1.0 INTRODUCTION

The New York City Fire Department (FDNY) is responsible for approving and/or inspecting fire alarm systems, buildings, places of assembly and laboratories at the Weill Cornell Medical College (College). The FDNY conducts multiple types of inspections:

- Approval inspections of new installations, alterations, or repairs to fire alarm systems
- Annual compliance inspections of buildings
- Annual compliance inspections of places of assembly
- Annual compliance inspections of permitted laboratories

As a result of these inspections, the FDNY may issue a Letter of Defect, Violation Order, Notice of Violation, and/or Criminal Court Summons (hereafter referred as “violations” unless specifically noted) for required corrective actions. This program has been developed to coordinate the efforts of the College and its contractors in identifying and scheduling projects impacting the College’s fire alarm systems and responding to FDNY violations resulting from fire alarm system inspections or annual facility-based inspections (e.g., building, place of assembly, or laboratories).

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3.0 APPLICABILITY

3.1 FIRE ALARM SYSTEMS

This procedure applies to all projects and/or work activities which impact a fire alarm system at the College conducted by either College personnel or contractors working on behalf of the College. This includes the installation of new fire alarm systems and alteration or repair of existing fire alarm systems. Furthermore, this procedure applies to
all Letters of Defect, Violation Orders, and/or Notices of Violation resulting from an inspection of a College fire alarm system or building, regardless of who issued the violation.

A fire alarm system includes, but is not limited to, the fire alarm panel; central monitoring office connection; pull stations; smoke detectors; heat detectors; fire smoke dampers; valves; standpipes; wet, dry, or special extinguishing systems; and pre-action systems.

### 3.2 BUILDINGS, PLACES OF ASSEMBLY AND LABORATORIES

This procedure applies to all violations received during facility-based FDNY inspections of WCMC buildings, places of assembly and laboratories.

### 4.0 RESPONSIBILITIES

All responsible Departments must allocate the necessary personnel, time, and resources to accommodate the FDNY inspection of WCMC fire alarm systems and conduct the corrective actions specified by a FDNY Letter of Defect, Violation Order, and/or Notice of Violation. Furthermore, any responsible Department, its representative, and/or contractor may be required to appear in court if required by the Office of University Counsel.

#### 4.1 ENVIRONMENTAL HEALTH AND SAFETY (EHS)

Environmental Health and Safety is responsible for:

- overseeing all of the College’s fire alarm systems;
- developing and maintaining building Fire Safety Plans and other fire safety procedures;
- overseeing and conduct routine inspection, testing, and maintenance of fire alarm system components;
- providing assistance to the Office of University Counsel;
- serving as primary liaison with FDNY inspectors during fire alarm system and other facility-based inspections;
- reviewing violations and either (1) protests validity with FDNY as appropriate or (2) identifies the violation responsible person(s) and the required corrective actions;
- distributing the violation with corrective actions to the violation responsible person, associated Department leadership; and the Office of University Counsel;
- coordinating and tracking violation resolution with the violation responsible person and maintaining violations in the EHS violation and inspection database;
- monitoring violation progress and notifying the Department and the Office of University Counsel as warranted if violations are not resolved with the necessary timeframes; and
- coordinating the follow-up with the violation responsible person as appropriate to confirm violation resolution including but not limited to attending Capital Planning project control meetings, obtain required closure documentation, and accompany FDNY during follow-up inspections.
4.2 VIOLATION RESPONSIBLE PERSON

The violation responsible person is the person directly responsible for supervising the work area where the violation occurred. The violation responsible person must take the appropriate corrective actions necessary to resolve the violation and prevent the reoccurrence of the violation. The violation responsible person may include but not be limited to:

- project manager for fire alarm system, new building or new laboratory violations;
- area or office-specific supervisors and directors associated with building inspection and places of assembly violations; or
- principal investigator or laboratory director for laboratory violations.

4.3 OFFICE OF UNIVERSITY COUNSEL

The Office of University Counsel provides legal counsel for criminal court summons, Environmental Control Board hearings and other regulatory violations against the College.

4.4 DEPARTMENTS

Departments will be notified and copied on violations transmitted to the responsible person(s) within their department. As appropriate, Departments will provide the required assistance and support to ensure violations are properly corrected within the specified timeframes in conjunction with Environmental Health and Safety and the Office of University Counsel.

