



ANNUAL TO DO LIST



DOB TASKS

- Schedule annual boiler & elevator inspections with your vendors
- Schedule any required Category 5 (5 year) inspection tests
- If Community District 1, 3, or 10, schedule your gas piping inspection or submit your certification for no piping system
- Discuss new façade filing requirements for Cycle 9 with your façade inspection vendor
- Prepare and file LL 84 annual Benchmarking report
- Prepare and file LL 87 EER, if required for your building this year
- Review TCOs every 90 days, if necessary
- Review permit expiration dates and renew if necessary to avoid Work Without a Permit violations



DOF TASKS

- File J-51 residential tax exemptions
- File tax estimates, declarations, returns, and extensions
- Complete quarterly or semiannual property tax payments



FDNY TASKS

- Renew and inspect sprinkler/ standpipe units
- Renew and inspect A/C system permits
- Renew Place of Assembly permits
- Renew Certificates of Fitness



HPD TASKS

- Submit annual bedbug reporting for residential units



OTHER TASKS

- Perform regular daily, weekly, and monthly Cooling Tower maintenance tasks in advance of annual certification
- Renew DEP boiler triennials (Certificates to Operate Registrations) Lock down a vendor for the 2020 – 21 safety notice mailings, fire safety document, and stove knob cover processes
- Renew DEC petroleum bulk storage permits
- Renew DEP boiler triennials (Certificates to Operate Registrations)

WHAT'S NEW FOR 2021

What Isn't?

2020 has been a roller coaster of a year and while we hope 2021 will bring massive improvement, we must prepare for the unknown which means that throughout the year, deadlines & regulations may change based on the current situation. At Jaffa, we are committed to staying on top of all these changes and keeping you informed of them so you don't have to be.

New Documents Required

2020 saw several new signs required to be posted in your building including:

- Facade Certifications from DOB NOW
- Building Energy Efficiency Label (Benchmarking Grades)

Coming Soon - Hurricane Evacuation Zone Notices (4.30.21)

Remote OATH Hearings

As of January 2021, OATH offices are still closed and OATH hearings are still done remotely via the phone. You must contact your OATH before an upcoming hearing date to provide evidence & confirm scheduling.

Please note that all dates and compliance information is as per the various NYC agencies and is subject to change. In addition, every building may have their own specific requirements and deadlines that can differ across borough, building type, etc. As such all above data is provided for informational purposes only, on an "as is" and "as available" basis. Jack Jaffa & Associates, its licensors and other suppliers disclaim all warranties, whether express or implied, including, but not limited to, any promises of accuracy or correctness of information provided or omitted.

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