoided, the property manager or location supervisor must install commercially manufactured signs to indicate the location of the portable fire extinguisher. These signs may be procured through iProcurement.

d. Master List of Location's Portable Fire Extinguishers

Property managers and location supervisors must maintain a list of all portable fire extinguishers at their location with the following information: building number, portable fire extinguisher unit number, building address, location description (e.g. management office, elevator motor room), installation date, and expiration date. A sample format for the list is provided in Appendix C.

9. Inspection and Maintenance Requirements

a. Monthly Visual Inspections

- (1) Each month, the property maintenance supervisor assigns staff to perform the Fire Extinguisher Monthly Inspection.
- (2) The staff person must record the results of the monthly visual inspection on NYCHA Form 040.521, *Monthly Fire Extinguisher Inspection Log*, including the dates inspected.

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NOTE: See Appendix B, *Checklist for Fire Extinguisher Inspections* for a list of items inspected and the corrective actions to take.

- (3) The assigned staff person visually checks each portable fire extinguisher to confirm:
 - (a) It is properly mounted.
 - (b) It has tags and the tags are up-to-date.
 - (c) It is fully charged, and in an operable condition.
 - (d) The discharge pin is secured.
 - (e) There is no physical damage.
- (4) If the portable fire extinguisher passes the visual inspection, the designated staff person must date and sign the tag.
- (5) If a portable fire extinguisher does not pass the visual inspection, the staff person must create a Maximo work order to correct the deficiency.
- (6) The designated staff person gives the visual inspection results on the Monthly Fire Extinguisher Inspection Log to the property maintenance supervisor for review and filing.
- (7) The property maintenance supervisor assigns staff to the work order(s) to correct identified deficiencies.
- (8) Property management must replace any inoperative and/or missing fire extinguishers.
- (9) All corrective action must be completed within twenty – four (24) hours of the visual monthly inspection.

NOTE: Developments must maintain a stock of at least 10% of the number of portable fire extinguishers installed at the location.

b. Mandatory Annual Inspections of Fire Extinguishers by Certified Vendors

- (1) All portable fire extinguishers installed at buildings and facilities located at NYCHA developments including those maintained in stock must be inspected at least once a year by a certified fire safety vendor.

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- (2) Only a certified fire safety vendor is permitted to perform this annual inspection.
 - (3) On an annual basis, the DMP buyer creates and approves releases in Oracle for fire extinguisher inspections.
 - (4) At the time of the inspection, the property maintenance supervisor assigns an appropriate staff person to escort the fire safety vendor during the inspection so that the staff person knows the exact location of the inspection and has a clear understanding of any deficiencies noted by the vendor in the inspection report.
 - (5) The fire safety vendor records inspection results on NYCHA Form 040.506, *Fire Extinguisher Inspection Log* and indicates if each portable fire extinguisher is operable or inoperable.
 - (6) The assigned property maintenance staff must ensure that the fire safety vendor:
 - (a) Places an FDNY approved tag on each portable fire extinguisher that passes the inspection, including spare portable fire extinguishers in storage; and
 - (b) Stamps each tag with the fire safety vendor's information with an FDNY supplied stamp.
 - (c) Clearly identifies extinguishers that fail the inspection.
 - (7) Following completion of a portable fire extinguisher annual inspection, the fire safety vendor submits the inspection results and NYCHA Form 042.726, *Statement of Services* to the property maintenance supervisor who:
 - (a) Reviews the inspection results with the fire safety vendor.
 - (b) Signs the NYCHA Form 042.726, *Statement of Services* to approve the inspection.
 - (c) Creates work order(s) in Maximo to correct any deficiencies noted and assigns the work order(s).
 - (d) Indicates on the NYCHA Form 040.506, *Fire Extinguisher Inspection Log* the date a portable fire extinguisher was repaired or replaced by property management.
- c. Portable Fire Extinguisher Expiration Date

The expiration date of a portable fire extinguisher is **December 31st** of the year that is six (6) years after the manufactured year. The expiration date must be recorded on an adhesive label affixed to each portable fire extinguisher. For example, if a

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portable fire extinguisher is manufactured in November 2020, the expiration date is December 31, 2026.

d. Replacement of Portable Fire Extinguishers

A portable fire extinguisher must be replaced immediately:

- (1) After use.
- (2) If the pressure gauge is missing, damaged or below full pressure.
- (3) When it is past its expiration date, including all fire extinguishers in storage.
- (4) If it is damaged, defective, corroded, leaking, or ruptured.
- (5) If it does not feel full when lifted (hefted).
- (6) If any required information on the label cannot be read.
- (7) If the annual inspection tag is missing or the last annual inspection occurred more than one year ago.

e. Condemned Portable Fire Extinguishers/Storage

Upon installation of a new portable fire extinguisher, the removed one must be immediately removed from its site, labeled "CONDEMNED" with the date of condemnation noted. Once labeled, the condemned portable fire extinguisher must be placed in a designated storage location.

NOTE:	All condemned portable fire extinguishers must be placed in the same specifically designated, secure and dry storage area. Condemned portable fire extinguishers are never to be stored in publicly accessible areas.
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f. Replacement of Portable Fire Extinguishers

Portable fire extinguishers removed from service must be replaced by the type suitable for protecting the existing type of hazard and must be of equal rating to the one removed. See Section VII.G.4 above for the types of portable fire extinguishers used by NYCHA.

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g. Disposal

- (1) Condemned portable fire extinguishers must be retrieved and disposed of by the fire safety vendor who currently supplies the same size of portable fire extinguisher.
- (2) Information on current fire safety vendors is maintained on NYCHAConnect on the Supply Management (SMD) Department webpage, under Active Contracts ([NYCHAConnect/Departments/Supply Management/Active Contracts](#)).
- (3) Problems with fire safety vendors concerning the pick-up of condemned portable fire extinguishers should be referred to the Procurement Department.

H. Fire Safety Alarms

1. Fire alarm systems installed in buildings and facilities located at NYCHA developments including most borough management offices, various development offices, and a number of departmental offices must be installed, inspected, and tested as required by regulatory statutes and this Standard Procedure, in order to safeguard employees, residents, and visitors during emergencies.
2. The fire safety vendor's technician who installs, inspects, tests and services fire alarm systems in New York City must hold the appropriate Certificate of Fitness for fire alarm system inspection, testing, and service.
3. Fire Alarms Inspection/Testing
 - a. The DMP buyer creates and approves releases in Oracle for the monthly fire alarm inspections and semi-annual fire alarm testing.
 - b. Upon receipt of the approved release for the monthly fire alarms inspection and the semi-annual alarm testing, the fire safety vendor schedules the monthly inspection and semi-annual testing of the fire alarms with the development.
 - c. At the time of the inspection and/or testing, the property maintenance supervisor:
 - (1) Requests to see the fire safety vendor's Certificate(s) of Fitness during each visit.
 - (2) Assigns an appropriate staff person to escort the fire safety vendor during the inspection so that the staff person knows the exact location of the inspection and has a clear understanding of any deficiencies noted by the fire safety vendor in the inspection report.

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d. Fire Safety Vendor

- (1) The fire safety vendor inspects all alarms monthly and tests them semi-annually and records the inspection/test results on the applicable form:
 - (a) NYCHA Form 040.514, *Fire Alarm Monthly Inspection Report*
 - (b) NYCHA Form 040.628, *Fire Alarm Semiannual Test/Inspection Report*
- (2) The fire safety vendor reports all malfunctions to the property maintenance supervisor immediately.
- (3) For the semi-annual test only, the fire safety vendor repairs any malfunctions to the fire alarm in accordance with the terms of the blanket purchase agreement.
- (4) The fire safety vendor notifies the property maintenance supervisor, and conspicuously posts a notice on every pull station and throughout the lobby area if the fire alarm system is determined to be inoperative.
- (5) If only one pull box is determined to be inoperative, but others are functioning, the fire safety vendor posts a notice only at the inoperative pull box. This notice states that the pull box is inoperative and indicates the location of the closest pull box.
- (6) If an entire fire alarm system is determined to be inoperative:

The fire safety vendor posts a notice on the fire alarm panel, applicable FAAPs and on all pull boxes indicating that the entire fire alarm system is inoperative and immediately contacts the following:

- (a) FDNY
- (b) The Fire Safety Unit
- (c) The Emergency Services Department
- (d) The Property Management Department

NOTE:	Fire guard service is required for out-of-service fire alarm systems. See Section VII.N, for information on when a fire guard is required and how property management can request fire guard service.
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- (7) At the completion of the inspection, the fire safety vendor completes and submits the following to the property maintenance supervisor for review and approval:

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- (a) The applicable inspection report; and
 - (b) NYCHA Form 060.305, *Summary of Standpipe, Sprinkler, and/or Alarm System Deficiencies* if deficiencies were identified.
- e. The property maintenance supervisor reviews the inspection results with the fire safety vendor and signs the inspection report to approve the inspection.
- f. If repairs are needed as a result of an inspection:
- (1) The property maintenance supervisor ensures that property management staff or a vendor address, as applicable, the inspection deficiencies listed in Appendix H, if any.
 - (2) For any of the emergency deficiencies listed in Appendix G, the property maintenance supervisor immediately:
 - (a) Calls the fire safety vendor, if a different vendor.
 - (b) Completes NYCHA Form 040.546, *Fire Safety – Request for Repair Authorization Release* and emails it to the DMP buyer to request a release and copies the Fire Safety Unit on the email.
 - (3) For all other deficiencies, within 5 business days of the inspection, the property maintenance supervisor emails NYCHA Form 040.546, *Fire Safety – Request for Repair Authorization Release*, to the Fire Safety Unit at Firesafety.authorizations@nycha.nyc.gov.
 - (a) The Fire Safety Unit:
 - i. Reviews NYCHA Form 040.546, *Fire Safety – Request for Repair Authorization Release*, for accuracy and completeness.
 - ii. Reaches out to the fire safety vendor to clarify the scope of work.
 - iii. Emails the completed NYCHA Form 040.546, *Fire Safety – Request for Repair Authorization Release* to the DMP buyer to request a release for the repair work.
- I. Fire Standpipes
- 1. Fire standpipes at NYCHA locations must be operated, maintained, and inspected as required by the Administrative Code of the City of New York.

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2. It is of vital importance for the property manager, property maintenance supervisor, and other supervisory personnel of all developments to be aware at all times that the fire standpipes installed in NYCHA buildings are in satisfactory operable condition.
3. The main valve for the standpipe should always be maintained in the open position and should be chain locked in this open position.
4. Under no circumstances other than extreme emergency, should staff close the valves rendering these systems inoperable. An extreme emergency is a condition requiring repair to the system that cannot be made within a matter of hours, such as a major pipe break.
5. Should an emergency condition occur:
 - a. A development supervisor must immediately call and email the fire safety vendor and the Fire Safety Unit.
 - b. The fire safety vendor must notify the FDNY of the shut-down date for servicing and the anticipated date of return.
 - c. The fire safety vendor provides the Fire Safety Unit with the FDNY dispatch Call Out Number for verification.

NOTE:	Fire guard service is required for out-of-service standpipe systems. See Section VII.N, for information on when a fire guard is required and how property management can request fire guard service.
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6. Monthly Standpipe Inspection and Report
 - a. The DMP buyer creates and approves releases in Oracle for monthly standpipe inspections.
 - b. Upon receipt of the approved release, the fire safety vendor schedules the monthly inspection of the standpipes with the development.
 - c. At the time of the inspection, the property maintenance supervisor assigns an appropriate staff person to escort the fire safety vendor during the inspection.
 - d. Only Licensed Suppression Contractors can be used for inspecting standpipes in NYCHA buildings and the individual performing the inspection must acquire and maintain the appropriate Certificate of Fitness issued by FDNY in compliance with the NYC Fire Code.

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- e. A valid copy of the fire safety vendor's Certificate of Fitness must be obtained for posting in the property maintenance supervisor's office.
- f. The fire safety vendor must provide a minimum of 48-hour notice to development staff prior to the monthly inspections.
- g. The fire safety vendor must use NYCHA Form 061.079, *Monthly Standpipe Inspection Report* to perform the inspection.
- h. Following completion of the inspection, the fire safety vendor completes and submits the following to the property maintenance supervisor for review and approval:
 - (1) The completed inspection report; and
 - (2) NYCHA Form 060.305, *Summary of Standpipe, Sprinkler, and/or Alarm System Deficiencies* if deficiencies were identified.

NOTE:	The property maintenance supervisor files the completed NYCHA Form 060.305 in the appropriate inspection folder – see Section VIII.C, <i>Recordkeeping</i> .
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- i. If repairs are needed as a result of an inspection:
 - (1) The property maintenance supervisor ensures that property management staff or a vendor address, as applicable, the inspection deficiencies listed in Appendix H, if any.
 - (2) For any of the emergency deficiencies listed in Appendix G, the property maintenance supervisor immediately:
 - (a) Calls the fire safety vendor, if a different vendor.
 - (b) Completes NYCHA Form 040.546, *Fire Safety – Request for Repair Authorization Release* and emails it to the DMP buyer to request a release and copies the Fire Safety Unit on the email.
 - (3) For all other deficiencies, within 5 business days of the inspection, the property maintenance supervisor emails NYCHA Form 040.546, *Fire Safety – Request for Repair Authorization Release*, to the Fire Safety Unit at Firesafety.authorizations@nycha.nyc.gov.
 - (a) The Fire Safety Unit:

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- i. Reviews NYCHA Form 040.546, *Fire Safety – Request for Repair Authorization Release*, for accuracy and completeness.
 - ii. Reaches out to the fire safety vendor to clarify the scope of work.
 - iii. Emails the completed NYCHA Form 040.546, *Fire Safety – Request for Repair Authorization Release* to the DMP buyer to request a release for the repair work.
- j. The fire safety vendor must inform the following of any inoperative fire standpipe/suppression system(s):
- (1) The property manager and property maintenance supervisor
 - (2) The Fire Safety Unit
- k. Standpipe Hose Valve Adapters

Each fire safety vendor inspecting standpipes must ensure the following:

- (1) That caps for all standpipe riser hose valves are in place, and that they are brass or cast iron, as approved by FDNY. The cap acts as a protective cover for the adapter threads.
- (2) Any standpipe adapters must be cast iron or brass.
- (3) All existing non-brass adapters must be replaced with a brass adapter to accommodate a brass or cast-iron cap.

