

BOARD OF EDUCATION OF THE CITY OF NEW YORK
DIVISION OF SCHOOL FACILITIES
OFFICE OF BUILDING SERVICES

June 21, 2001

FIRE SAFETY

PLANT OPERATIONS CIRCULAR NO. 25 - 2000/01

NOTE: All Circulars are to be kept in a permanent file

TO CUSTODIAN ENGINEERS & BUILDING MANAGERS

All Fire Safety and/or Life Safety issues are to be treated as emergencies. As such, repair/replacement requests for equipment such as exterior doors, stairway doors, interior fire alarms, etc., shall be telephoned into the Duty Plant Manager at the respective Borough Office.

Enclosed you will find information regarding FIRE SAFETY that has been issued in past circulars. All custodial employees who perform Fire/Safety inspections must possess a valid Certificate of Fitness from the New York City Fire Department and the Certificate of Fitness holder must log those entries in the Fire Safety Log. In addition to holding all required Certificates of Fitness for the building, any and all alternates designated by you to assume your responsibilities in your absence, must be trained and familiar with all fire safety procedures. Please keep this in mind during the summer months to adjust your work schedule accordingly.

During summer school, please assist the administration in formulating building evacuation plans, if requested. For your information, all summer school Principals are required to conduct two (2) fire drills during the summer school session. The first fire drill must be performed during the first three (3) days of school. The second fire drill is to be scheduled during the third or fourth week. A lesson on fire drill procedures must be conducted on the first day of class. Records of fire drills must be kept on site by the Principal.

Patricia Zedalis
Chief Executive
Division of School Facilities

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Enclosures: Plant Operations Circular No. 3 - 2000/01
Chancellor's Circular No. 29 - 1988/89
Plant Operations Circular No. 15 - 1998/99
Plant Operations Circular No. 14 - 1995/96
Plant Operations Circular No. 15 - 1996/97
Plant Operations Circular No. 20 - 2000/01