4.5 ENGINEERING & MAINTENANCE (E&M)

Engineering and Maintenance is responsible for:

- maintaining the College’s fire alarm and suppression systems and building infrastructure;
- overseeing and conduct routine inspection, testing, and maintenance of fire alarm system components;
- maintaining the fire alarm system contracts;
- maintaining the required FDNY certificates of fitness;
- providing necessary documentation to resolve violations; and
- informing EHS of any E&M projects impacting a fire alarm system.

4.6 CAPITAL PLANNING AND PROJECT MANAGERS

Capital Planning and Project Managers are responsible for:

- managing projects and contractors associated with new installations, alterations, or repairs to fire alarm systems, laboratories, places of assembly, and buildings;
- notifying EHS of all projects for EHS to assess impacts on fire alarm systems, emergency egress, and other fire and life safety systems;
- obtaining written EHS-approval prior to initiating any work on a fire alarm system;
• coordinating and completing fire alarm system pre-testing prior to scheduling FDNY inspections and/or submitting documentation to the FDNY;
• informing EHS of scheduled date and time of FDNY inspections;
• resolving violations and providing associated documentation including documentation submitted on behalf of their contractors;
• tracking violations and providing status updates during Project Control meetings; and
• forwarding Letters of Approval for fire alarms systems to EHS

4.7 HOUSING AND SECURITY
Immediately notifies EHS when an FDNY Inspector arrives at a building where the lobby is maintained by Housing or Security personnel.

4.8 CONTRACTORS

■ Obtains approval from Capital Planning prior to initiating work on a fire alarm system;
■ Notifies Capital Planning when work is completed;
■ Obtains approval from Capital Planning prior to requesting fire alarm system inspections or submitting any documentation to the FDNY;
■ Informs Capital Planning of scheduled date and time of FDNY inspections;
■ Responsible for expenses related to FDNY violations on contractor’s work; and
■ Provides all necessary documentation to resolve FDNY violations

5.0 FIRE ALARM SYSTEM PROJECTS AND FDNY APPROVAL PROCEDURE

The following procedure applies to all projects and/or work activities which impact a fire alarm system by either College personnel or contractors working on behalf of the College. This includes new installations, alterations, or repairs to a fire alarm system.

5.1 FIRE ALARM SYSTEM PROJECT NOTIFICATION AND PAR APPROVALS

Project Managers must notify EHS when a project is expected to impact a fire alarm system. Impacts to the fire alarm system including new installation, alterations, or repairs must be conducted in accordance with the EHS Manual – 8.2 Building Design Specifications and must be adequately reflected in the project PAR and scope documents before EHS sign-off will occur.

5.2 PROJECT COMPLETION AND FIRE ALARM COMMISSIONING

The Project Manager must notify EHS when the fire alarm system work is completed. Depending on the scale of the project, third-party independent commissioning of the fire alarm system may be required. When required, fire alarm commissioning should be
completed prior to EHS pre-testing and FDNY inspection to ensure the fire alarm system is working as designed.

### 5.3 EHS FIRE ALARM PRE-TESTING

Prior to scheduling the FDNY inspection of the fire alarm system, pre-testing must be conducted in conjunction with EHS as follows:

#### 5.3.1 Responsibilities

**Environmental Health and Safety**
- Responsible for central station notification and any required FDNY notifications.
- Observe and review pre-test.
- Prepare building postings and provide to Project Manager for posting.

**Project Manager**
- Ensure contractors have completed installation of fire protection systems prior to scheduling a pre-test.
- Schedule the pre-test date(s) and time(s) with EHS and the building occupants if applicable/appropriate (e.g., clinical/patient care areas).
- Minimum of 10 days’ notice must be provided to post signs notifying building occupants of testing.
- Schedule pre-test with fire protection vendor (Honeywell/TSS).
- Arrange for all trades to be present for the pre-test and FDNY inspection including but not limited to:
  - General Contractor
  - Electrical contractor for fire alarm
  - Plumber for sprinkler/standpipe work
  - Fire alarm vendor
  - Engineering and Maintenance, if required

#### 5.3.2 Required Documentation

The following documentation must be submitted to EHS prior to the pre-test:
- A-433 - Electrical Contractors Affidavit signed by electrical contractor
- Copy of final drawing with device locations
- As-Built Riser Diagram Copy: Must be 11”x17” size and legible with DOB application # and PW1 sticker/bar code.
- B-45 Application for scheduling FDNY Inspection (forward to EHS when inspection date is obtained)
- Device points list and all operational instructions and manuals.