J. Sprinkler Systems

Sprinkler systems at NYCHA locations must be operated, maintained, and inspected as required by the Administrative Code of the City of New York.

1. Inspection of Sprinkler Systems

- a. The DMP buyer creates and approves releases in Oracle for the monthly sprinkler systems inspections.
- b. The fire safety vendor must provide a minimum of 48-hour notice to development staff prior to the monthly inspections.
- c. Certificates of Fitness

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- (1) A fire safety vendor inspecting sprinklers in buildings or structures must acquire and maintain the appropriate Certificate of Fitness in compliance with the NYC Fire Code.
 - (2) A fire safety vendor inspecting sprinkler systems in NYCHA apartments must acquire and maintain the appropriate Certificate of Fitness for Residential Sprinkler Systems issued by FDNY.
- d. The fire safety vendor must provide a copy of their valid Certificate(s) of Fitness to the property maintenance supervisor who posts the certificate(s) in their office.
 - e. At the time of the inspection the property maintenance supervisor assigns an appropriate staff person to escort the fire safety vendor during the inspection.
 - f. The fire safety vendor conducts a complete inspection of all sprinkler systems at the development using the below forms, as applicable, depending on the location of the of system:
 - (1) NYCHA Form 040.612, *Monthly Apartment Sprinkler Inspection Report*
 - (2) NYCHA Form 040.471, *Monthly Hallway Sprinkler Inspection Report*
 - (3) NYCHA Form 040.472, *Monthly Common Area Sprinkler Inspection Report*
 - (4) NYCHA Form 040.473, *Monthly Compactor Sprinkler System Inspection Report*

NOTE:

- The monthly compactor sprinkler system inspection includes the inspection of compactor rooms and chutes.
- See Standard Procedure 060:78:1, *Maintenance and Service of Interior and Exterior Compactors* for additional compactor inspection and maintenance requirements.
- If there is a fire incident in the compactor chute, the property maintenance supervisor must complete and email NYCHA Form 060.283, *Compactor Room/Refuse Chute Fire Incident Report* to the Waste Management Department.

- g. Following completion of an inspection, the fire safety vendor submits the following to the property maintenance supervisor for review and approval:
 - (1) The completed sprinkler inspection report(s); and
 - (2) NYCHA Form 060.305, *Summary of Standpipe, Sprinkler, and/or Alarm System Deficiencies* if deficiencies were identified.

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h. If repairs are needed as a result of an inspection:

- (1) The property maintenance supervisor ensures that property management staff or a vendor address, as applicable, the inspection deficiencies listed in Appendix H, if any.
- (2) For any of the emergency deficiencies listed in Appendix G, the property maintenance supervisor immediately:
 - (a) Calls the fire safety vendor, if a different vendor.
 - (b) Completes NYCHA Form 040.546, *Fire Safety – Request for Repair Authorization Release* and emails it to the DMP buyer to request a release and copies the Fire Safety Unit on the email.

NOTE:	Fire guard service may be required for out-of-service sprinkler systems. See Section VII.N, for information on when a fire guard is required and how property management can request fire guard service.
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- (3) For all other deficiencies, within 5 business days of the inspection, the property maintenance supervisor emails NYCHA Form 040.546, *Fire Safety – Request for Repair Authorization Release*, to the Fire Safety Unit at Firesafety.authorizations@nycha.nyc.gov.
 - (a) The Fire Safety Unit:
 - i. Reviews NYCHA Form 040.546, *Fire Safety – Request for Repair Authorization Release*, for accuracy and completeness.
 - ii. Reaches out to the fire safety vendor to clarify the scope of work.
 - iii. Emails the completed NYCHA Form 040.546, *Fire Safety – Request for Repair Authorization Release* to the DMP buyer to request a release for the repair work.

i. The fire safety vendor must inform the following departments and entities of any inoperative fire sprinkler system(s).

(1) The property manager and property maintenance supervisor

(2) The Fire Safety Unit

(3) FDNY

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(4) The Emergency Services Department

(5) The Property Management Department

2. Additional Instructions for Apartment Sprinkler Inspections

Apartments outfitted with sprinkler heads require separate monthly inspections to comply with all local fire and building codes:

- a. After the initial inspection attempt, the fire safety vendor must make additional attempts to access all apartments as required.
- b. The fire safety vendor must provide 48 hours advance notice to development property maintenance supervisors prior to scheduled inspections in order for property management to inform residents of the need for access to their apartments.
- c. The property maintenance supervisor must track unresponsive residents by placing a note in the tenant file.

<p>NOTE: If access is refused, the property manager may initiate Termination of Tenancy proceedings, based upon the Breach of Rules and Regulations.</p>

3. Maintenance of Sprinkler Systems

- a. A supply of at least six (6) extra sprinkler heads must be kept at all times on the premises to replace promptly any fused or damaged sprinkler.

K. Flow-Test Procedures for Sprinkler Systems

1. Residential Sprinkler Flow Tests

- a. Licensed fire safety vendors must perform residential sprinkler flow tests every thirty (30) months (2½ years). Systems that fail to pass this inspection must be repaired immediately.
- b. Residential sprinkler flow tests must be performed by licensed fire safety vendors and must be witnessed by an FDNY inspector.
- c. The fire safety vendor must schedule flow test inspections with FDNY personnel.
- d. FDNY Form FP-100, *Resident Sprinkler Flow Test Report* is used to conduct the flow test and record results. The FDNY inspector generates the form after the test and leaves a copy with the property manager or property maintenance supervisor and emails a copy to Fire Safety Unit.

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2. The Fire Safety Unit:

- a. Requests releases for the sprinkler flow tests by email to the DMP buyer.
- b. Provides fire safety vendors with detailed lists of addresses that use sprinkler systems requiring flow tests.
- c. Authorizes all required repairs on NYCHA Form 040.546, *Fire Safety-Request for Repair Authorization Release* and submits the form to the DMP buyer who creates the release and notifies the fire safety vendor.
- d. Maintains a listing with information on locations that have had sprinkler flowtests.

3. Development staff must:

- a. Provide access to and escort fire safety vendor personnel for development-wide testing, inspecting, and repairs.
- b. Maintain copies of the FDNY FD-100 reports completed for the flow tests.

NOTE: Although not required by FDNY, the Fire Safety Unit can request that the fire safety vendor perform a flow test of a standpipe system by requesting a release from DMP.

L. Five-Year Hydrostatic Tests of Standpipes and Sprinkler Systems

Upon order of the FDNY Fire Commissioner, but at least once in five (5) years, the FDNY connection(s), if any, for a sprinkler system are subjected to a hydrostatic pressure test to demonstrate its suitability for FDNY use. Failure to perform this test will result in the issuance of a violation to the development by FDNY.

The hydrostatic pressure test must be conducted by a fire safety vendor before a representative of FDNY, and, if available, Fire Safety Unit staff.

1. The fire safety vendor in accordance with the contract must perform one pre-test and one official test of each FDNY connection.
2. The Fire Safety Unit requests releases for the hydrostatic tests by email to the DMP buyer.
3. The fire safety vendor and the Fire Safety Unit notifies the property manager and property maintenance supervisor of pre-test and official-test dates and 48 hours in advance of all testing.

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4. Hydrostatic Pre-Test

a. The fire safety vendor:

- (1) Performs all FDNY required hydrostatic pre-tests in a timely manner as to allow any necessary repairs that need to be performed.
- (2) Submits a completed NYCHA Form 040.515, *5-Year Hydrostatic Pre-Test Report for Standpipe and Sprinkler Systems* to the Fire Safety Unit.

b. The Fire Safety Unit authorizes all required repairs on NYCHA Form 040.546, *Fire Safety-Request for Repair Authorization Release* and submits the form to the DMP buyer who creates the release and notifies the fire safety vendor.

c. The fire safety vendor makes the repairs within five business days of receiving the release.

5. Hydrostatic Official Test

a. The Fire Safety Unit notifies the property manager and property maintenance supervisor of the official FDNY hydrostatic testing date and of the results of official testing by email.

b. The property maintenance supervisor must ensure that the official test is ready to begin as soon as the FDNY inspector arrives; if the test is not ready to begin the development automatically fails the test and a violation is issued.

c. The fire safety vendor conducts the official hydrostatic test for standpipe and sprinkler systems and completes and submits NYCHA Form 040.516, *5-Year Hydrostatic Final Report for Standpipe and Sprinkler Systems*, to the Fire Safety Unit.

d. The Fire Safety Unit receives Hydrostatic Test Completion Cards from the FDNY indicating that the entire development has passed the hydrostatic test and provides copies of the cards to property management and the fire safety vendor.

- (1) FDNY does not issue a completion card if any part of a development has not passed the test.

- (2) Any failing development will be re-scheduled for testing after repairs or updates are made.

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M. Rangehood Fire Suppression Systems

1. Rangehood fire suppression systems must be inspected on a semi-annual basis using NYCHA Form 060.307, *Range Hood Suppression Semi-Annual Inspection Report* and cleaned quarterly using NYCHA Form 060.306, *Range Hood Cleaning and Inspection Report*.
2. Only fire safety vendors with the appropriate Certificate of Fitness shall inspect and/or clean the rangehood fire suppression systems.
3. The Fire Safety Unit requests releases for rangehood fire suppression system quarterly cleaning/inspections and semi-annual inspections by email to the DMP buyer.
4. At the time of the inspection, the property maintenance supervisor assigns an appropriate staff person to escort the fire safety vendor during the inspection.
5. The fire safety vendor must inform the property maintenance supervisor of any malfunction. If the fire range hood system is found to be inoperative the fire safety vendor contacts:
 - a. FDNY
 - b. The Fire Safety Unit
 - c. The Emergency Services Department
 - d. The Property Management Department
6. Following completion of an inspection, the fire safety vendor submits a completed inspection report to the property maintenance supervisor.
7. If repairs are needed as a result of an inspection:
 - a. For any of the emergency deficiencies listed in Appendix G, the property maintenance supervisor immediately:
 - (1) Calls the fire safety vendor, if a different vendor.
 - (2) Completes NYCHA Form 040.546, *Fire Safety – Request for Repair Authorization Release* and emails it to the DMP buyer to request a release and copies the Fire Safety Unit on the email.
 - b. For all other deficiencies, within 5 business days of the inspection, the property maintenance supervisor emails NYCHA Form 040.546, *Fire Safety – Request for*

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Repair Authorization Release, to the Fire Safety Unit at Firesafety.authorizations@nycha.nyc.gov.

(1) The Fire Safety Unit:

- (a) Reviews NYCHA Form 040.546, *Fire Safety – Request for Repair Authorization Release*, for accuracy and completeness.
- (b) Reaches out to the fire safety vendor to clarify the scope of work.
- (c) Emails the completed NYCHA Form 040.546, *Fire Safety – Request for Repair Authorization Release* to the DMP buyer to request a release for the repair work.

c. The property maintenance supervisor or property manager must:

- (1) Ensure that the fire safety vendor possesses a valid Certificate of Fitness for rangehood fire suppression systems.
- (2) Ensure that rangehood fire suppression systems are inspected semiannually and cleaned quarterly.
- (3) Ensure that a rangehood fire suppression system is inspected after any discharge.
- (4) Maintain a folder for the record of inspections of rangehood fire suppression systems. Failure to maintain inspection records may result in the issuance of a violation when these records are requested by FDNY.
- (5) Instruct staff not to use any stove when the rangehood fire suppression system is either malfunctioning or in need of maintenance.
- (6) If the fire safety vendor reports a malfunction of the rangehood fire suppression system in a sponsored center:
 - (a) Inform via email the director of a sponsored center that the cooking equipment is to remain inoperable until the system is repaired.
 - (b) Email the Real Estate Services Department to determine based on the lease the sponsored center's responsibilities, if any, for the maintenance and repair of the rangehood fire suppression system.
- (7) Ensure that sponsored centers report all fire incidents to the property manager and/or property maintenance supervisor.

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- (8) Email any commercial tenant possessing commercial cooking equipment about NYCHA's requirements.
- (9) Email the Real Estate Services Department if a malfunction or NYC Fire Code violation has been cited for a commercial tenant.
- (10) Follow the guidelines in SP 182:05:1, *Commercial Property Administration*, if a commercial tenant is not in compliance with the lease.

N. Fire Guards

As per NYC Fire Code 901.7 a fire guard is required 24 hours a day whenever a standpipe, sprinkler, or fire alarm fire protection system is out of service, meaning that the system is not fully functional, or the system operation is impaired or is otherwise not in good working order.

1. Out-of-Service Systems

The property manager or property maintenance supervisor/assistant property maintenance supervisor must request a fire guard under the following criteria:

a. Standpipe Systems

If the post indicator valve is found to be shut down and the system is not being actively repaired and cannot be repaired the same day. The post indicator valve is a shut off valve that allows the building to be isolated from the system.

b. Sprinkler Systems

The sprinkler system is out of service on more than one floor of the building and the system cannot be restored to service within 8 hours of the time the system went out of service.

c. Fire Alarm Systems

- (1) The fire alarm system is out of service on more than one floor of the building; or
- (2) The work or repairs will require the fire alarm system to be out of service for more than 8 hours in any 24-hour period.

