

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

February 27, 2002

OFFICE OF BUILDING SERVICES CIRCULAR NO. 8 - 2001/02

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

TO ALL CUSTODIAN ENGINEERS/BUILDING MANAGERS

1. DAILY FIRE SAFETY INSPECTIONS

The Custodian Engineer's/Building Manager's responsibility in regard to the School Safety Log has been modified. Effective immediately, Custodian Engineers/Building Managers are to assert compliance with the Guide for School Daily Fire Inspection, hereby referred to as the "Guide" by making an entry in a new form identified as the Record of Compliance for School Daily Fire Inspection.

The Custodian Engineer/Building Manager, or his/her designee, shall continue to perform inspections as outlined in the "Guide" on a daily basis, prior to building occupancy. The individual affirming to the inspection will complete the new Record of Compliance for School Daily Fire Inspection form. This will include entering the initials of the person performing the inspection next to the date for which the inspection occurs. A yes or no response must be indicated as to whether or not the inspector's findings were in compliance with the "Guide". Those conditions found not in compliance should be explained in the right hand column of the form.

Any condition observed that is determined to be an immediate threat to the building and/or its occupants, must be called into the appropriate Borough Office.

A copy of the Record of Compliance for School Daily Fire Inspection form is included with this circular and is marked at the bottom as page 3a. Please make additional copies and incorporate them into the School Safety Log, behind the "Guide" presently located on page 3.

Additionally, please be reminded that as the Custodian Engineer/Building Manager, you are responsible for including fire safety as part of your personal daily inspections.

Contact your Plant Manager if you have any questions regarding these procedures.

Thank you for your continued support.

Joseph P. Nappi  
Chief Executive (Acting)  
Division of School Facilities

JPN/SC:ns

Enclosure: Record of Compliance for School Daily Fire Inspection (2)

**RECORD OF COMPLIANCE FOR SCHOOL DAILY FIRE INSPECTION**

DAY	INSPECTOR'S INITIAL	IN COMPLIANCE WITH GUIDE FOR SCHOOL DAILY FIRE INSPECTION YES/NO	ANY CONDITION FOUND THAT WARRANTS A "NO" RESPONSE, REQUIRES AN EXPLANATION BELOW.
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