



**BUREAU OF FIRE PREVENTION
FIRE ALARM AND CENTRAL STATION
INSPECTION UNIT**



**INFORMATION BULLETIN
No. 12-12-16**

Supersedes: Information Bulletin No. 12-12-16
 Issuer: Alex Spektor, Director, Fire Alarm Inspection Unit
 Issuance Date: December 12, 2016
 Effective Date: Immediately
 Purpose: New Inspection Scheduling Procedures

Recognizing the increased demand in fire alarm inspections, beginning December 12, 2016 the Fire Alarm inspection Unit will operate the scheduling desk as follows:

WALK-IN, no appointment is required. *Up to three inspections may be scheduled per visit.*

Tuesday through Friday, between the hours of 9 a.m. and 3 p.m.

BY APPOINTMENT, call our customer service clerk at 718-999-5414 to arrange for an appointment at least 24 hours before your desired time *if you have a cluster of more than three inspections*. The customer service clerk is available Monday through Friday, between the hours of **9:00 a.m.** and **3:00 p.m.**

Tuesday through Friday, between the hours of 1 p.m. and 3 p.m.

1. Inspections/Reinspections can be scheduled up to 12 months in advance.
2. Inspections may be cancelled and rescheduled during the same visit.
3. Any changes in the inspection date (cancellation, rescheduling, etc.) can be made only by the initial scheduling representative unless the new representative submits a signed and notarized letter from the owner authorizing him/her to represent the job.
4. For emergency appointments, large or phased scale projects contact the Scheduling Supervisor directly.
5. The Request for Inspection (Forms B-45 or B-45A) must be complete and typewritten. The submission should be complete, neatly arranged and secured by a standard 2-hole fastener.
6. If you need further clarification, please contact the Scheduling Supervisor at 718-999-2467 or Customer Service Clerk at 718-999-5414.

Alex Spektor
 Director
 Fire Alarm Inspection Unit