#### 5.3.3 Pre-Test for Occupied Buildings and Renovation Spaces
The following applies for the pre-testing of occupied buildings to minimize the impact on existing occupants.

1. One of each type of initiating devices will be tested with alarm notification appliances activated.
   - All remaining initiating devices will be tested with alarm notification appliances silenced.
   - One of each type of initiating devices will be tested for a trouble and supervisory condition.
   - All initiating devices shall be verified at the fire alarm panel for device type and location.

2. All detectors, waterflows and releasing devices will be fully tested as per the sequence of operation (including fan shut-down and/or elevator recall).

5.3.4 Pre-Test for New Fire Alarm Systems and Buildings

The following applies for the pre-testing of new fire alarm systems and buildings.

- Pretest shall be conducted prior to system be placed into operations (going live).
- All initiating devices will be tested with alarm notification appliances activated.
- All detectors, waterflows and releasing devices will be fully tested as per the sequence of operation.
- One of each type of initiating devices will be tested for a trouble and supervisory condition.
- Central Station must be contacted after testing to verify signals received.
- Required signage posted, fuse cut-out, purge, etc. must be posted.
- Training must be provide to EH&S within 24 hours of system going live with central station.

5.3.5 Sprinkler and Standpipe Pre-test Requirements

- Provide sprinkler heads and wrench. Note that a second set of MRI-safe sprinkler heads and wrench will be required for facilities where an MRI is present.
- Hydrostatic test if required has been scheduled.
- Confirm required signage is posted (e.g., control valve, inspections test valve)
- Wet sprinkler system modifications shall include opening the inspector’s test connection.
- Fire hose if required by code.

5.3.6 Central Station Pre-test for New Communicator/New Service Provider
- Provide primary and secondary telephone numbers to EHS
- Provide CS account number to EHS
- Test connection and verify signals received by central station operator.

5.4 FDNY FIRE ALARM SYSTEM INSPECTION

5.4.1 EHS Pre-Test Completion and FDNY Inspection Scheduling
Upon completion of the EHS Pre-Test, the Project Manager and can authorize the contractor to submit the A-433 and B-45 to the FDNY to schedule the inspection of the fire alarm system. Copies of the FDNY submittal must be provided to EHS via fax or an email to fire@med.cornell.edu.

5.4.2 Inspection Coordination
Project Managers must ensure that the EHS, other appropriate College personnel and contractors are available during the FDNY approval inspection.

5.4.3 FDNY Inspector Arrival Notification
Project Managers must immediately telephone the EHS main office at 646-962-7233 when the FDNY Inspector arrives to conduct the approval inspection. EHS serves as the primary liaison with the FDNY and must be present before the start of the inspection.

5.4.4 FDNY Approval or Violation
Upon completion of inspection, the FDNY will either issue a Letter of Recommendation or issue a violation (e.g., Letter of Defect). EHS must retain the original copies of these documents. Violations will be managed in accordance with Section 8.0 of this Manual. Letters of Approval are typical provided to the contractor or engineer of record. The Project Manager is responsible for obtaining the Letter of Approval and transmitting a copy to EHS.

6.0 ANNUAL BUILDING AND PLACE OF ASSEMBLY INSPECTIONS

The FDNY conducts annual inspections of buildings and places of assembly. The inspection may consist of a building walk-through or records review of fire alarm system inspection, testing, and maintenance documentation, building Fire Safety Plans, and FDNY Certificates of Fitness.

6.1 FIRE ALARM SYSTEM INSPECTION, TESTING, AND MAINTENANCE

Engineering and Maintenance and Environmental Health and Safety are primarily responsible for the inspection, testing, and maintenance (ITM) for different components of the building fire alarm and suppression systems. Appendix A maintains a chart of ITM responsibilities.

6.1.1 ITM Recordkeeping Requirements
Records of all system inspections, tests, servicing and other maintenance required by this code, the rules or the referenced standards shall be maintained on the premises for a minimum of 3 years and made available for inspection by any fire department representative.

6.2 EHS NOTIFICATION OF FDNY INSPECTION

The EHS main office must be immediately notified when an FDNY Inspector arrives at a building. In the event of an FDNY inspection of a residential building, the Housing Office front desk attendant is responsible for contacting EHS. EHS serves as the primary liaison with the FDNY and must be present before the start of the inspection.

