



OBTAINING A CERTIFICATE OF FITNESS (COF) FROM THE FIRE DEPARTMENT FOR DRY CLEANING FACILITIES

How do I get it?

- Obtain a dated and signed letter of recommendation from your employer stating what type of dangerous work you perform.*
- Complete an application, have a government issued ID and have payment method available.**
- Take and pass a computer-based exam at our headquarters in Brooklyn. (No appointment for taking a test Monday thru Friday 8a.m. until 2:30 p.m.***). Exams are in English only.
- Test results are given immediately following your exam, along with your COF card.

* If you do not have a recommendation letter, you will receive a FDNY temporary letter stating that you have passed your exam.

** COF application forms are available online. We will accept a driver's license, passport or an IDNYC. The C-93 exam costs \$25 and can be paid

with cash, check, money order, debit card or credit card (for credit cards a 2.49% convenience fee will be added). You can only take 2 exams per day.

***During regular business hours, you can call 718-999-1988 to request information. Our office is closed on holidays. If you can't make walk-in hours, schedule an appointment by calling 718-999-2000.

Sample Certificate of Fitness (COF) Card	
CERTIFICATE ISSUED BY NYC FIRE DEPT	
CERT.# 12345678	D
ISSUED 09/25/2016	EXPIRES 02/10/2018
NAME JANE A DOE	 Jane A Doe
HOME 123 MAIN STREET-#5C	
ADDR. BROOKLYN, NY 11201	
FEE \$ 5.00	CAT. C93 TYPE Fitness
DESC. SUPERVISION OF DRY CLEANING FACILITIES	
EMPLOYER ACME TOWERS OWNERS GROUP	
WORK LOCATION	

Common FAQ

What are different Class solvents?

- You can find the information from the MSDS of the solvent provided by the manufacturer.
- Class I solvents are liquids have a flash point below 100°F. They are not allowed to be used in dry cleaning system but only allowed to be used for spotting and pretreating purposes.
- Class II solvents are liquids have a flash point between 100°F and 140°F.
- Class III solvents are liquids have a flash point at or above 140°F. They are most common dry cleaning solvents used in the dry cleaning industry. Examples are DF-2000; SB-32; Chevron Philips EcoSolv; LPA-142; SolvonK4; GEC-5; Solvair Start-up Fluid, etc.
- Class IV solvents are liquids that are neither flammable nor combustible (e.g. Rynex-3 Dry

Cleaning Solvent). Dry cleaning facility using a Class IV solvent does not require to be supervised by a C-93 COF holder.

What are the general operation requirements?

- Filter residue and other waste containing solvent must be stored in covered metal containers.
- Tanks, filters, and other equipment, where not inherently electrically conductive, must be bonded together and grounded.

What are the fire extinguisher requirements?

- At least two 2-A:10-B:C portable fire extinguishers must be provided near the doors inside dry cleaning rooms.
- All fire extinguishers must be located in conspicuous locations and be readily accessible and immediately available for use.
- No fire extinguisher is allowed to be placed on floor. They must be installed so that the top of the extinguisher is not more than 5 feet
- All fire extinguishers are required to be inspected monthly. They also need to be maintained by a FDNY approved company at least once per year.

What signs and instructions must be posted?

- “NO SMOKING” signs must be posted.
- The name of the dry cleaning solvent approved for use in dry cleaning equipment shall be clearly and conspicuously marked or posted at the fill connection of the equipment.

What activities must be performed by a C-93 COF holder?

- Inspect and test of the equipment and facility.
 - If the C-93 holder is an employee of the dry cleaning facility, the inspection and testing must be done at least once per year.
 - If the C-93 holder is an outside individual, the inspection must be done monthly. The test must be done annually.
- Fill and empty the dry cleaning equipment.
- Record all the result of each inspection, test, filling and emptying activity.
- Maintain all the records on the premises for 3 years.