<p>NOTE: If a fire alarm system is located in a community facility (senior, daycare, community center) fire guards are only required during its hours of operation.</p>
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- d. One or more other fire protection systems in the area in which a fire protection system is out of service are or will also be out of service at the same time.

2. Requesting Fire Guards

- a. The property manager or property maintenance supervisor/assistant property maintenance supervisor must:
 - (1) Calculate the total square footage of the area to be covered; a separate fire guard is required for every 50,000 square foot of building space.
 - (2) Complete and submit NYCHA eForm, 040.545, *Security/Fire Guard Services Request* in Movaris for the appropriate amount of fire guards.
 - (a) The eForm will automatically route to the Fire Safety Unit for approval.
 - (b) Upon approval by the Fire Safety Unit, the form will route to the Office of Safety and Security to provide fire guard(s). See Standard Procedure 040:99:6, *Security Guard/Fire Guard Request*.
- b. In addition to completing the eForm, the property manager or property maintenance supervisor/assistant property maintenance supervisor must send an email request to the deputy director of the Office of Safety and Security and to the Fire Safety Unit at Firesafety.authorizations@nycha.nyc.gov. The email must contain the following information:
 - (1) Development name
 - (2) Location address
 - (3) Number of fire guards needed
 - (4) Specific hours fire guards are needed

3. Fire Guard Responsibilities

- a. All fire guards are:
 - (1) Required to wear their company uniform.
 - (2) Prohibited from leaving their assigned posts at any time during their tour unless for a meal or bathroom break.

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- (3) Required to notify their company dispatcher whenever they leave or return to their post. All meals are taken on post. They may leave their assigned post for a short period of time to obtain their meal.
 - (4) Required to leave the fire guard's logbook with the property manager or property maintenance supervisor, once the fire safety vendor certifies that the out-of-service system is repaired or replaced and fire guard service is no longer required.
- b. All fire guards **must conduct** a visual inspection as follows:
- (1) Assigned to a center – **twice** within an hour and noted in the fire guard's logbook
 - (2) Assigned to a building 14 stories or less – **twice** an hour and noted in the fire guard's logbook
 - (3) Assigned to a building 15 stories and above – **once** an hour and noted in the vendor logbook
- c. All reliefs for fire guards are face to face and they cannot leave until the next fire guard arrives, if applicable.
- d. Fire guards must remain in place until:
- (1) The out-of-service system is repaired, or a new one is installed.
 - (2) In cases involving out-of-service fire alarm systems, the FDNY must inspect and certify the new or repaired fire alarm system and give the fire safety vendor a call-in number documenting that it is safe to operate.
4. Property Management Responsibilities

The property manager or property maintenance supervisor/assistant property maintenance supervisor must:

- a. Check and sign the fire guard's log book at least once per week.
- b. Call the Office of Safety and Security Command Center at 212-306-8800 if a fire guard is not performing as specified in Section 3 directly above.
- c. Email the deputy director of the Office of Safety and Security and the Fire Safety Unit (firesafety.authorizations@nycha.nyc.gov) when the fire safety vendor certifies that the out-of-service system is repaired or replaced and fire guard service is no longer required.

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O. Smoke Detectors/Carbon Monoxide Detectors

NOTE: Smoke detectors and carbon monoxide detectors are required in NYCHA apartments and may be currently installed as separate units or in one combination unit.

1. NYCHA Guidelines for Smoke Detectors and Carbon Monoxide Detectors
 - a. Smoke detectors/carbon monoxide detectors must be checked to determine that they are operational each time that property maintenance staff enters an apartment.
 - b. Smoke detectors/carbon monoxide detectors must be properly functioning and placed in the proper location.
 - c. Smoke detectors/carbon monoxide detectors must be tested to ensure that they are working properly.
 - d. If a battery-operated smoke detector/carbon monoxide detector is missing or does not work maintenance staff must:
 - (1) Replace the unit with a sealed battery unit.
 - (2) Retest the smoke detector/carbon monoxide detector and confirm that it is working.
 - (3) Indicate on the work order that the smoke detector/carbon monoxide detector was repaired or replaced.
 - e. If a hardwired smoke detector/carbon monoxide detector is missing or does not work, maintenance staff must:
 - (1) Check to make sure the smoke detector/carbon monoxide detector is plugged into the electrical connection within the mounting bracket.
 - (2) Check the circuit breaker to make sure the circuit is not tripped.
 - (3) Install a battery-operated smoke detector/carbon monoxide detector, as needed, as a temporary solution.
 - f. If the hardwired smoke detector/carbon monoxide detector cannot be replaced:
 - (1) Maintenance staff must create a work order for the hardwired system and note that a battery-operated unit was installed as a temporary fix.
 - (2) The hard-wired system must be repaired.

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- g. Smoke detectors/carbon monoxide detectors must never be disengaged.
- h. Smoke detectors/carbon monoxide detectors must be installed as follows:

On the wall, 4-10 inches from the ceiling or on the ceiling centered in the hallway, away from air ducts, and within 15 feet of the primary entrance to each sleeping room.

2. Inspection Requirements – Smoke Detectors/Carbon Monoxide Detectors

For each smoke detector/carbon monoxide detector unit inspected, maintenance workers must note on the work order if the unit's condition is:

- a. Satisfactory (i.e., the unit is working and properly installed);
- b. Unsatisfactory (i.e., the unit is deficient, and the maintenance worker could not correct the deficiency on the spot and creates a work order); or
- c. Corrective Action Taken (i.e., the unit is deficient, and the maintenance worker corrects the deficiency on the spot)

3. Life Cycle of Sealed Battery Detectors

- a. Sealed smoke detectors/carbon monoxide detectors must be replaced at the end of their life cycle.
- b. If there is no installation date on the work order, all existing smoke detectors and carbon monoxide detectors must be replaced with a combination unit.
- c. If there is an installation date on the work order and the unit is more than seven (7) years old, the smoke detector or carbon monoxide detector must be replaced with a new combination unit.

P. Fire Escape/Ladders/Window Gates/Air Conditioners

Property management staff during daily and other inspections are responsible for ensuring compliance with the following sections of the NYC Fire Code:

- 1. Fire escapes and access to fire escapes shall be maintained in a safe and operational condition, and continuously maintained free from obstructions and impediments to immediate use in the event of fire or other emergency.
- 2. The window or door giving access to fire escapes shall not be less than two feet (2') in width and the sill of the window shall not be more than three feet (3') above the floor.

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3. Window openings shall be not less than two feet six inches (2'-6") high in the clear.
4. Maintenance

All fire escape components shall be painted or otherwise protected from deterioration and all moving parts shall be maintained in good working order.

5. Fire Escape Ladders

- a. The operation of a fire escape ladder, including a drop ladder that is lowered vertically to the ground, or a counterbalanced stair ladder which swings to the ground, shall not be obstructed by awnings, stationary furniture, portable fueled space heaters, parked cars, or other obstructions.
- b. Where construction work is being performed at a location adjoining a fire escape, provision shall be made for safe egress from the fire escape ladder.
- c. Inspection Requirements

Inspections of fire escape ladders on buildings over six (6) stories, including six-story buildings with basements, must be performed every five (5) years as required by local law.

Capital Projects contracts with Qualified Exterior Wall Inspectors (QEWIs) who prepare Façade Inspection Safety Reports that indicate the status of a building, the planned repairs, and expected repair dates. QWEIs file the reports with the NYC Department of Buildings. Capital Projects has active contracts to address repairs identified in the Façade Inspection Safety Report.

There is no inspection requirement for fire escapes on buildings not subject to the local law. However, per the NYC Fire Code, all fire escapes must be maintained in a safe and operable condition and be free from obstructions and impediments to immediate use.

6. Window Gates

- a. FDNY approved bars, grilles, grates, or similar devices placed over windows or other openings onto fire escapes shall be maintained in good working order.
- b. Property management must replace any window gate that is not FDNY approved.
- c. The approved list of window gate companies is available on the FDNY website [@https://www1.nyc.gov/site/fdny/business/all-certifications/all-certifications.page](https://www1.nyc.gov/site/fdny/business/all-certifications/all-certifications.page).

NOTE: A regular window guard must **not** be installed on windows leading to fire escapes.

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7. Air Conditioners

- a. An air conditioner shall not be installed in a window providing access to a fire escape unless such fire escape may be accessed from another window in the same room that is unobstructed and of the size required for such purpose by the Building Code, New York State Multiple Dwelling Law, or other applicable law, rule or regulation.
- b. Air conditioners installed in windows adjoining fire escapes shall not obstruct the path of egress on the fire escape.
- c. Property management must remove an air conditioner that does not comply with the above provisions.

Q. Requirements for Paint Storage Rooms, Exterminator Shops, and Electric and Gas Meter Rooms

1. Paint Storage Rooms

The property manager or location supervisor must ensure that, as applicable, paint storage rooms and staff working in paint storage rooms comply with the following guidelines:

- a. All paint storage room doors must be:
 - (1) Fireproof
 - (2) Self-closing
 - (3) Kept locked
 - (4) Have sills of masonry or concrete a minimum of six (6) inches above the floor at the door opening.
- b. Additional Requirements for Paint Storage Rooms
 - (1) Must be equipped with a sprinkler system.
 - (2) No Smoking signs must be marked in red letters, at least four (4) inches in height, throughout all paint storage rooms.
 - (3) A ten-pound, dry chemical portable fire extinguisher must be located in paint storage rooms, adjacent to the entrance.
 - (4) All electrical lights and fans must have:

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- (a) Switch(es) on the outside of the room or have explosion-proof switches
 - (b) Explosion proof light fixtures
 - (c) Explosion proof motors
- (5) Shelves, racks, stands, and other similar items, must be constructed with non-combustible materials.
- (6) Each paint storage room must have an approved, self-closing waste container for oil-rags. The waste container must be emptied daily.
- (7) Within the paint storage room, there shall be no:
- (a) Open flames
 - (b) Electrical appliances
 - (c) Smoking
 - (d) Thinning of, or mixing paint
- (8) All paint cans must be:
- (a) Tightly closed when not being used.
 - (b) Returned to the paint storage room when not being used.
 - (c) Transported in closed containers and removed when empty.

2. Exterminator Shops

The property manager or location supervisor must ensure that, as applicable, exterminator shops and staff working in exterminator shops comply with the following guidelines:

- a. All exterminator shop doors must be:
 - (1) Fireproof
 - (2) Self-closing
 - (3) Kept locked

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- (4) Have sills of masonry or concrete a minimum of six (6) inches above the floor at the door opening
- (5) Have a warning sign on the exterior of the door indicating that pesticides are stored at the location

b. Additional Requirements for Exterminator Shops

- (1) Must be equipped with a sprinkler system.
- (2) No Smoking signs must be marked in red letters, at least four (4) inches in height, throughout exterminator shops.
- (3) A ten-pound, dry chemical portable fire extinguisher must be located in the exterminator shop, adjacent to the entrance.
- (4) All electrical lights and fans must have:
 - (a) Switch(es) on the outside of the room or have explosion-proof switches
 - (b) Explosion proof light fixtures
 - (c) Explosion proof motors
- (5) Shelves, racks, stands, and other similar items, must be constructed with non-combustible materials.
- (6) Each exterminator shop must have an approved, self-closing waste container. The waste container must be emptied daily.
- (7) Within the exterminator shop, there shall be no:
 - (a) Open flames
 - (b) Electrical appliances
 - (c) Smoking
- (8) All pesticide containers must be:
 - (a) Tightly closed when not being used.
 - (b) Returned to the exterminator shop when not being used.
 - (c) Transported in closed containers and removed when empty.

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NOTE: See Standard Procedure 040:49:6, *Pest Prevention and Control in NYCHA Residential Buildings* for additional information on pesticide use and storage.

3. Electric and Gas Meter Rooms

a. All electric and gas meter room doors must be:

- (1) Fireproof
- (2) Self-closing
- (3) Kept locked
- (4) Labeled as to the room type and indicate that no storage is allowed

b. Additional Requirements for Gas Meter Rooms

All electrical lights must have:

- (1) Switch(es) on the outside of the room or have explosion-proof switches
- (2) Explosion proof light fixtures

R. Fire Drills

1. Fire Drill Requirements

- a. Fire drills are required by law, but NYCHA requires periodic fire drills to prepare development staff for emergency situations, and also staff of other NYCHA facilities or offices (e.g. borough management offices, skilled trades shops) located at a NYCHA development.
- b. Property managers and location supervisors must conduct fire drills at least twice per year.
- c. A record of each fire drill must be maintained.
- d. Each fire drill is evaluated using NYCHA Form 040.551, *Fire Drill Reports-Developments*, for the purpose of improving future performance.
- e. For central office and central office satellite locations, refer to Appendix J of NYCHA's Emergency Procedure Manual.

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2. Fire Safety Team

- a. At developments, the property manager or property maintenance supervisor appoints the Fire Safety Team. At other NYCHA locations covered by this Standard Procedure, the location supervisor appoints a Fire Safety Team. There may be multiple Fire Safety Teams at NYCHA developments. For example, a separate Fire Safety Team may be needed for the maintenance office and management office. A Fire Safety Team consists of the following:

- (1) Fire warden(s)
- (2) Deputy fire warden(s)
- (3) Searcher(s)

b. Fire Warden

The fire warden has overall responsibility for employee fire safety and must:

- (1) Conduct fire drills and provide fire safety and evacuation training.
- (2) Evaluate fire drills and actual evacuations to improve future performance.
- (3) Maintain in the fire warden's designated area an updated list of employees with physical disabilities and provide the updated list to deputy fire wardens and searchers.

<p>NOTE: The property manager updates this list when there are staffing changes and provides the updated list to the fire warden, deputy fire warden, and searchers.</p>

(4) During a fire, the fire warden must:

- (a) Activate an alarm and call 911 to report a fire, preferably from a safe location, away from the incident.
- (b) Ensure that staff is alerted when a fire is discovered.
- (c) Supervise the evacuation, issue instructions, and remind staff of the designated muster area.
- (d) Dispatch personnel to assist those with disabilities.
- (e) Inform rescue personnel of the location of those who require assistance in exiting the building.