6.3 FDNY INSPECTION DEFICIENCIES AND VIOLATIONS

The FDNY will issue a violation (e.g., Notice of Violation or Violation Order) for deficiencies observed during an inspection. Violations should be issued to EHS and original violation copies retained by EHS for processing and distribution as outlined in Section 8.0 – FDNY Violations and Resolution Management.

7.0 FDNY LABORATORY INSPECTIONS

All chemical laboratories are permitted with the FDNY and are inspected annually. Violations are issued for deficiencies observed during these inspections. The following procedure applies to Violation Orders received from FDNY laboratory inspections.

7.1 FDNY LABORATORY INSPECTION SCHEDULE

The FDNY Laboratory Inspection Unit is on campus weekly to conduct inspections of WCMC laboratories. The specific laboratories being inspected on a given day are not known until the day of the inspection. EHS staff will accompany the FDNY inspector.

7.2 EHS NOTIFICATION OF UNANNOUNCED FDNY INSPECTIONS

On occasion, the FDNY may conduct unannounced inspections of laboratories, including off-hour and weekend inspections. In the event the FDNY inspector arrives unaccompanied by EHS staff, building security and/or laboratory personnel must immediately contact EHS. During off-hours, EHS on-call staff can be contacted via NYP Security (212-746-0911). EHS serves as the primary liaison with the FDNY and should be present before the start of the inspection.

7.3 LABORATORY RESPONSIBILITIES AND FDNY ACCESS

Laboratories are required by law to allow the FDNY inspector into the laboratory but the inspector must present proper credentials and should be accompanied by EHS staff. A FDNY Certificate of Fitness for Supervision of Non-Production Laboratories (C-14) for staff member present in the laboratory must be made available at time of inspection (e.g., original or copy posted within laboratory).
7.3.1 Sensitive Research or Restricted Area Notifications

Laboratory staff should immediately inform the FDNY inspector and/or EHS staff if certain areas of the laboratory have sensitive research operations running or areas require special access permissions (e.g., personal protective equipment gown up requirements).

7.4 FDNY INSPECTION DEFICIENCIES AND VIOLATIONS

The FDNY will issue a violation (e.g., Notice of Violation or Violation Order) for deficiencies observed during an inspection. Violations should be issued to EHS and original violation copies retained by EHS for processing and distribution as outlined in Section 8.0 – FDNY Violations and Resolution Management.

8.0 FDNY VIOLATIONS AND RESOLUTION MANAGEMENT

In the event the FDNY inspection identifies a deficiency, the FDNY inspector may issue a Letter of Defect, Violation Order, or Notice of Violation. Depending on the violation type, failure to correct a violation may result in an Environmental Control Board hearing or Criminal Court Summons.

8.1 EHS RECEIPT AND DISTRIBUTION OF FDNY VIOLATIONS

All FDNY violations must be addressed and immediately forwarded to the EHS Director. Violations are processed by EHS as follows:

1. EHS will review the violations and will either (1) protest the validity with the FDNY as appropriate or (2) identify the violation responsible person(s) and the required corrective actions.

2. EHS will generate a violation summary report and distribute the violation item(s) to the violation responsible person(s), associated Department leadership, and the Office of University Counsel. The summary corrective action report will also provide guidance on how to properly correct the violation. In the event that there are multiple violation items and multiple violation responsible persons, the violation summary report will be customized to the specific violation responsible person where appropriate.

3. EHS will track the violation in its information management system and conduct follow-up inquiries and seek assistance as appropriate. This may include but not be limited to follow-up with the violation responsible person, their designate, the Department leadership, and/or the Office of University Counsel.

8.2 FDNY LETTER OF DEFECT MANAGEMENT

If violations are observed during an initial fire alarm system inspection, the FDNY may first issue a Letter of Defect. A Letter of Defect must be corrected before the FDNY will
issue a Letter of Recommendation or Letter of Approval for the system inspected. This may cause delay in use of the system and/or delay occupancy of the space.

8.2.1 Timeframes

The Certification of Correction of Defects must typically be corrected within 60 days of receipt of the Letter of Defect unless otherwise specified.

