

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

August 29, 2000

PLANT OPERATIONS CIRCULAR NO. 3 - 2000/01

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

TO SCHOOL CUSTODIAN ENGINEERS AND SCHOOL CUSTODIANS

1. FIRE SAFETY GUIDELINES

In light of the recent Fire Safety Audit that is presently being conducted by the New York City Comptroller Office, please be guided by the following:

Locked Exit Doors

Chancellor's Circular #29 - 1988/89 states that all locks including deadbolts that prevent egress through exterior doors are to be "UNLOCKED" during occupancy of the premises by students, staff, and/or the public, including evening and other after-school activities. Any individual who locks an exit door or forgets to re-open it during occupancy of the premises by students, staff and/or the public, without an existing emergency and compliance with the procedures set forth herein, and as a result receives a criminal summons from the New York City Fire Department or the Department of Buildings, shall be held PERSONALLY LIABLE. Also the 1977 Rules and Regulations guiding The Custodial Force section 9.3 specifically require that all exits be unlocked prior to the start of each school occupancy. See attached Chancellor's Circular #29 - 1988/89.

Fire Extinguishers

All custodians shall be reminded to follow the 1977 Rules and Regulations for The Custodial Force regarding fire extinguishers, section 9.5.4. All fire extinguishers are to be inspected on a monthly basis. The custodian must inspect the gauge, hose, nozzle, seal, pin, etc., to ensure that all fire extinguishers are in proper working order at all times. The indicator on the pressure gauge must always be in the green colored area. The Fire Department will issue a violation if the indicator is not within the green area. This must be checked on a daily basis. Replacement fire extinguishers may be picked up at the depository. Only replacement of missing or broken fire extinguishers will be honored.

Sprinkler/Standpipe Systems

Plant Operation Circular #15 - 1998/99 outlines the proper protocol required for operating and maintaining any sprinkler/standpipe system. A valid Certificate of Fitness issued by the New York City Fire Department must be maintained. Copies of these certificates must be kept in your fire log. Attached for your reference is Plant operation Circular #15 - 1998/99 regarding Sprinkler/Standpipe Systems.

Fire Safety Log

Each custodian is required to maintain an updated Fire Safety Log Book in his/her office. All information that is contained in the Fire Safety Log is to be kept updated at all times. Below are some of the types of items that should be maintained in the Fire Safety Log Book:

- Fire Alarms tested monthly
- Sprinklers tested monthly
- Standpipe test monthly
- Fire Extinguishers checked daily – discharged once a year
- Rangehood filters cleaned and/or replaced every 30 days or more frequent if required.

Interior Alarms

The custodian shall test the interior fire alarm system by turning in an alarm from an alarm box station before school hours each day and again before duly authorized extra activity or other occupancy of the building. This apparatus shall be tested on Saturdays, Sundays, Holidays and during vacation if there is any occupancy. The custodian shall turn in an alarm from a different box each time on a rotating schedule to insure that all boxes are tested at least once each month. Notify the Principal and Borough office immediately whenever the alarm system is out of order.

Kitchen Range Hoods

The New York City Fire Code and Local Law #106/89 require that certain cleaning, testing and servicing be performed on all kitchen rangehood exhaust and suppression systems and that a record of such cleaning, testing and servicing be kept on the premises for inspection by the New York City Fire Department and the Department of Buildings. Attached you will find a copy of Plant Operations Circular #14 - 1995/96 which outlines the procedure for maintaining the rangehood system.

Roof Access Stairs (Bulkheads)

This door shall be kept locked at all times and a sign on the doorway displaying the location of the key in the event of an emergency. This sign must be legible at all times. See attached Plant Operations Circular #15 - 1996/97 regarding building safety checks.

Patricia Zedalis
Chief Executive
Division of School Facilities

PZ/JFL:ns

Attachments: Chancellor's Circular #29 – 1988/89
Plant Operations Circular #15 – 1998/99
Plant Operations Circular #14 – 1995/96
Plant Operations Circular #15 – 1996/97

NEW YORK CITY PUBLIC SCHOOLS GUIDE FOR SCHOOL DAILY FIRE INSPECTION

I. EXITS

- 1. Are they ready for emergency use?**
- 2. Are they all in working order?**
- 3. Are they clear of obstructions?**
- 4. Are they lighted where required?**
- 5. Are exits signs in place?**

II. STAIRWAYS

- 1. Are they adequately lighted?**
- 2. Are they in good condition?**
- 3. Are doors to stairways in good condition?**

