



FIRE DEPARTMENT

9 METROTECH CENTER BROOKLYN, N.Y. 11201-3857

BUREAU OF FIRE PREVENTION

Emergency Planning and Preparedness Group

FS/EAP Industry Notice # 1/14

4/1/14

FDNY & DOB Joint Agreement

Regarding Elevator Identification Including Signage

The New York City Fire Department, Bureau of Fire Prevention (FDNY, FP) and the New York City Department of Buildings (DOB) have agreed to follow the tenets of this document when permitting, inspecting or otherwise reviewing emergency preparedness plans for the designation or identification of elevator cars.

1. New Installation: all EA (elevator application) permits issued on or after July 15, 2013; elevator signage shall be in compliance with fire code requirements of providing a unique numerical car designation or proposed unique alpha-numeric car designation with the alpha portion representing bank.
2. Modernization: all EBN (elevator building notice) permits issued on or after July 15, 2013; for modernization that includes scope of work "change in controller" for all elevators in the bank shall be in compliance with above stated item # 1.
3. All existing installations: every elevator must have a unique identification within each building and provide signage of such at the designated level. Additionally, the emergency preparedness plans required by the Fire Code must be updated to reflect any changes as a result of this retro-active provision.
4. All other equipment identification requirements shall be in compliance with Appendix k section 2.29.1 and ICC/ANSIA117.1/2003

Enforcement: Both agencies will issue notice of violation for failure to comply with these requirements.

NOTE: This notice supersedes all previous correspondence related to the topic of elevator designation and identification, issued by The New York City Fire Departments, Bureau of Fire Prevention.

FDNY

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