8.2.2 Correction of Defects

The WCMC Project Manager, contractor, and/or other responsible parties must complete the deficiencies specified in the Letter of Defect. This may include documentation and affidavits from a Registered Architect, Professional Engineer, Licensed Electrical Contractor (for electrical defects), or Licensed Plumbing Contractor (for plumbing defects) stating the defects are corrected.

8.2.3 EHS Notification and FDNY Resolution

The Project Manager must provide copies of all required documentation confirming the violation is corrected and/or specified in the Letter of Defect to EHS prior to submission of documentation to FDNY. Typically Letters of Defect will require the FDNY to conduct a re-inspection to confirm the defects are properly corrected unless otherwise specified in the Letter of Defect. Failure to correct the Letter of Defect will typically result in the issuance of a Violation Order.

8.2.4 Letters of Recommendation and Approval

If the FDNY inspector does not identify any defects, a Letter of Recommendation will be issued onsite. The original copy of the Letter of Recommendation must be provided to EHS. Original copies of the Letters of Approval must be forwarded to the EHS Director upon receipt by the contractor of record and/or Project Manager.

8.3 FDNY VIOLATION ORDER MANAGEMENT

The FDNY may issue a Violation Order for violations observed during an inspection or in follow-up to an unresolved Letter of Defect. Violation Orders require FDNY re-inspection to close the violation. The FDNY can escalate unresolved Violation Orders to Criminal Court Summonses.

8.3.1 Timeframes

Violation Orders must typically be corrected within 30 days of receipt unless otherwise specified. The FDNY may also require Violation Orders to be corrected “forthwith” for violations deemed eminently hazardous. These violations must be resolved immediately and there is no grace period for implementation of the corrective actions.
8.3.2 Correction of Violations

The Violation Responsible Person(s) must notify EHS once the violations have been corrected and provide required documentation as specified by the violation summary report. EHS will review the actions taken to verify and concur the correction(s) have been completed. The violation responsible person is responsible for ensure the corrective actions remain in effect.

8.3.3 FDNY Re-Inspection and Resolution

The FDNY will conduct a follow-up inspection at some point after the specified due date to verify if the Violation Order has been corrected. If at re-inspection, the violation is found to reoccur, the Violation Order will either remain open for another re-inspection or a Criminal Court Summons can be issued.

8.4 FDNY NOTICE OF VIOLATION MANAGEMENT

The FDNY may issue a Notice of Violation (NOV) for violations observed during an inspection. NOVs can be “self-certified” by EHS once resolved by the violation responsible person(s). Unresolved NOVs automatically have an Environmental Control Board hearing date assigned.

8.4.1 Timeframes

NOVs must typically be corrected within 30 days of receipt unless otherwise specified. All NOVs automatically have an Environmental Control Board Hearing assigned to it. If the violation is resolved and properly filed, Weill Cornell representatives must attend the Environmental Control Board hearing. There is no grace period for FDNY re-inspection.

8.4.2 Correction of Violations

The Violation Responsible Person(s) must notify EHS once the violations have been corrected and provide required documentation as specified by the violation summary report. EHS will review the actions taken to verify and concur the correction(s) have been completed.

8.4.3 EHS Completes Certification of Correction Form

EHS will complete and submit the Certification of Correction form and supporting documentation to the FDNY. Only EHS is authorized to complete and submit the Certification of Correction form to the FDNY.

8.5 CRIMINAL COURT SUMMONS

Upon re-inspection of a Violation Order, the FDNY may issue a criminal court summons for Violation Orders not corrected within the specified timeframes. All summonses must be immediately forwarded to EHS and a copy faxed to the Office of University Counsel at
212-746-0495. The Office of University Counsel may require a representative from EHS, the responsible Department(s), Project Manager, and/or contractor to attend the hearing.

8.6 ENVIRONMENTAL CONTROL BOARD

Notices of Violation not corrected and properly filed with the FDNY within the specified timeframes are automatically forwarded to the Environmental Control Board for a hearing. All Notices of Violation and Notice of Hearings must be immediately forwarded to EHS and a copy faxed to the Office of University Counsel at 212-746-0495. The Office of University Counsel may require a representative from EHS, the responsible Department(s), Project Manager, and/or contractor to attend the hearing.

