



ISSUANCE #338

DEPARTMENT OF BUILDINGS
EXECUTIVE OFFICES
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TECHNICAL
POLICY AND PROCEDURE NOTICE # 2/92

TO: Distribution
FROM: George C. Sakona, P.E. *[Signature]*
DATE: February 26, 1992
SUBJECT: SIGNS ON EXIT STAIR DOORS - LOCAL LAW 5/73

This PPN supersedes the Departmental Memorandum of November 2, 1977. Section 2(b)(4) of this PPN adds new requirements for signs on exit stair doors in existing and new high rise buildings. All other sections of this PPN reiterate the existing requirements for signs on exit stair doors.

- 1. Low Rise Office Buildings - In buildings less than one hundred feet in height, the doors may be locked on the stair side on each floor above the street floor as per Section 27-371(j)(1)b.2. Therefore, no re-entry from the stair is required.

Where all the doors except street floor are locked from the stair side which prevents re-entry to the occupied side, on the occupied side of the stair door a sign shall be posted at each floor as per Section 27-394(a). Such sign shall read "NO RE-ENTRY FROM THIS STAIR."

- 2. High Rise Office Buildings - As per Section 27-371(j)(1)b.3, in buildings one hundred feet or more in height, the doors may be locked on the stair side above street floor on all floors except for re-entry floors which shall be located at intervals of four stories or less. Doors on such re-entry floors shall be openable from the stair side without the use of a key to permit re-entry at such floors. However, Section 27-371(j)(1)b.4 permits a fail safe locking system on stair door of re-entry floors.

PAGE 2

NOTE: For the purpose of this PPN, a floor on which an elevator panel with Phase I Recall Switch is located (such as sky lobby floor) is considered a re-entry floor.

(a) Signs on the stair side:

- (1) **Re-entry floors** - A sign shall be posted on the stair door at floors where re-entry is provided. The sign shall read "RE-ENTRY ON THIS FLOOR."
- (2) **Re-entry floors on Fail Safe Locking System** - A sign shall be posted on the stair door at floors where re-entry is provided only upon the activation of any automatic detecting and signalling devices. The sign shall read "RE-ENTRY ON THIS FLOOR ONLY DURING FIRE EMERGENCY."
- (3) **Non re-entry floors** - A sign shall be posted on the stair side of the door at floors where no re-entry is provided. The sign shall read "NO RE-ENTRY, NEAREST RE-ENTRY ON THE _____ AND _____ FLOORS."

(b) Signs on the occupied side:

- (1) Where stair doors on all floors are openable from the stair side, no signs are required.
- (2) Where stair doors on all re-entry floors are not locked from the stair side and where stair doors on all other floors are locked from the stair side, no signs are required.
- (3) Where stair doors on all re-entry floors are on fail safe locking system and stair doors on all other floors are locked from the stair side, the sign shall read "NO RE-ENTRY FROM THIS STAIR EXCEPT DURING FIRE EMERGENCY."
- (4) Where stair doors on one or more re-entry floors are on fail safe locking systems, a sign shall be posted on the stair doors at all floors including

PAGE 3

re-entry floor(s) with fail safe locking system between unlocked re-entry floors. The sign shall read "NO RE-ENTRY, NEAREST RE-ENTRY ON THE _____ AND _____ FLOORS."

NOTE: When all re-entry floors under Paragraph (4) are placed on fail safe locking systems, signs required under paragraph (3) above shall apply.

3. **Lettering and Colors of Signs:**

- (a) Lettering and background shall be in contrasting colors.
- (b) Lettering shall be of bold type and properly spaced to provide good legibility.
- (c) Lettering and numbering of the sign shall be at least one-half inch high.

4. **Material for Signs:**

- (a) Signs shall be of metal or other durable materials.
- (b) Fire resistive, pressure sensitive, vinyl decals may be permitted if the plastic is printed on the reverse side.

5. **Attachment of Signs** - Signs shall be securely attached to the stair doors.

GCS/NTP/gt