I. Background.
In an existing, sprinklered building, where alterations are proposed to a floor on which the sprinkler system is to be temporarily disconnected for the alterations, temporary core sprinkler protection ("TCSP") is required to serve as a temporary fire protection measure at the elevator openings, at the entrances to the exit stairways, and along the egress paths, including corridors, connecting all required exits and elevator lobbies to protect the means of egress and the elevator shafts from fire intrusion and, as a secondary measure, to act as a fire alarm (the sprinkler heads would act as heat detectors). In addition, it will also protect the occupants (e.g. construction workers) on the floor in case of a fire by providing them safe egress from the floor being altered.

II. Existing Building: Alterations on partially occupied floors
In an existing building that is fully sprinklered, if a floor is to be partially occupied during an alteration, TCSP as described in Part I of this bulletin shall not be required. However, the entire floor sprinkler system shall remain intact, except that sprinkler heads in the area undergoing alterations may be removed and sprinkler heads shall be provided on both sides of all entrances to or from the area undergoing alteration. Application for a permanent replacement sprinkler system shall be made within 60 days of application for removal of temporary sprinklers. (See Figure 1 below)

III. Existing Building: Alterations on unoccupied floors
In an existing building that is fully sprinklered, if an entire floor is to be unoccupied during an alteration, TCSP shall be provided. The floor along the path of exit access shall be free of debris and all passenger elevators shall be locked out from stopping on the floor undergoing alterations. The sprinkler piping shall be located at an appropriate height above the floor to clear any future ductwork, and sprinkler heads shall comply with and shall be
placed in accordance with the applicable requirements of the code-referenced NFPA 13. The fire alarm system on
the floor being altered shall be left functional. Smoke detectors may be removed from the floor but the pull stations
and all other fire alarm notification appliances shall remain to the maximum extent possible. (See Figure 2 below)

IV. Existing Building: Compartmentation Alternative
Where an existing office building one hundred feet or more in height was subject to Local Law 5 of 1973, the
building may have been either fully sprinklered or compartmented pursuant to such local law. Where the option of
full sprinkler system was chosen pursuant to section 27-339(c) (5), such system shall comply with Part I, II or III of
this bulletin, as applicable.

Where compartmentation was chosen pursuant to section 27-339(c), and the building is not fully sprinklered, the
following shall apply:

1. **Alteration of the entire floor.** On a floor that is compartmented and unoccupied, and the entire floor is
undergoing alteration, prior to the removal of the compartmentation, a TCSP (as described in Part I above),
or permanent core sprinkler protection shall be installed at the elevator openings, entrances to the exit
stairways, and along the egress paths, including corridors, connecting all required exits and elevator
lobbies,. The TCSP may be located in its future, permanent position so than upon the new build out, new
sprinklers can be connected to the TCSP to become permanent. New sprinklers are to be installed
throughout the entire floor.

2. **Alteration of a partial floor.** On a floor that is compartmented and some areas remain occupied, and only
part of the floor is undergoing alteration that involves the removal of any compartment walls, prior to the
removal of the compartmentation, TSCP (as described in Part I above) shall be in place at the elevator
openings, entrances to the exit stairways, and along the egress paths, including corridors, connecting all
required exits and elevator lobbies. Upon the new build out, permanent sprinklers heads must be installed
in the newly altered area. The remaining compartmented areas may remain as is to the extent permissible
by local laws. (See Figure 3 and 4 below)

V. DOB/ FDNY Permit Application Process:
The following procedure shall apply to alterations to existing building that is fully sprinklered or compartmented
where sprinklers are to be temporarily disconnected or compartmentation of unsprinklered spaces is to be removed
as described in Part II, III or IV above.

1. **For scope of work involving five or fewer contiguous floors.** The applicant shall place the following
note on the floor plan to be submitted to the DOB:

   "Owner shall notify FDNY of sprinkler system disconnection by submitting a Letter of Notification."

Such letter shall indicate detailed scope of work, date and time and the duration of disconnection, and
temporary fire protection measures to be provided in the affected area, and shall be sent to:

   Fire Department of the City of New York
   Construction, Demolition and Abatement Unit
   9 Metrotech Center
   Brooklyn, NY 11201-3857

After the DOB approves the application and before a permit can be issued, the applicant shall submit to the
DOB a copy of the Letter of Notification that was sent to FDNY.

2. **For scope of work involving more than five contiguous floors.** After submitting an application to the
DOB, the applicant shall file an application for a "Letter of No Objection" with FDNY for the alteration work
indicating detailed scope of work, date and time and the duration of disconnection, and temporary fire
OCCUPIED SPACE
Sprinkler must be active

AREA TO BE ALTERED
Sprinkler heads shall be provided on both sides of all entrances to the area undergoing alterations.

TCSP not required

FIGURE 1: ALTERATION ON PART OF AN EXISTING, FULLY SPRINKLERED FLOOR

protection measures to be provided in the affected area. Once the "Letter of No Objection" is issued by the FDNY, it shall be submitted to the DOB’s virtual job folder through B-SCAN.

3. **Scope of work with duration of one year or more.**
Where the proposed work will be one year or longer, the entire floor(s) undergoing alterations shall be sprinklered.
UNOCCUPIED SPACE TO BE ALTERED
The sprinkler piping shall be located at an appropriate height above the floor to clear any future ductwork, and sprinkler heads shall comply with and shall be placed in accordance with the applicable requirements of the most recent version of the code-referenced NFPA 13.

TCSP required protecting the core such as elevator openings and lobbies, entrances to stairways, and corridors connecting exits.

FIGURE 2: ALTERATION ON AN ENTIRE, EXISTING FULLY SPRINKLERED FLOOR
1) Newly occupied space must be sprinklered

2) Elevator openings and lobbies, entrances to stairways, and corridors connecting exits must be sprinklered or TCSP is required.

FIGURE 3: REMOVAL OF A 1-HOUR WALL ON AN EXISTING, COMPARTMENTED FLOOR
1) Newly occupied space must be sprinklered
2) Elevator openings and lobbies, entrance to stairways, and corridors connecting exits must be sprinklered prior to removal of 2 hour wall

**FIGURE 4: REMOVAL OF A 2-HOUR WALL ON AN EXISTING, COMPARTMENTED FLOOR**