9.0 TRAINING

9.1 EHS C-14 LABORATORY CERTIFICATE OF FITNESS TRAINING

EHS is authorized to provide on-site C-14 Laboratory Certificate of Fitness training to WCMC employees that meet specific FDNY-mandated eligibility requirements. Refer to the EHS training website for additional information on this training.

http://weill.cornell.edu/ehs/training/

9.2 OTHER FDNY CERTIFICATE OF FITNESSES

All other FDNY Certificates of Fitnesses must be obtained via the FDNY directly. Refer to the FDNY Certificate of Fitness website for additional information.


10.0 RECORD RETENTION, AVAILABILITY, AND REVISIONS

10.1 FDNY VIOLATIONS

EHS retains all copies of FDNY violations and associated documentation. EHS should accompany the FDNY inspector and take receipt of the violation. In the event the FDNY inspection occurs with the presence of EHS, the violation must immediately be transmitted to EHS.

10.2 FDNY LETTERS OF APPROVAL AND PERMITS

EHS retains all copies of fire alarm system Letters of Approval and FDNY permits (e.g., Laboratory, Place of Assembly). It is the project manager and/or building manager’s responsibility to ensure the Letter of Approvals and permits are obtained from the and transmitted to EHS.

10.3 FIRE ALARM SYSTEM INSPECTION TESTING AND MAINTENANCE

The WCMC department responsible for overseeing and conducting the fire alarm system inspection, testing and maintenance outlined in Section 6.1 and Appendix A is responsible
for retaining the required records. Records of all system inspections, tests, servicing and other maintenance required by the New York City Fire Code, the rules or the referenced standards shall be maintained on the premises for a minimum of 3 years and made available for inspection by any fire department representative.

