

Fire Safety & Compliance Checklist

ARE ALL NECESSARY NOTICES POSTED?

All notices must be posted unless indicated otherwise in a prominent location in your buildings.

- Building Information Notice
- Current Fire Emergency Preparedness Notice in a conspicuous location and on interior side of each apartment entrance door. The Law was recently updated to include the following requirements as well:
 - Obtain written certification from the tenant or apartment owner that the notice is posted or Inspect each dwelling unit at least once every three years to confirm the presence of the notice
 - Replace missing or damaged notices which can be obtained for special bulk pricing at www.CodeSignsNYC.com
- Close the Door notification instructing all tenants to close all doors behind them while escaping a fire. (Local Law 115)
- Emergency Evacuation Plan

HAVE YOU DISTRIBUTED ALL NOTICES?

Notices must be distributed to every tenant annually and upon moving into the building. All notices are included with the Jaffa annual safety mailing services

- Fire and Emergency Preparedness Guide
- Individual Emergency Preparedness/Evacuation Planning Checklist

ARE NECESSARY SAFETY FEATURES INSTALLED & MAINTAINED?

- Self-Closing Doors
- Smoke Detectors
- Stove knob covers for gas-powered stoves in every unit in which a child under the age of six resides and for every tenant who requests them. (Local Law 117 of 2018)
- Automatic Sprinkler system (Local Law 26 of 2004)
 - File a sprinkler compliance report every 14 years
- Emergency Lighting

ARE ESCAPE ROUTES CLEAR?

- Do apartment door locks not require a key to open from the inside
- Are fire escape windows all clear and free from obstructions. Fire escape windows should not have window safety guards installed on them
- Building Stairways are clear of obstructions. Stairways should not be used to store baby strollers, bicycles or other items.
- Outside Fire Escapes are free of obstructions at all time. Nothing should be kept on or under Fire Escapes for easy release and access to the fire escapes.

IS EVERYTHING WELL MAINTAINED AND WORKING?

- | | |
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| <input type="checkbox"/> Sprinkler systems | <input type="checkbox"/> Emergency light system |
| <input type="checkbox"/> Self-closing doors | <input type="checkbox"/> Electrical cords are not frayed or cracked |
| <input type="checkbox"/> Smoke detectors/alarms | <input type="checkbox"/> Fire Escape ladders |

Please note that all dates and compliance information is as per the various NYC agencies and is subject to change. As such all above data is provided for informational purposes only. Jack Jaffa & Associates disclaim all warranties, whether express or implied, including, but not limited to, any promises of accuracy or correctness of information provided or omitted.