III. CORRIDORS

- 1. Are they adequately lighted?**
- 2. Are they clear of obstructions?**
- 3. Are doors available at each end?**

IV. FIRE ESCAPE (if present)

- 1. Are they accessible and clear of obstructions?**

V. HOUSEKEEPING

- 1. Are all areas free of rubbish and other inflammable debris?**
- 2. Is rubbish stored in covered metal containers?**

VI. FIRE PROTECTIVE EQUIPMENT

- 1. Are fire extinguishers in place and ready for use?**
- 2. Are standpipe and sprinkler systems in service?**
- 3. Is standpipe hose in place and in good Condition?**



BOARD OF EDUCATION
OF THE CITY OF NEW YORK
110 LIVINGSTON STREET
BROOKLYN, N. Y. 11201

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DR. RICHARD R. GREEN
CHANCELLOR

December 12, 1988

SPECIAL CIRCULAR NO. 29, 1988-1989

TO: COMMUNITY SCHOOL BOARD PRESIDENTS, ALL SUPERINTENDENTS,
PRINCIPALS OF ALL DAY SCHOOLS
FROM: RICHARD R. GREEN *Richard R. Green*
RE: CITY-WIDE POLICY CONCERNING THE LOCKING OF EXITS

This is to advise you that all locks (including dead bolts) that would prevent exiting through exterior doors are to be unlocked during occupancy of the premises by students, staff and/or the public, including during evening and other after-school activities.

The only exception shall be in the case of an emergency situation, i.e., excavation on outside areas, falling debris, broken doors, etc., and where all emergency procedures have been followed. An emergency, for purposes of this policy, shall mean that a hazard to the health or safety of students, staff and/or the public will be created by leaving the exit door unlocked. The procedures set for below must be followed in the case of an emergency:

1. If, as a result of an exit being left unlocked, in the opinion of the principal, a hazard to the students, staff and/or public health or safety shall exist, then the principal shall immediately post someone at said exit door to warn people of the hazard until corrective measures are taken. (In the event that there is more than one exit left unlocked in a building, the principal shall post someone at each exit door.)
2. The principal shall, simultaneously with the posting of someone at the door, post a sign on the door saying, "NO EXIT."

3. The principal shall immediately notify the custodian, the superintendent and the Fire Department of the emergency and contact the Deputy Director of the Bureau of Plant Operations at 718-706-3802 in order to advise him of the situation.
4. The Deputy Director of Plant Operations shall then investigate the potential hazard to determine whether, in fact, there is an emergency.
5. If the Deputy Director of Plant Operations finds that an emergency exists, he shall advise the Fire Department of the problem, direct the custodian to lock the exit door and request the Bureau of Maintenance to make emergency repairs.
6. If the Deputy Director of Plant Operations finds that no emergency exists, the exit shall remain unlocked.
7. If an individual is given a summons for locking an exit, and the Deputy Director of Plant Operations has investigated and finds that an emergency did exist, he shall write a memorandum to the Chief of the Violations Control Unit at the Division of School Buildings, stating the facts that led to his/her finding(s) and requesting that the Board of Education aid in disposing of the summons in the most appropriate manner.

ANY INDIVIDUAL WHO LOCKS AN EXIT DOOR OR FORGETS TO REOPEN IT DURING OCCUPANCY OF THE PREMISES BY STUDENTS, STAFF AND/OR THE PUBLIC, WITHOUT AN EXISTING EMERGENCY AND COMPLIANCE WITH THE PROCEDURES SET FORTH HEREIN, AND AS A RESULT RECEIVES A CRIMINAL SUMMONS FROM THE FIRE DEPARTMENT OR THE BUILDINGS DEPARTMENT, SHALL BE PERSONALLY LIABLE.

RRG/lm

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

December 11, 1995

PLANT OPERATIONS CIRCULAR NO. 14 - 1995/96

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

TO SCHOOL CUSTODIAN ENGINEERS AND SCHOOL CUSTODIANS

1. **CLEANING/TESTING & DOCUMENTATION REQUIREMENTS
FOR KITCHEN RANGE HOOD EXHAUST & SUPPRESSION SYSTEMS**

The New York City Fire Code and Local Law 106/89 require that certain cleaning, testing and servicing be performed on all kitchen range hood exhaust and suppression systems and that a record of such cleaning, testing and servicing be kept on the premises for inspection by both the Fire and Building Departments. The cleaning, testing and servicing requirements are as follows

