

# Fire Safety Message



NY FIRE  
SAFETY INSTITUTE

NY FIRE  
CONSULTANTS, INC.



[www.nyfiresafe.com](http://www.nyfiresafe.com)

212-239-9051

[www.nyfsi.com](http://www.nyfsi.com)

November 2019

## Closed Door Notice

The close the door notice is intended to provide a clear, visible reminder to building residents of the importance of closing each door as one exits one's apartment and building during a fire. Closing these doors serves to contain the fire and smoke within the apartment, assist in firefighting operations and prevent smoke from entering the stairwells through which building residents may need to evacuate.

The Close the Door Notices shall be posted and maintained on the public hallway corridor side of each stairwell door in the building, in the manner set forth in R401-06(e)(5)(B). No posting is required for an open stair. Missing or damaged notices shall be promptly replaced

**In a Fire, Close All Doors Behind You!**

Keep Fire and Smoke Out of Building Hallways and Stairs.

Keep Apartment and Stairwell Doors Closed at All Other Times.  
Protect Your Neighbors and Your Home!



NYC Admin Code §15-135

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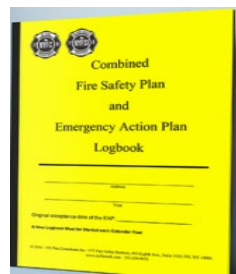
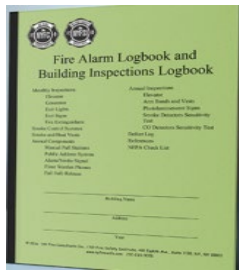
## Fire Safety Logbooks

**A new logbook must be started each calendar year**

The Fire Code and the Rules of the City of New York outline the requirements for several logbooks to be maintained by Building Management. The Bureau of Fire Prevention has set guidelines for logbook record keeping. An inspection of the logbooks is performed annually by the New York City Fire Department Hi-Rise Unit.

**Keep up-to-date log entries of required system inspections and tests to avoid violations.**

**Order your logbooks today at [www.nyfiresafe.com/products](http://www.nyfiresafe.com/products) Then tab LOGBOOKS.**



**Fire Alarm/Building Inspection Logbook \$78.00 plus Sales Tax \$6.92 Total \$84.92**

- Fire Alarm Book: Daily Log, Fire Alarm Incidents, On/Off Line Log
- Monthly Inspections: Elevator, Generator, Exit Lights, Exit Signs, Fire Extinguishers
- Semi-Annual Inspections: Manual Pull Stations, Public Address System, Alarm/Strobe Signal, Floor Warden Phones, Fail-Safe Release
- Annual Inspections: Arm Bands and Vests, Photoluminescent Signs, NFPA Inspection Check List

**Fire Safety Plan Logbook \$55.00 plus Sales Tax \$4.88 Total \$59.88**

- Daily Fire Safety Director Log, Fire Safety & Evacuation Drills, Fire Safety & Training,
- Fire Safety Plan Onsite Practical Test, Fire Safety Plan Reviews & Amendments, Fire Protection System Contractors, Reference Material

**Combination Fire Safety /EAP Logbook \$91.00 plus Sales Tax \$7.99 Total \$97.99**

- Daily Fire Safety/EAP Director Log, Drills & Training, Emergency Action Plan - Related Events, Drills & Training Sessions, Fire Safety/Emergency Action Plan Onsite Practical Test & Plan Reviews & Amendments, Voluntary EAP Full Building Evacuation Drills, Fire Protection System Contractors, Reference Material

**Sprinkler & Standpipe Inspection Record Book \$46.00 plus Sales Tax \$4.08 Total \$50.08**

- Fire Pump Testing, Weekly, Annual - Water Storage Tank, During the Heating Season
- Monthly Sprinkler Inspection Record & Monthly Standpipe Inspection Record
- Sprinkler and Standpipe Deficiencies Record
- National Fire Protection Association (NFPA), Inspections, Testing and Maintenance

**Smoke Detector Maintenance Record \$41.00 plus Sales Tax \$3.64 Total \$44.64**

- Semi Annual Smoke Detector Cleaning, Annual Sensitivity Test Records, Smoke Detector Repair or Replacement Records

**Homeless Shelter Drills & Training Record \$57.00 plus Sales Tax \$5.06 Total \$62.05**

- Daily Coordinator Fire Safety/Alarm Systems Log - Homeless Shelter Drills - Fire & Emergency Preparedness (FEP) Staff Training - Emergency Preparedness Plan Reviews & Amendments

**Emergency Marking Record Book \$9.25 plus Sales Tax \$0.82 Total \$10.07**

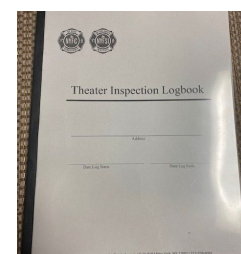
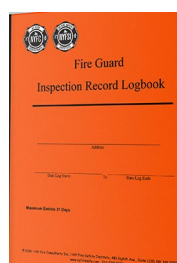
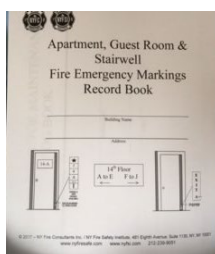
- Record the annual inspection. Record Book is good for 10 years

**Fire Guard Inspection Record Logbook \$45.00 plus Sales Tax \$3.99 Total \$48.99**

- Fire Guard Requirements, Orientation Checklist, Fire Watch/Fire Guard Hourly Records

**Theater Inspection Record Book \$45.00 plus Sales Tax \$3.99 Total \$48.99**

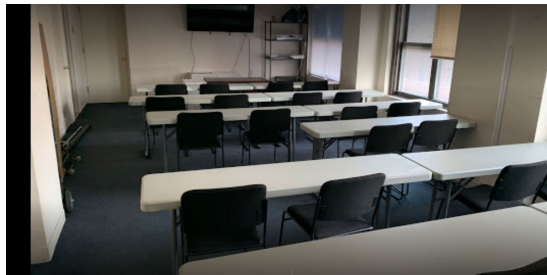
Theater Inspection Requirements, Log Entry Instruction, Theater Inspection Records



# NY State Security Guard Training Started

## Security Academy of NY

8 Hour Annual  
In-Service Course  
for Renewing License  
Next Class Dec. 12<sup>th</sup>



will be providing the training

16 Hour on the Job  
Training Course  
Next Course  
Dec. 22<sup>nd</sup> & 24<sup>th</sup>

8 Hour Pre-Assignment Training Class, Starts Nov. 26<sup>th</sup>

Next  
FLSD Class  
Starts Dec. 4<sup>th</sup>

Next  
Non-Fire Class  
Nov. 27<sup>th</sup> Dec. 2<sup>nd</sup>

Next Saturday  
FLSD Class Starts  
Jan. 4, 2020

## OSHA 30 Training December 9<sup>th</sup> to 13<sup>th</sup>

Construction  
Site Fire Safety  
Manager  
Dec. 2<sup>nd</sup> & 4<sup>th</sup>



Fire Guard  
Dec. 3<sup>rd</sup>  
9 am to 1 pm

Fee is \$450 on-line and \$500 at the door

Local Law 196 of 2017 requires certain workers and supervisors to receive safety training at construction sites that are required to designate a Construction Superintendent, Site Safety Coordinator or Site Safety Manager.



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SUITE 618, (8TH AVENUE AT WEST 34<sup>th</sup> STREET) (718) 432-1600 OR (212) 239-9051