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- (f) Inform rescue personnel of the last known whereabouts of missing personnel.
- c. Deputy Fire Warden
 - (1) The deputy fire warden assumes the role of the fire warden in the fire warden's absence.
 - (2) Under the direction of the fire warden, the deputy fire warden must:
 - (a) Assist the fire warden as required.
 - (b) Obtain a listing of all personnel in the deputy fire warden's designated area with physical disabilities.
 - (c) Evacuate assigned areas.
 - (d) Maintain crowd control during evacuations.
 - (e) Direct all evacuees to the proper muster area.
- d. Searchers
 - (1) Searchers perform functions under the direction of the fire warden and deputy fire warden.
 - (2) Both male and female searchers are required.
 - (3) Searchers must possess a listing of all personnel in their designated areas with physical disabilities.
 - (4) Under the direction of the fire warden, during a fire, searchers must:
 - (a) Check all location areas (e.g., offices, staff rooms, and restrooms).
 - (b) Ensure that all persons have evacuated.
 - (c) Provide assistance to evacuating persons, when needed.
 - (d) Report to the deputy fire warden(s).
 - (e) Direct evacuees to the muster area.
- 3. Property managers and other location supervisors must:
 - a. Create a Fire Safety Team and ensure that the names and locations of the fire warden, deputy fire warden and searchers are posted on NYCHA Form 040.552,

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Organizational Chart for Fire Drill and Evacuation Assignment. This form must be posted in a conspicuous location, near the time clock or fire alarm pull station.

- b. Conduct at least two fire drills per year at their locations.
- c. Explain the fire drill procedure to all new employees including information on muster areas and emergency contact telephone numbers.
- d. Maintain the following contact information for each staff person in the event they need to be contacted during an emergency: telephone number, cell phone number, email address, emergency contact name, and telephone number.
- e. Maintain an up-to-date Fire Safety Team chart (NYCHA Form 040.552, *Organizational Chart for Fire Drill and Evacuation Assignment*), appointing new Fire Safety Team members as needed.
- f. Maintain a list of employees with physical disabilities, update the list when there are staffing changes, and provide a copy of the list and any updates to the fire warden, deputy fire warden(s), and the searchers (male and female).

<p>NOTE:</p> <ul style="list-style-type: none">• In the event of an emergency, the fire warden, the deputy fire warden, and/or the searcher(s) must immediately assist persons with physical disabilities to leave the building safely.• During an actual emergency, if any person is unaccounted for, the property manager or location supervisor must immediately notify the fire warden or deputy fire warden who will in turn notify rescue personnel.
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4. Signage

- a. All property managers and location supervisors must ensure that all illuminated fire exit signs are properly lit.
- b. All posted fire exit signs must be displayed conspicuously throughout the location.

5. Conducting Fire Drills

Fire drills must be conducted at all NYCHA development locations (e.g., property management offices, borough offices, warehouses) at least twice each year, generally in the months of April and October.

a. Notification to FDNY Prior to the Fire Drill

The fire warden is responsible for calling FDNY in advance of a fire drill to make them aware of the upcoming fire drill in order to prevent FDNY's personnel from

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responding if a bystander, unaware that a fire drill is taking place, reports a possible emergency.

b. Establishing Muster Areas

Meeting areas are established by the fire warden prior to a fire drill. All staff must assemble at the designated muster area for a head count. In an actual emergency, the fire warden must inform rescue personnel of the findings.

c. During the Fire Drill

- (1) During a fire drill, the fire warden announces the fire drill, specifies a muster area, and takes a head count at the muster area.
- (2) When all staff has evacuated, the fire warden provides fire safety instructions that include:
 - (a) To not activate fire alarms during fire drills.
 - (b) To not use elevators, if any are available at the site, during any fire drill or fire incident.

d. After the Fire Drill

- (1) Upon returning to the premises, the fire warden must inspect all smoke detectors to determine if they are functioning properly.
- (2) If any staff failed to report to the muster area, the supervisor must talk to them and emphasize the importance of responding.

6. Evaluating Fire Drills

- a. The fire warden evaluates each fire drill following its completion using NYCHA Form 040.551, *Fire Drill Report – Developments*. The evaluation includes:
 - (1) Amount of time required to complete the evacuation.
 - (2) Obstructions at or near fire exits that impeded the evacuation.
 - (3) The performance efforts of the Fire Safety Team.
 - (4) How well directions were communicated.
 - (5) The conducting of the evacuation and the post evacuation head-count.

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(6) Outlook of the staff with regard to the fire drill.

(7) Proper operation of smoke alarms.

- b. The property manager or location supervisor must sign the completed form and correct any unsatisfactory evaluation items.
- c. The fire warden submits a copy of completed NYCHA Form 040.551, *Fire Drill Report – Developments*, to the Property Management Department after each fire drill.

S. Oversight

1. Regional Asset Manager (RAM)

During their visits to the development and while conducting supervisory inspections, the RAM may randomly:

- a. Review the fire safety inspection files (see Section VIII.C, *Recordkeeping*) to confirm that the fire safety inspections are being performed according to this Standard Procedure.
- b. Perform spot checks of fire safety items during walk throughs of the development, including but not limited to fire safety notices, apartment identification and directional markings, lighting, and portable fire extinguishers.

2. Environmental Health & Safety

The Fire Safety Oversight Team conducts reviews of Maximo work order and development files, and conducts inspections at developments in order to verify:

- a. NYCHA's, including vendors engaged by NYCHA, adherence to the regulations and standards governing fire safety.
- b. Corrective actions have been taken to address violations issued by FDNY.
- c. That fire safety vendors completing testing and inspection of fire protection systems are compliant with applicable regulations.

VIII. OUTPUTS, REPORTS, AND RECORDKEEPING

A. Outputs

1. Fire safety notices are posted in buildings and apartments and fire safety information is distributed to NYCHA residents and staff as required by FDNY.

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2. NYCHA building emergency apartment identification and directional markings and signs conform with the NYC Fire Code and are inspected annually.
3. Maintenance staff performs safety checks including the fire safety checks described in Section VII.D whenever they inspect or perform work in NYCHA apartments.
4. Portable fire extinguishers are properly installed by property management and are inspected monthly by property management staff and annually by the fire safety vendor.
5. Fire safety vendors perform regular inspections of fire alarm systems, standpipe systems, sprinkler systems, rangehood fire suppression systems, and any other fire safety inspections and tests specified in this Standard Procedure.
6. Fire drills are performed twice each year at the work locations covered by this Standard Procedure.

B. Reports

1. Maximo

The regional asset manager, property manager, and property maintenance supervisor are responsible for using reporting tools in Maximo to track fire safety indicators including but not limited to the following:

- a. Work orders to correct deficiencies identified during portable fire extinguisher inspections
- b. The fire safety checks listed in Section VII.D

2. Fire Safety Vendor Requisitions and Releases

Supervisors can review the status of requisitions and releases by running the Purchasing Open Encumbrances Report which is available in the [Operations Dashboard](#) located on NYCHACONnect under the Apps tab.

C. Recordkeeping

1. Property Management

a. Inspection Reports

The property manager must ensure that the below building and fire safety inspection reports are maintained in separate physical files in the property maintenance supervisor's office. The physical files must be readily accessible at all times.

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- (1) Building Inspection (Monthly)
 - (2) Inspection of Directional Marking and Signs (Annual)
 - (3) Portable Fire Extinguisher Inspection Logs (Monthly and Annual)
 - (4) Fire Alarms Inspections (Monthly Inspections with Semi-Annual Testing)
 - (5) Standpipe Inspections (Monthly)
 - (6) Apartment Sprinkler Inspections (Monthly)
 - (7) Hallway Sprinkler Inspections (Monthly)
 - (8) Common Area Sprinkler Inspections (Monthly)
 - (9) Compactor Sprinkler System Inspections (Monthly)
 - (10) Residential Sprinkler Flow Test Inspections (Every 30 Months)
 - (11) Hydrostatic Test of Standpipe and Sprinkler Systems (Every 5 years)
 - (12) Rangehood Fire Suppression System Cleaning and Inspections (Quarterly Cleaning/Inspection; Semi-Annual Inspection)
- b. The property manager ensures that the original or copy of fire safety inspection logs are maintained in the Public Housing Assessment System (PHAS) binder, per the requirements of Standard Procedure, 040:18:1, *Repair Standards & PHAS REAC Inspections*.
- c. Fire Safety Vendor Certificates of Fitness
- The property maintenance supervisor posts the current fire safety vendors' Certificates of Fitness in their office and maintains a current file containing copies of all fire safety vendors' Certificates of Fitness. The file must be available for immediate viewing by FDNY personnel, upon request.
- d. Fire Guard Logbooks
- The property maintenance supervisor must maintain a file of fire guard logbooks in their office for review by FDNY upon request. Fire guard logbooks must be maintained at the development for three years after the fire guard service is completed.

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- e. The property manager and location supervisor must maintain copies of NYCHA Form 040.551, *Fire Drill Report – Developments* for each fire drill conducted.
 - f. The property manager and property maintenance supervisor must ensure that NYCHA Form 040.508, *Development Staff Fire Safety Plan Notification* acknowledging receipt of the FEP Guide when first permanently assigned to the location is filed in the employee's file.
 - g. The property manager must ensure that NYCHA Form 042.750, *Acknowledgment of Receipt of Fire and Emergency Preparedness Notices* acknowledging receipt of the FEP Guide at move-in is filed in the tenant's file.
 - h. The property manager and location supervisor maintain a master list of all portable fire extinguishers installed in NYCHA buildings under their supervision.
 - i. FDNY Building Information Forms are maintained electronically at the following link: [@ P:\FIRE SAFETY PLAN\Fire & Safety Plans.](#)
 - j. Developments must follow the record retention requirements described in Standard Procedure 094:23:1, *Records Management*.
2. The Fire Safety Unit maintains:
 - a. A list of developments that have had residential sprinkler flow tests
 - b. Results of sprinkler/standpipe hydrostatic tests
 - c. Records of Acknowledgement Portal distributions of the FEP Guide and FEP Bulletin to development staff, and records of acknowledgements by staff
 3. The Office of the General Manager maintains the proof of mailings of the FEP Guide and FEP Bulletin to tenants in a centralized electronic database.

IX. TRAINING REQUIREMENTS

- A. All property managers, property maintenance supervisors, location supervisors, and Fire Safety Unit supervisors must review this Standard Procedure and its requirements with applicable staff. The property manager must discuss fire safety issues monthly at supervisory staff meetings.
- B. Property management supervisory staff must be familiar with the various fire protection systems located at their development, how they are intended to operate, and how to identify impaired/out-of-service systems. If property management has questions about the development's fire protection systems they can contact the Fire Safety Unit by email at Firesafety.authorizations@nycha.nyc.gov.
- C. Fire drills and fire safety and evacuation trainings are provided by the fire warden.

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X. PERFORMANCE METRICS

- A. Number of releases created for fire safety vendor inspections by development.
- B. Number of releases created for fire safety vendors to correct deficiencies by development.
- C. Number of work orders to correct deficiencies identified during portable fire extinguisher monthly and annual inspections, by development.
- D. Number of fire safety checks (see Section VII.D) performed by maintenance staff when performing work in or inspections of apartments by development.
- E. Percent of staff acknowledging receipt of the annual electronic distribution of the FEP Guide or FEP Bulletin.
- F. Number of FDNY violations issued each year by development and the average time to correct the identified deficiency.

XI. NON-COMPLIANCE

- A. If unsatisfactory work is identified, supervisory staff must take one or more of the following actions:
 - 1. Identify areas for follow up training for the employee and ensure training is scheduled and provided.
 - 2. Reinforce with the employee(s) the job expectations, accountabilities, and the progressive discipline process.
 - 3. For work performed by vendors, supervisors must only certify the completion of work performed to industry standards. If vendor work is not satisfactorily completed, supervisors must request that the vendor complete the work to NYCHA's satisfaction by a specified date.

If the vendor has not corrected the work by the specified date, the supervisor must inform the contract manager who issues a Direction to Perform letter to the vendor advising them that they are in breach of the contract and that NYCHA may default the vendor if the work is not corrected. Copies of all correspondence with the vendor must be filed in the contract folder.

- B. When necessary, the appropriate vice-president of Operations will follow up with the appropriate department in Operations to provide a strategy to achieve compliance. If a consolidation, borough, or other units continue to be out of compliance over time, then the applicable Operations employees responsible for that workflow (e.g. the regional asset manager, vice-president of Operations, etc.) will submit a corrective action plan to be

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reviewed by the Property Management Department, EH&S, and the Compliance Department.

- C. Failure to comply with the requirements of this Standard Procedure may result in disciplinary actions.