Range Hood Exhaust System

- a. Filters shall be taken down, cleaned and/or replaced every thirty (30) days or more frequently if necessary. Only approved baffle type filters shall be used. Filters Are provided by School Food Services upon request. A record of the cleaning shall be kept on the premises. **No exhaust system shall be operated without filters Installed while cooking equipment is being used.**
- b. The entire exhaust system (from origin to terminus) shall be inspected for residue And grease deposits every thirty (30) days. This shall include opening ductwork Access doors at bends, long runs, risers and exterior exhaust fans. A record of The inspection shall be kept on the premises.
- c. The entire exhaust system (from origin to terminus) shall be scrubbed clean should residue and/or grease deposits be detected. In locations where the cleaner is unable To gain entry, the custodian shall file a P.O. #18 and request mechanical cleaning by requirement contract. A record of the cleaning shall be kept on the premises.
- d. Clear, concise and complete operating and cleaning instructions covering all components of the exhaust system shall be permanently posted under glass at the Main entrance or other suitable entrance to the cooking location and a schematic Drawing or sketch at least 8 1/2 x 11 inches in size, showing the origin, run and terminus of the grease duct shall be similarly posted.

Range Hood Suppression System

- a. The fire suppression system and its automatic valve operation shall be inspected, tested and serviced every six (6) months by persons properly trained and qualified by the manufacturer of the specific system installed. The custodian shall file a P.O. #18 to request inspection and/or servicing of the suppression system.
- b. A record of inspections, tests and servicing shall be kept on the premises.

**THE SUPPRESSION SYSTEM, AUTOMATIC VALVE OPERATION AND THE
RANGE HOOD EXHAUST SYSTEM SHALL BE SUBJECT TO ANNUAL
INSPECTION BY THE FIRE DEPARTMENT**

Robert Buxbaum
Chief Executive
Division of School Facilities

RB/JFL:ns

Enclosure: Range Hood Inspection Form (2)

Cleaning/Testing & Documentation Requirements (Kitchen Range Hood)

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

January 15, 1997
Revised January 27, 1997

PLANT OPERATIONS CIRCULAR NO. 15 - 1996/97

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

TO SCHOOL CUSTODIAN ENGINEERS AND SCHOOL CUSTODIANS

1. BUILDING SAFETY CHECK

Please check that the following areas are secured and inaccessible to building occupants other than service personnel and maintenance employees.

Special attention should be given to:

- a. Dust chutes
- b. Air Shafts
- c. Elevator Shafts
- d. Roof Access Stairs (bulkheads) or windows.
- e. Areaway Gratings, Playyards, Manhole Covers
- f. Boiler Rooms, Machine Rooms, Mechanical Spaces
- g. Storage Rooms and Slop Sinks
- h. Unused Spaces
- i. Tunnels

Daily safety checks should be performed while touring your facility. Custodial employees should also be instructed to take notice of and report any potential safety concerns to the School Custodian for immediate attention.

2. ENERGY SIGN-IN SHEETS

Enclosed are blanks of a Sign-In Sheet to be utilized by the Con Edison meter reader. This sheet is to be posted conspicuously on the wall next to the Electric meter(s) in your building.

Please send the Sign-In Sheets that were used in 1996 to Frank Cardello, at 28-11 Queens Plaza North, Room 540, Long Island City, New York 11101, no later than February 28, 1997.

2. **ARREST NOTIFICATION PROCEDURES**

Please be advised that in the event you are arrested, it is your responsibility as a Board of Education employee to notify your immediate supervisor and the Office of Personnel Investigation. This requirement is in accordance with Chancellor's Regulations.

You must also inform all custodial employees that they are to notify you and the Office of Personnel Investigation if they are arrested.

The Office of Personnel Investigation is located at 65 Court Street, Room 406, Brooklyn, New York 11201.

It is mandatory that you comply with this request. Failure to notify may subject you or your employees to disciplinary action.

Patricia Zedalis
Chief Executive
Division of School Facilities

PZ/JFL:ns

Attachments: Energy Sign-In Sheet
Energy Conservation Flyer
Conflict of Interest Pamphlet

January 7, 1999

PLANT OPERATIONS CIRCULAR NO. 15 – 1998/99

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

TO SCHOOL CUSTODIAN ENGINEERS AND SCHOOL CUSTODIANS

**THIS CIRCULAR SUPERSEDES ANY PRIOR CIRCULARS
PERTAINING TO SPRINKLER AND/OR STANDPIPE SYSTEMS**

1. CONTROL VALVES FOR SPRINKLER AND/OR STANDPIPE SYSTEMS

Due to the tragedy that occurred in Starrett City a few weeks ago, please be guided by the following regulations:

Access to control valves shall be unobstructed. Control valves shall be sealed open and labeled. If a control valve is closed or needs to be closed, the Fire Department must be informed immediately with a time frame as to when the system will be back in service. Should a Fire Inspector observe a control valve in the closed position, without proper authority, the person holding the Certificate of Fitness will be issued a summons. In addition, revocation of the Certificate of Fitness may be recommended.

