

**NEW YORK CITY DEPARTMENT OF EDUCATION  
DIVISION OF SCHOOL FACILITIES  
OFFICE OF BUILDING SERVICES**

December 10, 2009

**OFFICE OF BUILDING SERVICES CIRCULAR NO. 3-2009/10**

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

**TO ALL CUSTODIAN ENGINEERS AND BUILDING MANAGERS**

**FDNY INTERIOR FIRE ALARM CERTIFICATE OF FITNESS CODE CHANGES**

The New York City Fire Department has adopted new fire code regulations whereby the F-37 (Maintenance of Interior Alarm Systems) and the F-90 (Maintenance and Supervision of Interior Alarm Systems) certificates will no longer be renewed. Effective immediately, the new S-95 Certificate of Fitness (Supervision of Fire Alarm Systems and Other Related Systems) will replace both the F-37 and F-90 Certificates of Fitness. As a result, upon expiration of your current certificate, all renewal and new applicants must take the new S-95 examination. Study material and additional information regarding the S-95 Certificate of Fitness can be found by visiting the FDNY website at:

[http://www.nyc.gov/html/fdny/html/events/2009/fire\\_alarm\\_systems.shtml](http://www.nyc.gov/html/fdny/html/events/2009/fire_alarm_systems.shtml)

All Custodian Engineers/Building Managers must transition to a valid S-95 Certificate of Fitness upon the expiration of their current F-37 and/or F-90 certificate. In addition, any and all alternates designated by you to assume responsibility of the interior fire alarm system in your absence are also required to hold a valid S-95 Certificate of Fitness for the building. As a reminder, only a current certificate of fitness holder may test the interior fire alarm system.

In order to apply for the S-95 Certificate of Fitness, Custodian Engineers/Building Managers and their alternates are to report to the FDNY Public Certification Unit at 9 Metro Tech Center, 1<sup>st</sup> floor, Brooklyn, NY, with the following items;

- 1 – Government issued photo ID (example: State issued drivers license).
- 2 – A letter of recommendation from your employer.
- 3 – A check/money order in the amount of \$25.00 payable to the New York City Fire Department. Credit cards and cash are also accepted.

Note: Custodian Engineers, as employees of New York City, are exempt from the \$25.00 fee. A no fee letter for Custodian Engineers can be obtained from your I.S.C. Director of Facilities. This no fee letter will also serve as your letter of recommendation.

Please contact your Deputy Director of Facilities if you have any questions regarding this information.

*John T. Shea*  
Chief Executive Officer  
Division of School Facilities

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