



Department of Health

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Commissioner

KRISTIN M. PROUD
Acting Executive Deputy Commissioner

November 23, 2021

DAL: DAL #21-23
Subject: Fire Protection System Maintenance
Reminder

Dear Adult Care Facility Administrator:

Recent situations in various adult care facility (ACF) settings have demonstrated a need to remind ACFs that, per regulation, there must be at least one staff member on duty each shift with knowledge of the fire alarm system/s and procedures to reset such system/s [18 NYCRR §487.11(f)(20), 488.11(e)(14), 490.11(g)(21)], and that not less than annually and more frequently as determined necessary via local code, a service company is required to test or inspect fire alarm, sprinkler, and smoke detection systems [18 NYCRR §§487.11(k)(15), 488.11(g)(15), 490.11(l)(15)]. The requirement helps to ensure that the fire safety systems are properly operating and may be more detailed than a visual inspection allows. Please note that ACFs located within the jurisdiction of the New York City Department of Buildings must follow the maintenance and testing schedules and procedures for fire alarm and fire detection systems and shall be in accordance with then-current New York City Fire Code, Chapter 9, and FC Table 901.6.1.

ACF fire alarm and system component maintenance must be in accordance with the manufacturer's published instructions. The frequency or schedule of maintenance is dependent on the type of equipment and environmental conditions. Records of all system inspections, tests, servicing, and other maintenance required by the codes, regulations, or referenced standards shall be maintained in accordance with the codes applicable the facility's location.

Whenever a required fire protection system is out of service, the fire department and the fire code official shall be notified immediately and, when directed by the fire code official, the ACF shall be either evacuated in total or in part and/or an approved fire watch shall be implemented for all occupants left unprotected by the shutdown until the fire protection system has been returned to service. Please understand that in situations involving evacuation or fire watch, it is pivotal that the ACF contact the appropriate regional office of the Department as soon as possible and not later than the next business day, as consistent with regulation at 18 NYCRR §§487.12(j), 488.12(l), and 490.12(j).

If you have any questions, please outreach the regional office ACF program team, or write the Division of ACF and Assisted Living Surveillance at acinfo@health.ny.gov.

Sincerely,

Heidi L. Hayes, Acting Director
Division of Adult Care Facility
and Assisted Living Surveillance

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