The following is an excerpt from Sub-chapter 29, Section 27-4265, "FIRE EXTINGUISHING APPLIANCES" of the New York City Fire Law Handbook as it applies to school buildings.

27-4265

- a. The owners and proprietors of all multiple dwellings, factories, office buildings, warehouses, stores and offices, theaters, and music halls, and the authorities or persons having charge of all hospitals and asylums, and of all the public schools and other public buildings, churches and other places where large numbers of persons are congregated for the purposes of worship, instruction or amusement, and all piers, bulkheads, wharves, pier sheds, bulkheads sheds or other water front structures shall provide such fire hose, fire extinguishers, buckets, axes, fire hooks, fire doors and other means of preventing and extinguishing fires as the commissioner may direct.
- b. Sprinkler systems in garment factories(Not Applicable to BOE)
- c. Sprinkler and/or standpipe system maintenance and inspections.
 1. Automatic and non-automatic sprinkler systems shall be inspected at least once a month by a competent person holding a certificate of fitness, employed by the owner, to see that all parts of the system are in perfect working order, and that the Fire Department connection or connections, if any, are ready for immediate use by the Fire Department. A detailed record of each inspection shall be kept for examination by a representative of the Fire Department.
 2. There shall be kept available at all times in the premises a supply of at least six (6) extra sprinkler heads, to replace promptly any fused or damaged sprinklers. There shall be one or more employees instructed in the maintenance of sprinkler systems.
 3. Upon order of the Fire Commissioner, but a least once in five (5) years, The Fire Department connection or connections, if any, for a sprinkler and/or standpipe system shall be subjected to a hydrostatic pressure test and the standpipe system shall also be subjected to a flow and pressure test to demonstrate its suitability for Fire Department use. The test shall be conducted at the owners risk, by his or her representative and before a representative of the Fire Department.

CONTROL VALVES FOR SPRINKLER AND/OR STANDPIPE SYSTEMS, Continued

d. Qualified Operators for Standpipe Systems

1. In every structure having a required standpipe system there shall be an engineer, superintendent or other person in charge of the standpipe system who shall submit to an examination by the Fire Commissioner and upon evidence of fitness to maintain and operate the standpipe system properly, shall be granted a suitable certificate as provided in paragraph two of subdivision (b) of section 27-4026. Subject to the limitations contained in paragraphs two, three, four and five of this subdivision, this paragraph shall not be construed to require more than one person having a certificate to be in charge of a group of structures, when such structures are under one ownership, are situated on contiguous lots and where the structures have either independent standpipe systems or interconnected standpipe systems connected to a central water supply service.
2. At least one such qualified operator shall always be available in every structure less than two hundred fifty (250) feet in height that is equipped with a standpipe system and is supplied by a required fire pump with a capacity of one thousand (1000) gallons or more per minute.
3. At least one such qualified operator shall always be available in every structure over two hundred fifty (250) feet in height that is provided with a required fire pump.
4. At such times as are deemed necessary by the Fire Commissioner, one such qualified operator shall be available on premises, such as industrial plants and amusement parks(Not Applicable to BOE).
5. At least one such qualified operator shall be on duty during every performance in a theater or other place of amusement equipped with a standpipe system.

e. Maintenance and Inspections of Standpipe and Sprinkler Pumps and Accessories:

1. Valves, hose, tools and other accessory fire fighting appliances shall be kept readily available and in good working order. Fire pumps shall be operated at least once in thirty (30) days in a manner which will subject the standpipe system to a hydrostatic pressure of a least fifty (50) pounds per square inch at the top story hose outlet. The qualified operator shall maintain a suitable record of his or her compliance with this requirement for inspection by the Fire Department.
2. The installation of fire and booster pumps shall be subject to inspection and/or test in the presence of an inspector from the Bureau of Fire Prevention.

Patricia Zedalis
Chief Executive
Division of School Facilities

PZ/JFL:ns

Enclosures: Monthly Standpipe Inspection Report (2)
Monthly Sprinkler Inspection Report (2)