XII. FORMS

- A. NYCHA Form 040.471, Monthly Hallway Sprinkler Inspection Report
- B. NYCHA Form 040.472, Monthly Common Area Sprinkler Inspection Report
- C. NYCHA Form 040.473, Monthly Compactor Sprinkler System Inspection Report
- D. NYCHA Form 040.495, Fire Safety Notice, Fireproof
- E. NYCHA Form 040.495A, Fire Safety Notice, Non-Fireproof
- F. NYCHA Form 040.506, Fire Extinguisher Inspection Log
- G. NYCHA Form 040.508, Development Staff Fire Safety Plan Notification
- H. NYCHA Form 040.514, Fire Alarm Monthly Inspection Report
- I. NYCHA Form 040.515, Five Year Hydrostatic Pre-Test Report for Standpipe and Sprinkler Systems
- J. NYCHA Form 040.516, Five Year Hydrostatic Final Report for Standpipe and Sprinkler Systems
- K. NYCHA Form 040.521, Monthly Fire Extinguisher Inspection Log
- L. NYCHA eForm 040.545, Security/Fire Guard Services Request
- M. NYCHA Form 040.546, Fire Safety-Request for Repair Authorization Release
- N. NYCHA Form 040.551, Fire Drill Report - Developments
- O. NYCHA Form 040.552, Organizational Chart for Fire Drill and Evacuation Assignment
- P. NYCHA Form 040.612, Monthly Apartment Sprinkler Inspection Report
- Q. NYCHA Form 040.628, Fire Alarm Semiannual Test/Inspection Report
- R. NYCHA Form 040.945, FDNY Building Information Form

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- S. NYCHA Form 040.945A, NYC Apartment Building Emergency Preparedness Guide
- T. NYCHA Form 040.945B, NYC Apartment Building Individual Emergency Preparedness/ Evacuation Planning Checklist
- U. NYCHA Form, 040.945C, Fire and Emergency Preparedness Bulletin
- V. NYCHA Form 042.726, Statement of Services
- W. NYCHA Form 042.750, Acknowledgement of Receipt of Fire and Emergency Preparedness Notices
- X. NYCHA Form 042.763, 505 Signage Annual Inspection Checklist
- Y. NYCHA Form 060.130, Building Inspection Report
- Z. NYCHA Form 060.283, Compactor Room/Refuse Chute Fire Incident Report
- AA. NYCHA Form 060.305, Summary of Standpipe, Sprinkler and/or Fire Alarm System Deficiencies
- BB. NYCHA Form 060.306, Range Hood Cleaning and Inspection Report
- CC. NYCHA Form 060.307, Range Hood Suppression Semi-Annual Inspection Report
- DD. NYCHA Form 061.079, Monthly Standpipe Inspection Report

XIII. WORKFLOW

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XIV. REVIEW/REVISION HISTORY PAGE

Standard Procedure 040:04:3, FIRE SAFETY

Review/Revision	Review/Revision Date	Sections Amended
1.	2/12/2021	This Standard Procedure updates and consolidates the following procedures into SP040:04:3, Fire Safety: SP040:02:2, Fire Extinguisher SP060:68:1, Standpipe Permits SP040:05:4, Inspection and Testing of Fire Suppression Systems SP040:04:4, Fire Drills The SP has been reorganized into the current Standard Procedure format.
2.	2/12/2021	Added Section I, Purpose
3.	2/12/2021	Added Section II, Policy
4.	2/12/2021	Added Section III, Applicability
5.	2/12/2021	Added Section IV, Definitions
6.	2/12/2021	Added Section V, Review Cycle
7.	2/12/2021	Added Section VI, Responsibilities
8.	2/12/2021	Added Section VII, Procedure
9.	2/12/2021	Added Section VIII, Outputs, Reports, and Recordkeeping
10.	2/12/2021	Added Section IX, Training Requirements
11.	2/12/2021	Added Section X, Performance Metrics
12.	2/12/2021	Added Section XI, Non-Compliance
13.	2/12/2021	Added Section XII, Forms
14.	2/12/2021	Section XIII, Workflow
15.	2/12/2021	Added Section XIV, Review/Revision History Page
16.	2/12/2021	Added Section XV, Appendices and Appendices A-K
17.	1/3/2023	Section VII.A. Replaced reference to the obsoleted Preventive Maintenance SP with the new SP 040:22:2, <i>Apartment Turnover, Monthly Building, and Other Maintenance Inspections</i> . Minor revision – no change to policy or process.
18.	1/31/2024	Section VIII.C. Replaced reference to the obsoleted GM-3699, <i>Records Retention-Housing Developments</i> with the Standard Procedure 094:23:1, <i>Records Management</i> . Minor revision – no change to policy or process.

XV. APPENDICES

APPENDIX A – DUTY STATEMENT

The below statements are intended to describe the general nature of work being performed. They are not intended to be an exhaustive list of all responsibilities and duties required of each role.

A. Technical Services Department

1. Fire Safety Unit

- Reviews repair authorization requests received from property management and requests releases from the DMP buyer.
- Initiates repair authorization requests to fire safety systems, as needed.
- Requests releases for inspections/tests by email to the DMP buyer, except for those fire safety inspection releases that are created and approved by DMP, see Standard Procedure 040:17:5, *Releases and Receipts for Operations Blanket Purchase Agreements for Services*.
- Provides guidance to property management staff on fire safety inspections and repairs.
- Reviews fire guard requests submitted by property management.
- Conducts checks on fire safety vendors.
- Maintains a list of developments that have had residential sprinkler flow tests.
- Notifies the property manager and property maintenance supervisor of hydrostatic standpipe and sprinkler pre-test and official-test dates 48 Hours in advance of all testing. Notifies property management of the results of the official test and, if passed, provides them with copies of the FDNY Hydrostatic Test Completion Cards.
- Coordinates the distribution of the FEP Guide and FEP Bulletin to permanent development staff through the Acknowledgement Portal and emails to the property manager and property maintenance supervisor.

B. Property Management Department/Operations

1. Regional Asset Manager

- Reviews the development's fire safety inspection files.
- Performs spot checks of fire safety items during walk throughs of the development.
- Tracks key fire safety indicators using the reporting tools available in Maximo and on the Operations Dashboard.

2. Property Manager/Other Location Supervisor

- Conducts monthly building inspections and ensures that any deficiencies are corrected.

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- Ensures that all combustible waste is removed and disposed of properly.
- Instructs staff to report any hazardous condition or materials to a supervisor.
- Ensures that Fire Safety Notices and FDNY Building Information Forms are posted in the lobby of each building.
- Ensures that portable fire extinguishers are placed in use, maintained, replaced, and disposed as specified in this Standard Procedure; the appropriate number and type of spare portable fire extinguishers are readily available in storage; and fire extinguishers are visually inspected monthly by staff and annually by a fire safety vendor.
- Maintains a master list of all portable fire extinguishers installed in NYCHA buildings under their supervision.
- Ensures that, as applicable, paint storage rooms and exterminator shops and staff working in those rooms, and electrical and gas meter rooms comply with the fire safety guidelines in Section VII.Q.
- Assigns Fire Safety Teams with the responsibilities described in Section VII.R and ensures that fire drills are performed and evaluated twice per year.

3. Property Manager – Additional Duties

- Ensures that all fire alarm systems and fire suppression systems, where installed, are inspected in accordance with NYCHA requirements described in this Standard Procedure. Reviews and approves all NYCHA fire alarm and fire suppression system inspections.
- Ensures that staff when first permanently assigned to the development receive and acknowledge receiving in writing the FEP Guide. Ensures that the acknowledgement is filed in the employee's file.
- Upon email notification from the Fire Safety Unit, ensures that staff acknowledge receipt of subsequent distributions of the FEP Guide and the FEP Bulletin either on NYCHA's Acknowledgement Portal or in writing. Ensures that hard copy acknowledgements are filed in the employee's file. Prints hard copies of the FEP Guide and FEP Bulletin for display in the property management office.
- Ensures that tenants first moving into the development receive and acknowledge receiving in writing the FEP Guide. Ensures that the acknowledgement is filed in the tenant's file.
- Ensures that building apartment identification, directional markings, and signs (Section 505-01 and -02 of the NYC Fire Code) are inspected annually.
- Ensures that property management supervisors certify on the appropriate NYCHA form that fire safety vendors performed fire safety inspection and repair work to standard and, if so, that receipts are entered in iProcurement in a timely manner to ensure payment.
- Ensures that property management staff fully cooperate with FDNY inspections of fire safety conditions at developments, promptly address violations, and provide site plans and machine room keys as needed.

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- Ensures that development supervisors immediately notify the Fire Safety Unit and the fire safety vendor if a fire alarm system or a fire suppression system is not operating.
- Requests fire guard service through Movaris and by email as needed. Ensures that the fire guard's logbook is checked and signed at least weekly when a fire guard is in place at the development, that the Office of Safety and Security Command Center is called if there are problems with a fire guard's performance, and that fire guard logbooks provided by the fire guard are maintained in paper files for at least 3 years.
- Ensures that rangehood suppression systems are inspected after any discharge; instructs staff and sponsored centers not to use a stove if the system is not operating properly. Contacts the Real Estate Services Department in order to determine a sponsored center's responsibilities for repair and maintenance of the rangehood system.
- Emails the Real Estate Services Department if a NYC Fire Code violation has been cited for a commercial tenant.
- Ensures that property management staff during daily and other inspections ensure that fire escapes, fire escape ladders, window gates, and air conditioners are in compliance with the NYC Fire Code.
- Tracks key fire safety indicators using the reporting tools available in Maximo and on the Operations Dashboard.
- Ensures that the fire safety inspection/test files listed in Section VIII.C, *Recordkeeping* are maintained and up-to-date.

4. Property Maintenance Supervisor

- Collaborates with the property manager to perform the tasks listed in Sections B.2 and 3 directly above.
- Assigns staff to conduct monthly visual inspections of portable fire extinguishers and to correct deficiencies identified during the monthly or annual portable fire extinguisher inspections.
- Assigns staff to accompany fire safety vendors on fire safety inspections.
- Ensures that fire safety vendors and FDNY, if applicable, have access to all areas of the development as needed to perform inspections.
- Checks prior to each fire safety inspection or test that the fire safety vendor has the appropriate Certificate of Fitness, posts copies of the certificates in their office, and maintains copies in a file.
- Reviews and approves fire safety vendor inspection/test reports.
- If deficiencies are identified in an inspection report, takes the appropriate action to correct the deficiency as described in this Standard Procedure.
- Must complete and email NYCHA Form 060.283, *Compactor Room/Refuse Chute Fire Incident Report* to the Waste Management Department If there is a fire incident in the compactor chute.
- Records in the tenant file if the tenant does not allow the fire safety vendor to access their apartment for a sprinkler system inspection.

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- Ensures that a sufficient supply of sprinkler heads is maintained at the development to replace damaged sprinkler heads.

5. Maintenance Worker

- Conducts the fire safety checks described in Section VII.D whenever they inspect or perform work in an apartment.
- Follows the guidelines for repair and replacement of smoke detectors/carbon monoxide detectors described in Section VII.O.

C. Department of Management and Planning (DMP) Buyer

- Creates releases for fire safety inspections and repairs.

D. Environmental Health and Safety (EH&S) Fire Safety Oversight Team

- Conducts reviews of Maximo work orders and development files and performs inspections to verify that NYCHA and the fire safety vendors are in compliance with the fire safety regulations and standards, and that corrective actions are taken to address violations issued by FDNY.

E. Office of the General Manager

- Coordinates the distribution of the FEP Guide (every three years) or FEP Bulletin (in other years) to residents by mail. Ensures records of the distribution are retained.

F. Capital Projects

- Contracts with Qualified Exterior Wall Inspectors (QWEIs) to inspect fire escape ladders on buildings over six (6) stories, including six-story buildings with basements, and corrects deficiencies identified.
- Based on available funding, allocates capital funds toward fire alarm and fire suppression system upgrades. Project selections in the Capital Plan are based on reports and asset data provided by the Fire Safety Unit.

G. Other Location Supervisors

- See property manager duties in B.2 above

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APPENDIX B – CHECKLIST FOR FIRE EXTINGUISHER INSPECTIONS

ITEM INSPECTED	CORRECTIVE ACTION IF FIRE EXTINGUISHER FAILS
<input type="checkbox"/> The fire extinguisher is the proper 10-pound dry chemical multi-purpose, ABC-K type.	REPLACE FIRE EXTINGUISHER.
<input type="checkbox"/> The fire extinguisher is located in its designated place.	PLACE IN ITS PROPER LOCATION.
<input type="checkbox"/> There are no obstructions to access or visibility.	REMOVE OBSTRUCTION – INSTALL LOCATION SIGNS, IF NEEDED.
<input type="checkbox"/> Safety seals and tamper seals are not broken or missing.	REPLACE FIRE EXTINGUISHER.
<input type="checkbox"/> There is no obvious physical damage, corrosion or leakage, and the nozzle is not clogged or damaged.	REPLACE FIRE EXTINGUISHER.
<input type="checkbox"/> It is fully charged and has an undamaged gauge that displays the pressure level.	REPLACE FIRE EXTINGUISHER.
<input type="checkbox"/> It is full by “hefting” (lifting it to estimate its weight).	REPLACE FIRE EXTINGUISHER.
<input type="checkbox"/> The annual inspection tag is not missing and it shows that the fire extinguisher has been inspected within the past year.	REPLACE FIRE EXTINGUISHER AND PLACE DEFICIENT FIRE EXTINGUISHER IN STORAGE UNTIL NEXT ANNUAL INSPECTION.
<input type="checkbox"/> Operating instructions are legible and facing outward.	REPLACE FIRE EXTINGUISHER IF LABEL CANNOT BE READ - TURN FIRE EXTINGUISHER IF LABEL NOT FACING OUTWARD.
<input type="checkbox"/> The required Hazardous Materials Identification Systems (HMIS) label is in place.	REPLACE FIRE EXTINGUISHER IF LABEL MISSING OR CANNOT BE READ.
<input type="checkbox"/> A readable self-adhesive monthly inspection label, that <i>must be signed by the Inspector</i> , is securely attached to the front, and contains the following: <ul style="list-style-type: none"> • Expiration date • Legible signature of the person who performed the monthly inspections 	AFFIX A NEW LABEL.
<input type="checkbox"/> Fire extinguisher is less than five (5) years old.	REPLACE FIRE EXTINGUISHER.
<input type="checkbox"/> Fire extinguisher passes inspection.	SIGN AND DATE THE MONTHLY INSPECTION LABEL.

