



Battalion Chief Thomas J. Pigott-Chief of Technology Management
Office of Technology Management
Bureau of Fire Prevention



9 METROTECH CENTER – BROOKLYN, NY 11201

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To: Public Agencies, Real Estate Entities, Architects, Engineers, Fire Alarm and Construction Industry Entities, Fire Safety Directors and Building Managers

Re: Clarification of Fire Department Policy Regarding Fire Alarm Maintenance, Testing and Inspections Computerized Records in accordance with 2008 NYC Fire Code § 901.6.2.

Computerized records produced through electronic monitoring, scanning or other technology documenting the physical inspection, test and maintenance of each such device/appliance or component of premise(s) fire alarm system shall be acceptable provided that upon request by the FDNY or other statutory authority a hard copy or printed copy of such computer records in a binder are produced and maintained in a secure place on the subject premises.

In the absence of the printed or hard copy of the computer records temporarily, an electronic or other technology media display of such records are acceptable provided that each such page of records shall identify each such fire alarm system device/ appliance/ component's current inspection/test date, the most recent previous inspection/test date, the device physical location, identification nomenclature of each such device/ appliance/ component inspected, tested and/or maintained and the inspector's identification name and FDNY Certificate of Fitness number and type.

For all subject inspection, testing and maintenance records including computerized records adherence to NYC Fire Code provisions are mandatory requirements.

The above declarations of the public safety policies of the Bureau of Fire Prevention have been made to clarify officially the impact of the city of New York Building Code, Electrical Code and Fire Code upon and for the building structure occupants' safe and effective notification by fire alarm systems to ensure their evacuation to tenable areas within or without the subject structure(s) in a fire or other life-threatening or hazardous emergency.

AC Thomas Jensen
Chief of Fire Prevention

EFFECTIVE DATE: JULY 19, 2013