

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)