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APPENDIX D – NYCHA GUIDELINES: STORAGE AND/OR REMOVAL OF FLAMMABLE OR COMBUSTIBLE LIQUIDS

1. Flammable Liquids Storage Cabinet as noted in the table below must be marked with block letters at least two-inches high that state “**FLAMMABLE KEEP FIRE AWAY**”.

Materials	Fireproof Developments	Non-Fireproof Developments
Where Flammable Non-Paint Related Items May be Stored	In a separate Flammable Liquids Storage Cabinet, in a Storage Area that is not a Paint Storage Room and Does Not Obstruct any means of Egress or is Located in any Areas of Travel.	Storage of all Flammable Liquids is Prohibited.
	MAXIMUM AMOUNT: Five (5) gallons.	MAXIMUM AMOUNT: None (0)
Where Flammable Paint Related Items May be Stored	In a Flammable Liquids Storage Cabinet in a Paint Storage Room.	Storage of all Flammable Liquids is Prohibited
	MAXIMUM AMOUNT: Twenty (20) Gallons	MAXIMUM AMOUNT: None (0)
Maximum Number of Flammable Liquids Storage Cabinets Permitted per EDP	Two (2); One for Paint Related Flammable Material, and One for Non-Paint Related Flammable Material	None (0)
Storage of Paints, Varnishes, Lacquers and Similar Products that are Combustible (not Flammable)	Two (2) Gallons of Paint per Dwelling Unit with a Maximum of Two-Thousand (2,000) Gallons , Stored in an Approved Paint Storage Area .	Two (2) Gallons of Paint per Dwelling Unit with a Maximum of Two-Hundred (200) Gallons , Stored in an Approved Paint Storage Area .
	MAXIMUM AMOUNT: Two Thousand (2,000) Gallons.	MAXIMUM AMOUNT: Two Hundred (200) Gallons.
Storage of Gasoline, Kerosene, Diesel Fuel and all Motor Fuels	Storage is Prohibited .	Storage is Prohibited .

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APPENDIX E – SUMMARY OF FIRE SAFETY NOTICE AND INFORMATION POSTING AND DISTRIBUTION REQUIREMENTS

Abbreviation	Document Name	NYCHA Form Number
<i>Fire Safety Notice</i>	Fire and Emergency Preparedness Notice	040.495 or 040.495A
<i>FEP Guide Part I</i>	FDNY Building Information Form	040.945
<i>FEP Guide Part II</i>	NYC Apartment Building Emergency Preparedness Guide	040.945A
<i>Checklist</i>	NYC Apartment Building Individual Emergency Preparedness/ Evacuation Planning Checklist	040.945B
<i>FEP Bulletin</i>	Fire and Emergency Preparedness Bulletin	040.945C

Document	Requirement	Description	Responsible Department/Office
<i>Fire Safety Notice</i>	Posting Requirement	Must be posted on the interior of the entrance door of all dwelling units and in the lobby of all NYCHA residential buildings	Development Property Management
<i>FEP Guide Part I</i>	Posting Requirement	Must be posted in the lobby of all NYCHA residential buildings	Development Property Management
	Distribution Requirement	Must be distributed with the FEP Guide Part II below	See FEP Guide Part II below
<i>FEP Guide Part II</i>	Distribution Requirement	Must be provided to tenants at move in	Development Property Management
		Must be provided to permanent development staff when first assigned	Development Property Management
		Must be distributed to tenants every three years – currently by mail	Office of the General Manager
		Must be distributed to permanent development staff every three years	Fire Safety Unit/ Property Management
<i>Checklist</i>	Distribution Requirement	Must be distributed with the FEP Guide	See FEP Guide Part II above
<i>FEP Bulletin</i> (Distributed 2 out of 3 years - except for years when the FEP Guide is distributed)	Distribution Requirement	Must be distributed to tenants 2 out of every 3 years – currently by mail	Office of the General Manager
		Must be distributed to permanent development staff 2 out of every 3 years	Fire Safety Unit/ Property Management

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APPENDIX F – COMPONENTS OF FIRE ALARM, STANDPIPE, AND SPRINKLER SYSTEMS

A. Fire Alarm System Components

- **Alarm Bell-** a signal indicating an emergency requiring immediate action, such as a signal indicative of fire.
- **ANSUL tie in for range hood fire suppression system**
- **Automatic fuel shutoff for CO alarms**
- **Central Station Communications-** a centralized location that receives alarm signals from a protected premises and retransmits or otherwise reports such alarm signals to FDNY.
- **Carbon Monoxide Detector**
- **Control circuit wiring, control modules, coder modules and relays**
- **Door Release-** a magnetic device used in conjunction with fire alarm systems and upon activation allows smoke doors to become self-closing.
- **Duct smoke detectors (and weatherproof enclosures)-** samples air for early detection of smoke and products of combustion present in air moving through HVAC ducts.
- **Elevator Recall-** when an elevator is automatically or manually recalled to a specific landing and removed from normal service during a Fireman Service Operation inspection or when an alarm condition is initiated.
- **Emergency generator tie in with automatic transfer switch and fuse disconnect switch**
- **Exterior door release controls-** used in conjunction with fire alarm systems and upon activation unlocks exterior doors.
- **Fire alarm annunciator panel (FAAP)-** one of the components of a fire alarm system usually located in the front of a building that helps staff monitor the entire building. In addition, the fire alarm annunciator detects problem spots, alerts operators of alarm condition, indicates where a fire alarm was set off, where the problem started, and what caused the alarm to set off and more.
- **Fire alarm control panel (FACP)-** an FACP is the controlling component of a fire alarm system. The panel receives information from devices designed to detect and report fires, monitors their operational integrity and provides for automatic control of equipment, and transmission of information necessary to prepare the facility for fire based on a predetermined sequence.
- **Fire alarm pull station-** an active fire protection device, usually wall-mounted, that, when activated, initiates an alarm on a fire alarm system. The user activates the alarm by simply pulling the handle down.
- **Fire alarm system fuse disconnect switch**
- **Fire pump monitoring**
- **Flow switch-** a device used in sprinkler and standpipe systems to detect water movement or a drop in pressure and activate alarms.

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- **Heat Detector**- the heat detector senses the heat from a fire and triggers an alarm and/or a water sprinkler system.
- **Horn**- style of alarm bell
- **HVAC fan controls**
- **Printer**
- **Roof tank hi/lo water switch**
- **Secondary power supply (batteries)**
- **Smoke detector**
- **Speakers for 1-way voice communication for mid rises 75'-120'**
- **Strobes**- visual indicator of an alarm condition
- **Tamper switch**- a device designed to notify the FACP if the valve position has been altered. This device can also be on a standpipe system.
- **2-way voice communication system for high rises 120'+**

B. Standpipe System Components

- **Air compressor**- used in dry pipe systems to pressure system
- **Ball drip valve**- automatic drain valve for standpipe system
- **Control valve**- shut off valve that allows standpipe to be isolated from other parts of the system
- **Dead riser**- feed line from roof tank
- **Dry pipe system**- pipes are filled with pressurized air, rather than water. This air holds a remote valve, known as a dry pipe valve, in a closed position. Water then enters the pipe, flowing through when the system is activated
- **Dry pipe valve** used in dry standpipe systems to prevent water from entering until system is activated
- **Fire pump**- supplies water to fire system
- **Hose valve**- valves located on every floor and can be either normal or a pressure restricting valve
- **Hose cap**- protective cap
- **Threaded adapter**- adapter installed on hose valves from NPT to NST
- **Hose cabinet**- storage cabinet for fire hose
- **Hose rack**- storage rack for fire hose
- **Post indicator valve (PIV)**- shut off valve that allows building to be isolated from the system
- **Pressure tank**- supplies water to fire system
- **Siamese connection**- pipe fitting that allows multiple fire hoses to be connected and located on exterior of building

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C. Sprinkler System Components

Sprinkler systems are fed directly from water lines and can be a standalone system for a specific room(s), basement, hallway(s) or combined into a building's standpipe system.

- **Alarm bell**
- **Control valve**- shutoff valve that allows system to be isolated
- **Drain valve**- used to drain system
- **Flow switch**- a device used in sprinkler and standpipe systems to detect water movement or a drop in pressure and activate alarms
- **Inspectors test valve**- used by inspectors to ensure entire system is filled with water.
- **Sprinkler head**- part of a system that discharges water in a specific pattern when activated. Types of sprinkler heads:
 - Upright
 - Pendent
 - Sidewall
 - Deluge
- **Tamper switch** – a device designed to notify the FACP if the valve position has been altered. This device can also be on a standpipe system.
- **Thermocouple**- an electrical device that measures temperature and is used to activate a suppression system.

NOTE: Sprinklers systems can also be dry systems and have the same style of components as a dry standpipe.

D. Rangehood Suppression System Components

- **Automatic detection** - fusible links that melt at a preset temperature.
- **Automatic fuel shutoff** – shuts down gas upon activation of any fire extinguishing system sensors.
- **Exhaust fan and duct** – removes cooking vapors, grease, fumes and smoke to the outside of the building. The exhaust fan continues to operate after the system has been activated.
- **Grease filters** - captures grease and directs it to a safe collection point.
- **Hood** – used to capture grease laden vapors, fumes and smoke.
- **Make Up Air** – it is used to increase the efficiency of the exhaust system by bringing in fresh air into the kitchen.
- **Manual activation device** - located near an egress. Manually discharges extinguishing agent and shuts down gas in the event of a fire.
- **Micro switch** – a switch used for supervision of a control and used for alarm activation and release actuation.
- **Nozzles** – extinguishing agent is discharged through the nozzle to suppress a fire in the designated area

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- **Wet chemical tank** – an extinguishing agent/solution. Discharges wet chemical from nozzles in the event of a fire.

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APPENDIX G – FIRE ALARM AND FIRE SUPPRESSION SYSTEM EMERGENCIES REQUIRING IMMEDIATE FIRE SAFETY VENDOR RESPONSE

*****STANDPIPES*****

- Active leaks
- Hose valves missing threaded adapters
- Siamese connections leaking
- Post indicator valve (PIV) leaking
- Dead riser running cold
- Leaking ball drip valves
- Pressure gauge reading zero or over 125 PSI (pounds per square inch)

*****SPRINKLER SYSTEMS *****

- Compactor system activating sporadically
- Response after a fire to reset system
- Pressure gauge reading of zero or over 125 PSI

*****FIRE ALARMS*****

- Alarm activation
- FACP and/or FAAP panel shows there is a problem with the alarm system

*****RANGE HOODS*****

- System discharge
- Inoperative exhaust fan

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APPENDIX H – INSPECTION DEFICIENCIES ADDRESSED BY PROPERTY MANAGEMENT

	Deficiency	System	Note
1	Seal/lock control valves	Standpipe, Sprinkler	Seal the control valves with chain and lock in the open position
2	Siamese caps/plugs missing	Standpipe, Sprinkler	Can be ordered through iProcurement, H.A. # 1106951015 Keyword: PLUG
3	Hose caps missing	Standpipe	These can be ordered through iProcurement, H.A. # 1106951068 Key word: CAP
4	Painting of pipes and valve handles	Standpipe, Sprinkler	For correct color coding, missing, deteriorated paint or if corrosion is present and there are no leak spots; this is done by NYCHA staff or a paint vendor.
5	PIV keys Missing	Standpipe	Purchase or have fabricated
6	Labeling of breaker boxes and control panels in compactor rooms	Sprinkler, Fire Alarm	Correct labeling
7	Corroded piping	Standpipe, Sprinkler	The property maintenance supervisor completes and submits NYCHA Form 040.546, <i>Fire Safety-Request for Repair Authorization Release</i> directly to the DMP buyer who creates the release and notifies the fire safety vendor.
8	Control valve replacement	Standpipe, Sprinkler	
9	Hangers needed for pipe support	Standpipe, Sprinkler	
10	Missing hose valve spreader adapters	Standpipe, Sprinkler	
11	Missing hose valve packing nuts	Standpipe, Sprinkler	
12	Location signage missing or damaged	Standpipe, Sprinkler	

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APPENDIX I – ENTRANCE DOOR EMERGENCY MARKINGS

APARTMENT DOOR IDENTIFICATION MARKING



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ENTRANCE DOOR FIRE EMERGENCY MARKINGS IN GROUP R-1 AND GROUP R-2 BUILDINGS AND OCCUPANCIES (EXCEPT MULTI-FLOOR DWELLING UNITS)

- Dwelling units having only a single entrance door (except multi-floor dwelling units)

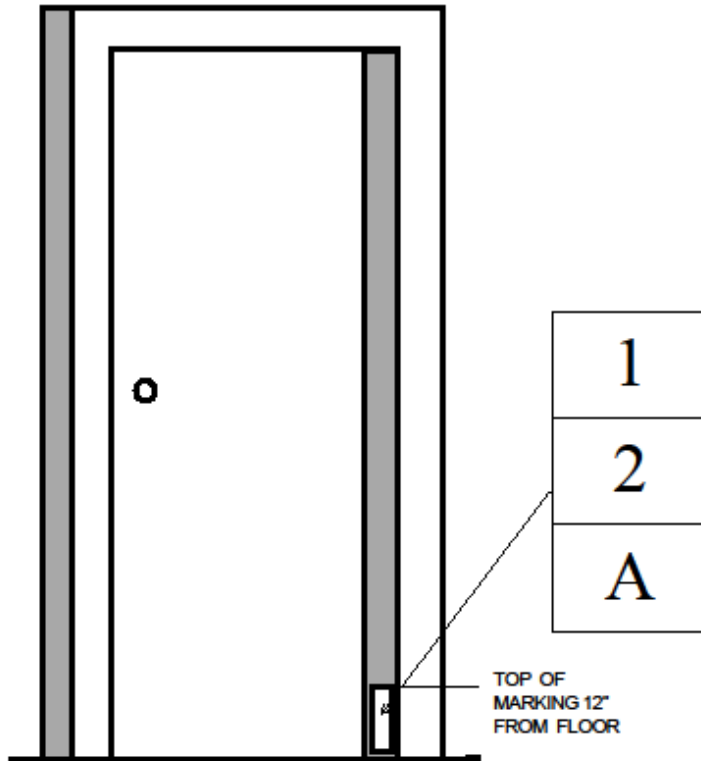


FIGURE A1

Figure A1 depicts the location and vertical configuration of the fire emergency marking for a dwelling unit designated as 12A and having a single entrance. Since the dwelling unit has only a single door, no star symbol (See Figure A2) is needed to distinguish it as the main entrance door.

