

NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF SCHOOL FACILITIES
OFFICE OF FIELD OPERATIONS

May 25, 2022

OFFICE OF FIELD OPERATIONS CIRCULAR NO. 7 - 2021/22

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

TO ALL CUSTODIAN ENGINEERS

FDNY Riser Card for Sprinkler and Standpipe Inspections

In accordance with the NYC Fire code (section 901.6.2.1) and the National Fire Protection Association (NFPA) 25, riser inspection cards must be attached to the sprinkler and standpipe main water supply control valve(s). Riser inspection cards must be filled out monthly after a visual inspection of the entire sprinkler and standpipe system(s). Completion of this card is in addition to the inspection sheets located in the building's Fire and School Safety logbook.

The riser inspection card must include the date of inspection, the signature of the inspector, and the inspector's Certificate of Fitness number (S-12, S-13, or S-14). See [Attachment A] for an example of the riser inspection card along with its proper installation.

Weekly Emergency Shower and Eyewash Tests

In accordance with the American National Standards Institute and International Safety Equipment Association (ANSI/ISEA) code Z358.1-2014, plumbed emergency eyewash and shower equipment shall be activated weekly for a period long enough to verify operation and ensure that water is available. This weekly test must be recorded on the Emergency Shower and Eyewash test card. These cards are to be attached to all emergency shower and eyewash locations. See [Attachment B] for an example of the Emergency Shower and Eyewash test card along with its proper installation.

Additionally, a record of these weekly tests must also be recorded in the building's Fire, and School Safety log utilizing the Weekly Emergency Shower and Eyewash Test log [Attachment C]. This log sheet is to be printed and inserted into this year's Fire and School Safety log.

This year's Riser Inspection cards and Emergency Shower and Eyewash test cards will be distributed by the deputy directors of facilities in the near future. Both types of cards will also be available to order from the Custodial Supplies catalog.

Custodian Engineers are to contact their Deputy Director of Facilities if they have any questions regarding this information.

John T. Shea

*Chief Executive Officer
Division of School Facilities*



**INSPECTION
RECORD**

Equipment ID *standpipe riser*
Location *C05*

Date	By	Remarks
<i>5/16/22</i>	<i>[Signature]</i>	<i>83344192</i>

DO NOT REMOVE TAG

Attachment B

Weekly Emergency Shower and Eye Wash Test



