

# 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)

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## Posting of Gas Leak Notice

Property owners of a dwelling are required to provide tenants with a notice regarding procedures that should be followed when a gas leak is suspected. The information must be provided by delivering such notice to each tenant and prospective tenant of such dwelling (all tenant-occupied units, including 1- and 2- family homes) with the lease or lease renewal form for such tenant or prospective tenant

Also posting and maintaining a notice in a common area of the building. The required format for the sign is described below

### NOTICE

The law requires the owner of the premises to advise tenants that when they suspect that a gas leak has occurred, they should take the following actions:

1. Quickly open nearby doors and windows and then leave the building immediately; do not attempt to locate the leak. Do not turn on or off any electrical appliances, do not smoke or light matches or lighters, and do not use a house-phone or cell-phone within the building;
2. After leaving the building, from a safe distance away from the building, call 911 immediately to report the suspected gas leak;
3. After calling 911, call the gas service provider for this building as follows:

\_\_\_\_\_  
Provider

\_\_\_\_\_  
Number

A Combined Notice for smoke detectors/carbon monoxide detectors and gas leak notice may be used.

## Stove Knob Covers Availability Annual Notice

Property owners must provide an annual notice to tenants notifying them of the required provision of stove knob covers for gas-powered stoves. Tenants may also refuse stove knob covers by checking the appropriate box on the distributed annual notice.

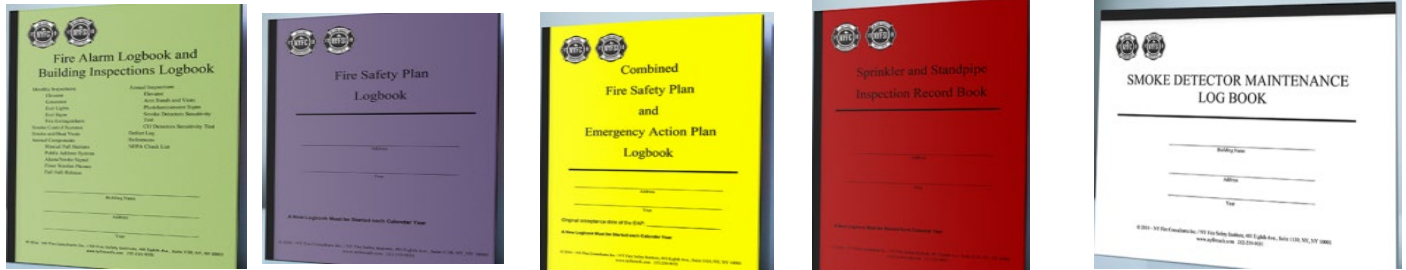


## Fire Safety Logbooks

**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.**



**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 \$8.08 Total \$99.08**

- 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 \$62.06**

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

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

Next  
FLSD Class  
Starts Mar. 5, 2019

Next  
EAP Class  
Feb 25<sup>th</sup> & 27<sup>th</sup>

Next Saturday  
FSD Class Starts  
Feb. 16, 2019



Next  
Active Shooter Class  
Starts March 1st

Next  
Sprinkle/Standpipe  
Class  
February 26<sup>th</sup>

Next  
BOMR Class  
March 13<sup>th</sup>



Next  
Fire Guard  
Class  
February 26<sup>th</sup>

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