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2. Dwelling unit having more than one entrance door (except multi-floor dwelling units)

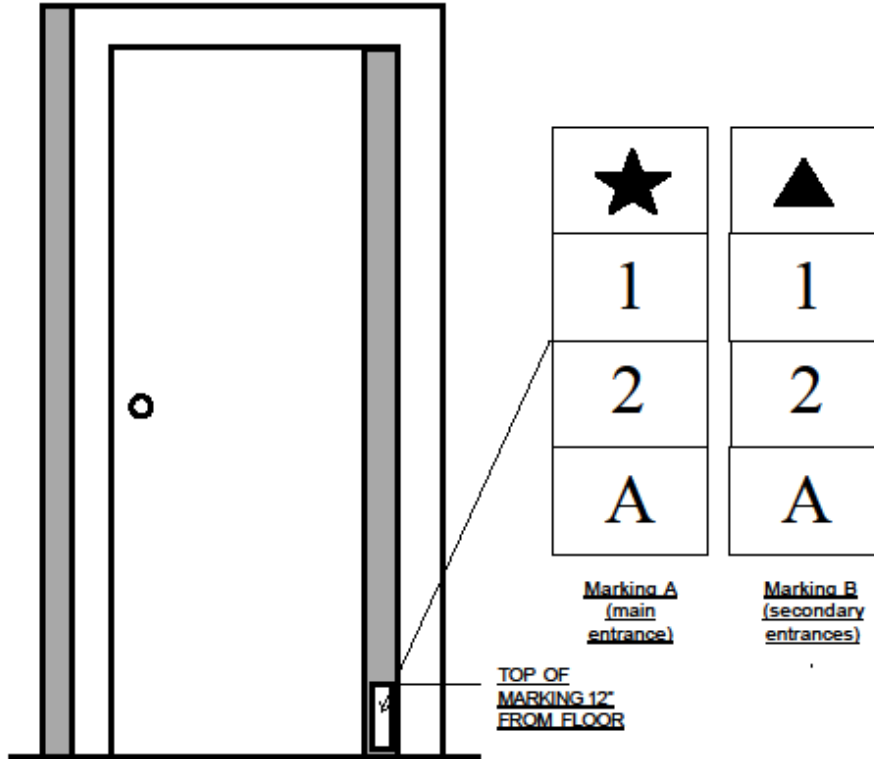


FIGURE A2

Figure A2 depicts the location, vertical configuration and star and triangle symbol of the fire emergency marking for a dwelling unit designated as 12A having more than one entrance door. Each entrance door is required to be marked separately.

The star and triangle symbols serve to distinguish the *main entrance* door from secondary entrance doors.

Marking A: The star symbol serves to identify the *main entrance* door to the *dwelling unit*.

Marking B: The triangle symbol serves to identify each secondary entrance to the *dwelling unit*.

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ENTRANCE DOOR FIRE EMERGENCY MARKING FOR MULTI-FLOOR DWELLING UNITS IN A GROUP R-1 AND GROUP R-2 BUILDING OR OCCUPANCY

1. Entrance door to two-floor multi-floor dwelling units (except sandwich-design dwellings units) having a single entrance door.

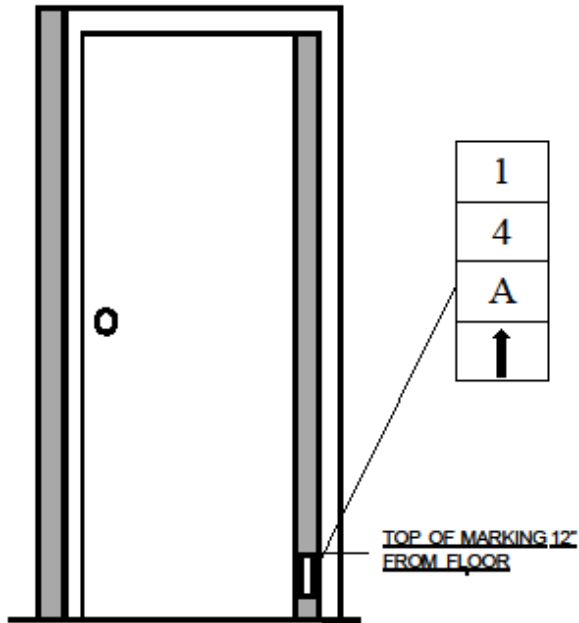


FIGURE B1

Figure B1 depicts the location, vertical configuration, arrow symbol and arrow directions for a two-floor multi-floor dwelling unit designated 14A, having a single entrance door. The upward-pointing arrow indicates that the dwelling unit is a multi-floor dwelling unit having living space on the entry floor and on the floor above this floor.

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2. Entrance doors to multi-floor dwelling units (except sandwich-design dwelling units) having a single entrance door on each floor

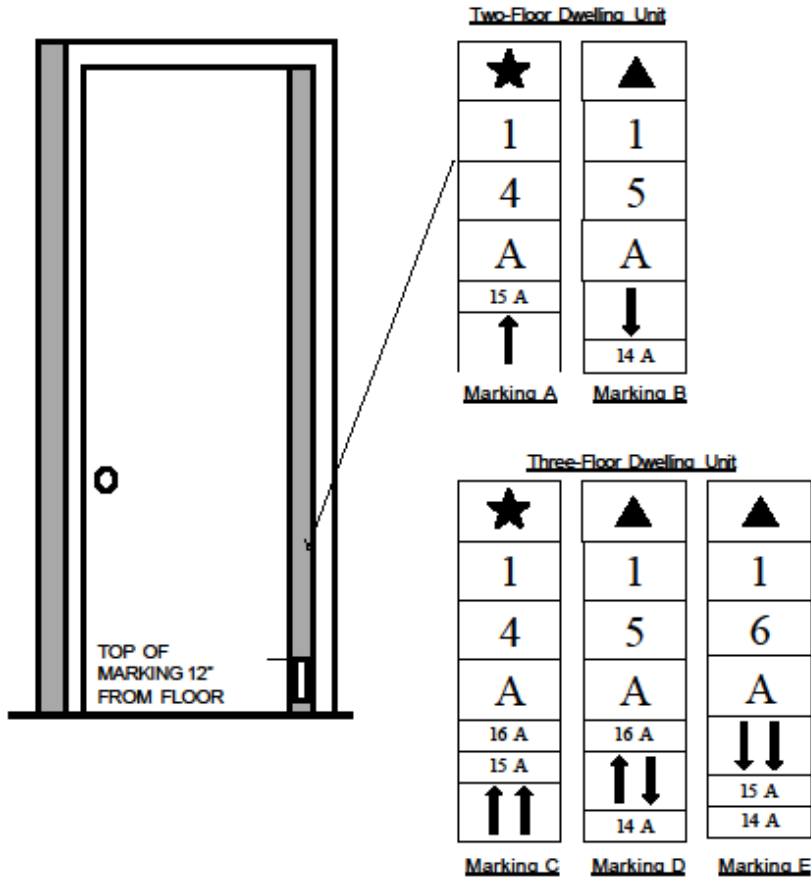


FIGURE B2

Figure B2, entrance door markings A and B, depict the location, vertical configuration, star and triangle symbols, arrow symbols and arrow directions for a two-floor multi-floor dwelling unit designated 14A on the lower floor and 15A on the upper floor. The room number associated with the dwelling unit entrance door on a floor above or below shall be indicated above or below the arrows, as indicated, irrespective of whether the room number designations on the other floors are the same or not. The star and triangle symbols serve to distinguish the main entrance door from secondary entrance doors.

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Marking A: This marking identifies that the dwelling unit entrance door provides access to dwelling unit 14A, that it is the *main entrance*, and that it is a two-floor *multi-floor dwelling unit*. The living space for the dwelling unit is located on the entrance floor and the floor above the entrance door, as signified by the upward-pointing arrow. The horizontal "15A" marking signifies that the dwelling unit entrance door number of this unit on the upper floor is marked 15A.

Marking B: This marking identifies that the dwelling unit entrance door provides access to dwelling unit 15A, that it is a secondary entrance, and that it is a two-floor *multi-floor dwelling unit*. The living space for the dwelling unit is located on the entrance floor and the floor below the entrance door, as signified by the downward-pointing arrow. The horizontal "14A" marking signifies that the dwelling unit entrance door number of this unit on the lower floor is marked 14A.

Figure B2, entrance door markings C, D and E, depict the location, vertical configuration, star and triangle symbols, arrow symbols and arrow directions for a three-floor *multi-floor dwelling unit* designated 14A on the lower floor, 15A on the middle floor and 16A on the upper floor. The room number associated with the dwelling unit entrance door on a floor above or below is indicated above or below the arrows.

Marking C: This marking identifies that the dwelling unit entrance door provides access to dwelling unit 14A, that it is the *main entrance*, and that it is a three-floor *multi-floor dwelling unit*. The living space for the dwelling unit is located on the entrance floor and the two floors above the entrance door, as signified by the two upward-pointing arrows. The horizontal "15A" and "16A" markings signify that the entrance door to this dwelling unit on the middle floor is marked 15A and the entrance door to this dwelling unit on the upper floor is marked 16A.

Marking D: This marking identifies that the dwelling unit entrance door provides access to dwelling unit 15A, that it is a secondary entrance, and that it is a three-floor *multi-floor dwelling unit*. The living space for the dwelling unit is located on the entrance floor, the floor above the entrance door, as signified by the upward-pointing arrow, and the floor below the entrance door, as signified by the downward-pointing arrow. The horizontal markings "16A" and "14A" signify that the entrance door to this dwelling unit on the upper floor is marked 16A and the entrance door to this dwelling unit on the lower floor is marked 14A.

Marking E: This marking identifies that the dwelling unit entrance door provides access to dwelling unit 16A, that it is a secondary entrance, and that it is a three-story *multi-floor dwelling unit*. The living space for the dwelling unit is located on the entrance floor, and the two floors below the entrance door, as signified by the two downward-pointing arrows. The horizontal "15A" and "14A" markings signify that the entrance door to this dwelling unit on the middle floor is marked 15A and the entrance door to this dwelling unit on the lower floor is marked 14A.

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3. Entrance doors to two-story multi-floor dwelling units (except sandwich-design dwellings units) having two entrance doors on one floor, and one on another floor.

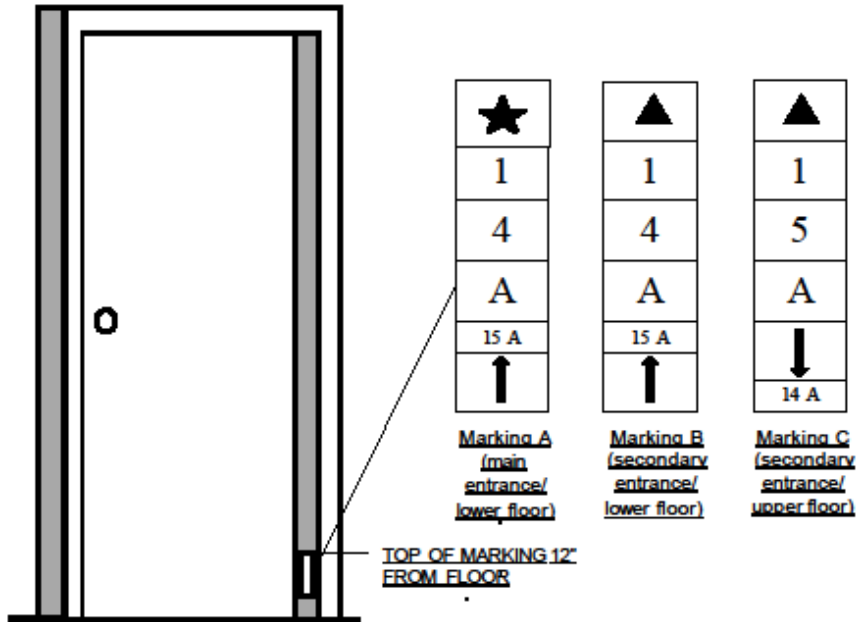


FIGURE B3

Figure B3 depicts the location, vertical configuration, star and triangle symbol, arrow symbol and arrow directions for a two-floor multi-floor dwelling unit designated 14A on the lower floor and 15A on the upper floor, having two entrance doors on the lower floor and one (1) entrance door on the upper floor.

Marking A: The star identifies this entrance as the main entrance providing access to dwelling unit 14A. The upward-pointing arrow indicates that the dwelling unit is a multi-floor dwelling unit having living space on the entry floor and one floor above this floor. The horizontal "15A" marking signifies that the entrance door to this dwelling unit on the upper floor is marked 15A. The lack of a downward-pointed arrow indicates that this entrance is on the lowest floor of the dwelling.

Marking B: The triangle identifies this entrance as a secondary entrance providing access to dwelling unit 14A. The upward-pointing arrow indicates that the dwelling

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unit is a multi-floor dwelling unit having living space on the entry floor and one floor above this floor. The horizontal "15A" marking signifies that the entrance door to this dwelling unit on the upper floor is marked 15A. The lack of a downward-pointed arrow indicates that this entrance is on the lowest floor of the dwelling.