11.0 REFERENCES


## APPENDIX A – INSPECTION, TESTING, AND MAINTENANCE (ITM) CHART

<table>
<thead>
<tr>
<th>Type</th>
<th>Responsible Department</th>
<th>ITM Conducted by (Required COFs)</th>
<th>Daily</th>
<th>Weekly</th>
<th>Monthly</th>
<th>Quarterly</th>
<th>Semi-annual</th>
<th>Annual</th>
<th>3 year</th>
<th>4 year</th>
<th>5 year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Protection Systems, interface equipment, electromechanical releasing devices, printers and power supply (non generator).</td>
<td>1st - EHS 2nd - E&amp;M</td>
<td>• Approved Fire Alarm Company (S-97/98, F-78, W26) • EHS (S-95)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Initialing devices: manual pull stations, heat, duct and smoke detectors, air sampling, supervisory devices, tampers and water flows (non-flow of water).</td>
<td>1st - EHS 2nd - E&amp;M</td>
<td>• Approved Fire Alarm Company (S-97/98, F-78, W26) • EHS (S-95)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<td>✓</td>
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<tr>
<td>Alarm notification devices including audible and visual devices.</td>
<td>1st - EHS</td>
<td>• Approved Fire Alarm Company (S-97/98) • EHS (S-95) or FSD (F-58 / Z-50)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Emergency communication equipment (PA and warden phones)</td>
<td>1st - EHS</td>
<td>• Approved Fire Alarm Company (S-97/98) • EHS (S-95) or FSD (F-58 / Z-50)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Clean Agent Fire Extinguishing Systems (FM200)</td>
<td>1st - EHS 2nd - E&amp;M</td>
<td>• Approved Fire Alarm Company (S-97/98, S-78/F-78, W-26) • MP/MFSPC (S-12/13) when required by NYCFC, • EHS (S-95)</td>
<td>✓</td>
<td>✓</td>
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<td>Deluge, Dry, Preaction control panels and associated devices (no flow condition)</td>
<td>1st - EHS 2nd - E&amp;M</td>
<td>• Approved Fire Alarm Company (S-97/98) • MP/MFSPC (S-12/13) when required by NYCFC, • EHS (S-95)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Central Station Trip Test</td>
<td>1st - EHS</td>
<td>• EHS FSD (F-58 / Z-50)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<td>✓</td>
</tr>
<tr>
<td>Photoluminescent markings - visual inspection</td>
<td>1st - EHS 2nd - E&amp;M</td>
<td>• EHS/ FSD (F-58 / Z-50)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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</tr>
<tr>
<td>Place of Assembly - Flame proofing of drapes and curtains.</td>
<td>1st - E&amp;M/Griffis 2nd - EHS</td>
<td>• Approved Flame Proofing Company (C-15)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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</tr>
<tr>
<td>Flame proofing (decorations, scenery and other materials).</td>
<td>WCMC Occupant</td>
<td>• Approved Flame Proofing Company (C-15)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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</tr>
<tr>
<td>Central station transmitters</td>
<td>1st - EHS</td>
<td>• Approved Central Station Monitoring Company</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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</tr>
<tr>
<td>Fire Protection System Impairment Coordinator</td>
<td>1st - EHS 2nd - E&amp;M</td>
<td>• EHS FSD (F-58 / Z-50) • FSD (S-95)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Portable fire extinguishers (includes hydrostatic testing)</td>
<td>1st - EHS 2nd - E&amp;M</td>
<td>• Approved PFE Maintenance Contractor (W-96 / S-96)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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</tr>
<tr>
<td>Water-Based Fire Suppression Sprinkler, Piping System, Fire pumps, sprinkler systems, deluge, dry, preaction, (waterflow by opening the inspector’s test connection).</td>
<td>1st - E&amp;M 2nd - EHS</td>
<td>• E&amp;M (S-12/13) • EHS (S-95) • Approved Fire Alarm Company (S-97/98, W26) • MP/MFSPC (S-12/13) when required by NYCFC</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<td>✓</td>
</tr>
<tr>
<td>Residential Occupancies (7th St.) - Up to and including 6 stories with not more than 30 sprinkler heads or a compactor sprinkler system.</td>
<td>1st - E&amp;M / Housing 2nd - EHS</td>
<td>• E&amp;M / Housing (S-11); monthly visual inspections only. • MP/MFSPC (S-12/13) when required by NYCFC • EHS (S-95)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<table>
<thead>
<tr>
<th>Type</th>
<th>Responsible Department</th>
<th>ITM Conducted by (Required COFs)</th>
<th>Daily</th>
<th>Weekly</th>
<th>Monthly</th>
<th>Quarterly</th>
<th>Semi-annual</th>
<th>Annual</th>
<th>3 year</th>
<th>4 year</th>
<th>5 year</th>
</tr>
</thead>
</table>
| Residential sprinkler systems          | 1st - E&M 2nd - EHS    | • FDNY required  
• MP/MFSPC (S-12/13) when required by NYCFC  
• EHS (S-95)                                                                                     |       |        |         |           |             |        |        |        |        |
| Standpipe and Hose Systems             | 1st - E&M 2nd - EHS    | • E&M (S13/14): visual inspections only.  
• MP/MFSPC (S-12/13) when required by NYCFC                                                        | ✓     | ✓      | ✓       |           | ✓           | ✓      |        |        |        |
| Smoke Control Systems (mechanical smoke control and post-fire smoke purge systems)    | 1st - E&M 2nd - EHS    | • E&M HVAC  
• Approved Fire Alarm Company (S-97/98)  
• EHS (S-95) or FSD (Z-58)                                                                        |       |        |         |           | ✓           | ✓      | ✓      | ✓      | ✓      |
| Supervisory Signal Devices (including pump power/ run)                                | 1st - E&M 2nd - EHS    | • Approved Fire Alarm Company (S-97/98)  
• MP/MFSPC (S-12/13) when required by NYCFC  
• EHS (S-95)                                                                                     |       | ✓      | ✓       | ✓         | ✓           | ✓      |
| Elevators in Readiness                 | 1st - E&M              | • E&M: Phase 1 and Phase 2 Elevator Operation (Firefighter Service)                              | ✓     |        |         |           | ✓           | ✓      |
| Emergency Power Systems - NFPA battery packs 30 seconds monthly/ 90 minutes annually | 1st - E&M              | • E&M: Licensed electrician                                                                   |       |        | ✓       | ✓         | ✓           | ✓      |
| CO and Smoke Detectors - Residential Apartments                                      | 1st - E&M / Housing    | • E&M / Housing                                                                                 |       |        |         |           |             |        |        |        |        |
| Commercial Kitchen Exhaust System Cleaning                                      | 1st - Griffis          | • Approved Company (F-64/W-64)                                                                  | ✓     | ✓      |         | ✓         |             |        |        |        |        |
| Kitchen Fire Protection System          | 1st - Griffis          | • Licensed Master Fire Suppression Contractor                                                   | ✓     |        |         |           |             |        |        |        |        |

**ITM Notes:**
MFSPC - Master Fire Suppression Piping Contractor.
MP - Master Plumber License (MP)

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