



ANNUAL TO DO LIST



DOB TASKS

- Schedule annual boiler & elevator inspections with your vendors
- Schedule any required Category 5 (5 year) inspection tests
- Post Benchmarking grades and Facade certificates as required.
- If Community District 1, 3, or 10, schedule your gas piping inspection or submit your certification for no piping system
- Prepare for Cycle 9 filings with your facade vendor
- Prepare and file LL 84 annual benchmarking report.
- Prepare and file LL 87 EER, if required for your building this year.
- REview permit expiration dates and renew if necessary.



DOF TASKS

- File tax estimates, declarations, returns, and extensions



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

- Perform annual LL 55 inspections for residential units.
- Submit annual bedbug reporting for residential units



OTHER TASKS

- Perform regular daily, weekly, and monthly Cooling Tower maintenance tasks in advance of annual certification
- Lock down a vendor for the 2020 – 21 safety notice mailings, fire safety document, and stove knob cover processes

WHAT'S NEW FOR 2022

New Signs Required

2021 saw several posting requirements. Make sure you stay compliant with these signs properly displayed in your buildings.

- Facade Certifications from DOB NOW
- Building Energy Efficiency Label (Benchmarking Grades)
- Hurricane Evacuation Zones Notices
- Smoke/Carbon Detecting Device Notices
- Fire Safety Signage
- Gas Leak Notice

NEW Elevator Inspection Requirements

The DOB officially announced that Periodic elevator inspections are now the sole responsibility of property owners. They must be performed by approved elevator agencies on behalf of building owners.

The new inspection requirements are in addition to existing Category 1 annual requirements, and Category 5 5-year requirements, as applicable.

Approved elevator agencies performing the inspections cannot be affiliated with the agency

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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