Marking C: The triangle identifies this entrance as a secondary entrance providing access to dwelling unit 15A. The downward-pointing arrow indicates that the dwelling unit is a multi-floor dwelling unit having living space on the entry floor and one floor below this floor. The horizontal "14A" marking signifies that the entrance door to this dwelling unit on the lower floor is marked 14A. The lack of an upward-pointed arrow indicates that this entrance is on the highest floor of the dwelling. If there is more than one entrance door number associated with the multi-floor dwelling unit on an upper or lower floor, the marking should include both entrance door numbers.

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ENTRANCE DOOR FIRE EMERGENCY MARKING FOR SANDWICH-DESIGN MULTI-FLOOR DWELLING UNITS IN A GROUP R-1 AND GROUP R-2 BUILDING OR OCCUPANCY

1. Entrance door to sandwich-design multi-floor dwelling units having only a single entrance door.

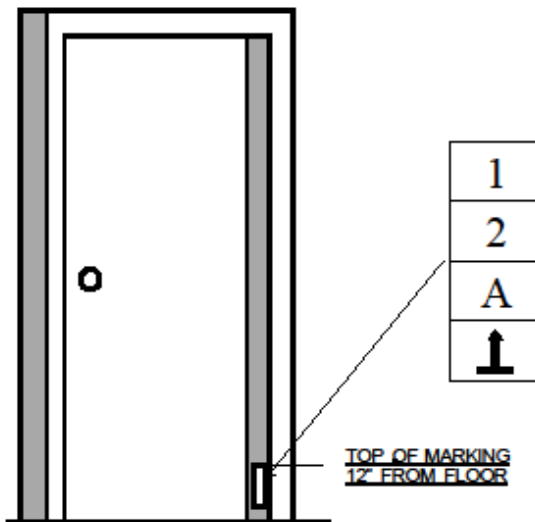


FIGURE C1

Figure C1 depicts the location, vertical configuration, modified arrow symbol (horizontal mark perpendicular to the arrow), and arrow directions for a sandwich-design multi-floor dwelling unit designated 12A accessed from a single entrance door on a lower floor. The upward-pointing arrow indicates that the dwelling unit is located on the floor above the entrance floor. The horizontal mark at the base of the upward-pointing arrow indicates that the dwelling unit has no living space on that floor.

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EXIT STAIRWELL ENTRANCE DOOR MARKING IN GROUP R-1 AND R-2 BUILDINGS AND OCCUPANCIES

1. Fire emergency markings for exit stairwell entrance doors

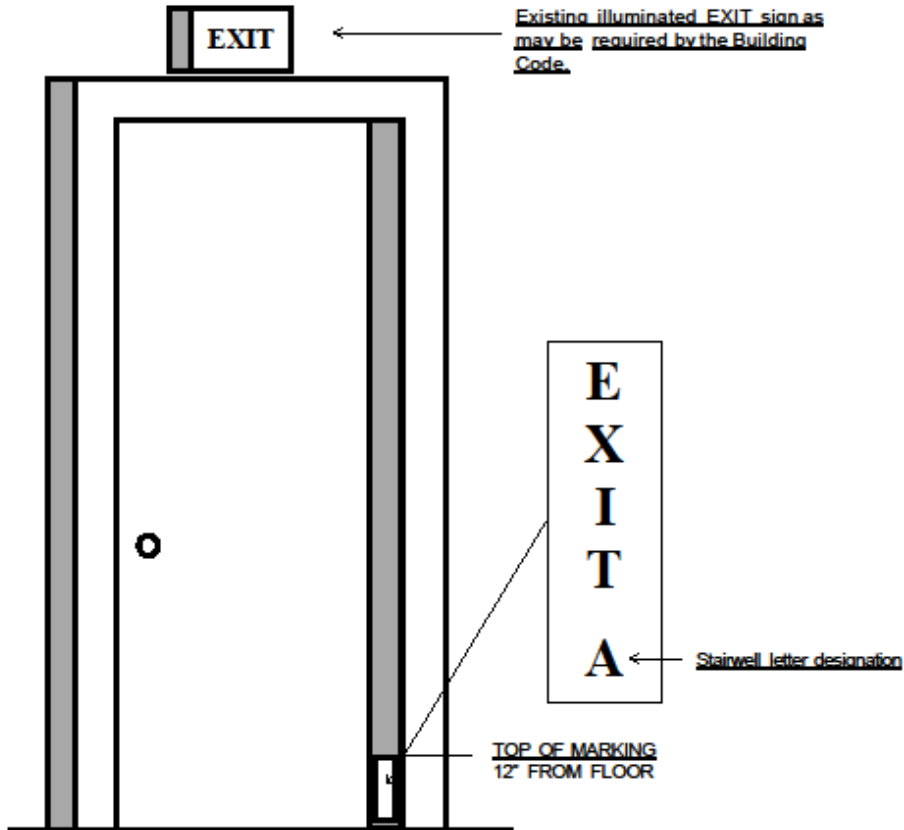


FIGURE D1

Figure D1 depicts the fire emergency marking required to be placed on the public corridor side of the entrance doors to the exit stairwell designated as Stairwell A.

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APPENDIX E

PLACEMENT OF ENTRANCE DOOR FIRE EMERGENCY MARKINGS IN GROUP R-1 AND GROUP R-2 BUILDINGS AND OCCUPANCES

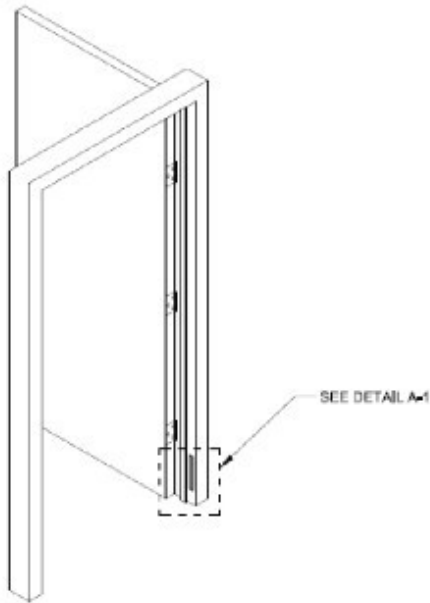
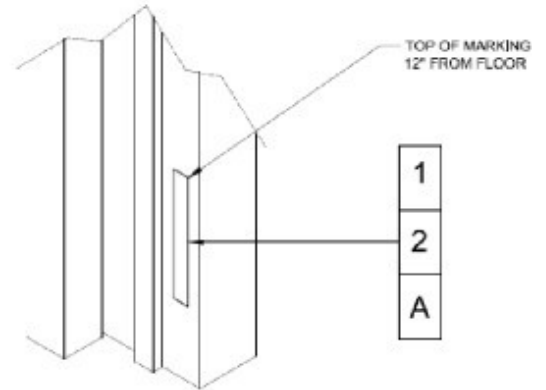


FIGURE E1
ISOMETRIC DETAIL SHOWING SIDE DOOR
LOCATION OF EMERGENCY MARKING
NOT TO SCALE



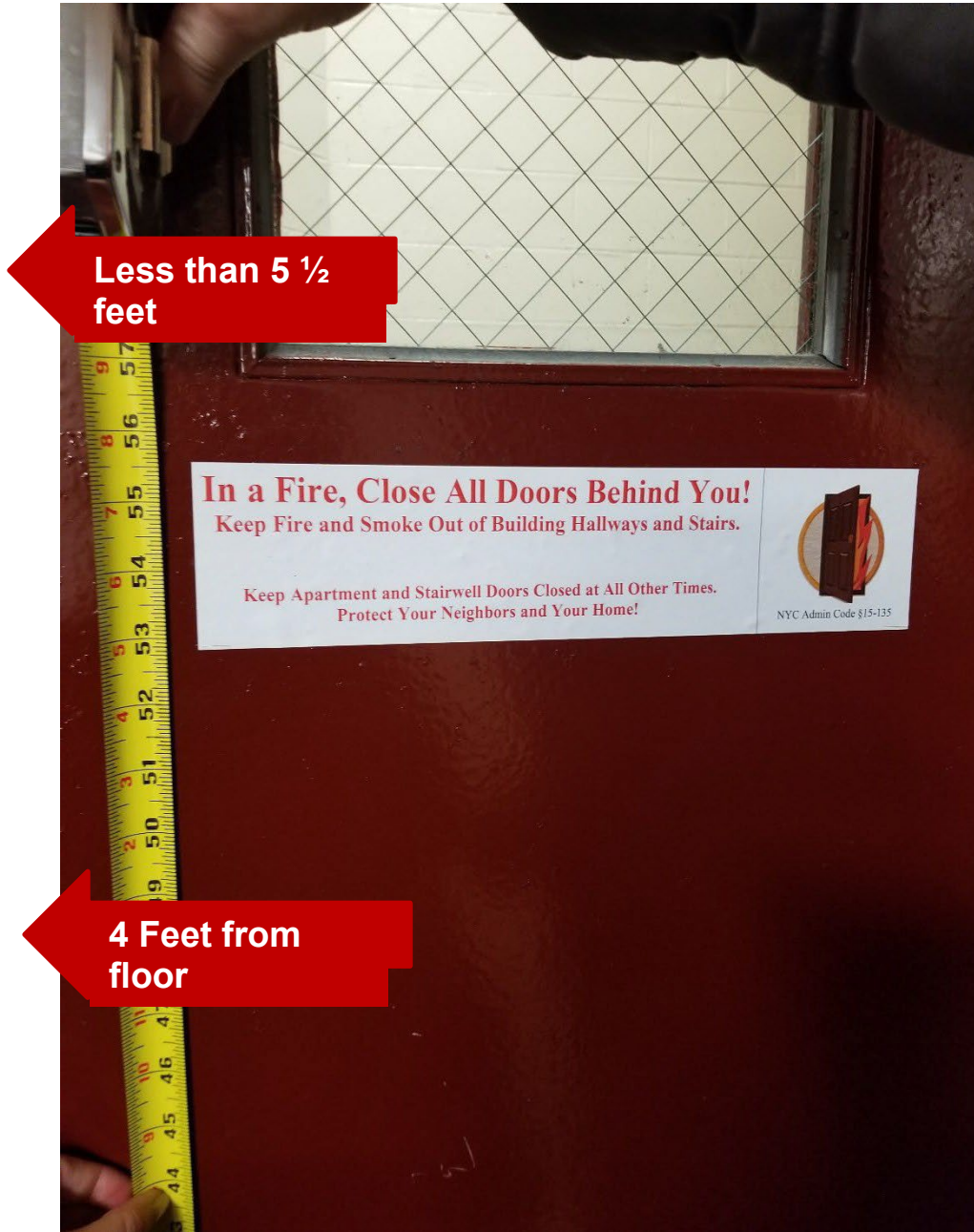
ISOMETRIC DETAIL A-1 OF DOOR JAMB
LOCATION OF MARKING (ENLARGED)
NOT TO SCALE

Figure E1 depicts the location where entrance door fire emergency markings required by this rule must be placed. Such markings are to be affixed to the door jamb on the hinged side of the entrance door as shown in Figure E1, and must be fully visible from the corridor side of the door when the door is in the closed position.

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APPENDIX J – CLOSE THE DOOR NOTICES

Each “Close the Door” notice shall be placed securely and on the door. No part of the notice must be lower than four (4) feet from the floor, nor higher than five and a half (5½) feet from the floor.



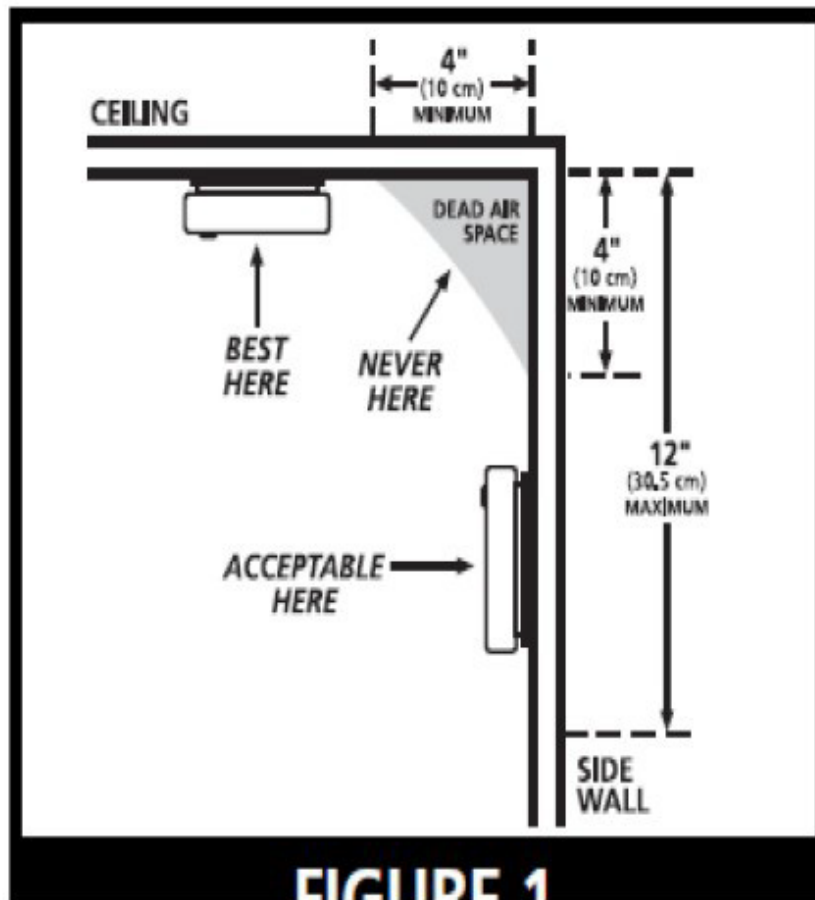
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Finished Product



APPENDIX K – SMOKE DETECTORS/CARBON MONOXIDE DETECTORS

Detector Install Location



Hardwired Detector

