



**BUREAU OF FIRE PREVENTION  
FIRE ALARM INSPECTION UNIT**



**INFORMATION BULLETIN  
No. 03-25-15**

Supersedes: None

Issuer: Alex Spektor, Director, Fire Alarm and Central Station Inspection Unit

Issuance Date: March 25, 2015

Effective Date: Immediately

Expiration Date: none

Purpose: Cancellation and Re-Scheduling of Fire Alarm Inspections

The following are the policies that should be adhered to upon cancellation and re-scheduling of fire alarm inspections:

1. To cancel a scheduled inspection, submit a written request (Form B-45B) **at least 72 hours prior to the assigned inspection date.**
2. Any cancellation request submitted less than 72 hours of the scheduled inspection date will not be accommodated and will initiate enforcement action.  
*Exception: Reported unforeseen emergencies (extreme weather conditions, power outages, etc.) that arise within 72 hours of the appointment date and will affect the inspection.*
3. Cancellation of any scheduled re-inspections involving outstanding Letters of Defect (over 90 days) and/or Violation Orders will not be accepted and may result in further enforcement actions.  
*Exception: Reported unforeseen emergencies (extreme weather conditions, power outages, etc.) that arise within 72 hours of the appointment date and will affect the inspection.*

A handwritten signature in black ink, appearing to read "Alex Spektor".

Alex Spektor  
Director,  
Fire Alarm and Central Station  
Inspection Unit