Updated
New York State
Public School Fire Safety Report
Data Verification and
Certificate of Occupancy Process

New York State Education Department

Office of Facilities Planning

www.p12.nysed.gov/facplan

emscfp@nysed.gov

2015

Changing the System

- **Old System** (current system)
  - Created in the 1980s
  - Zones not in sync with any other NYSED processes
  - Mainframe system with an overnight update run
  - LOTS of paper & LOTS of labels
  - Relies on "snail mail" for submitting fire reports and the mailing of Certificates of Occupancy
  - Mailing/Shipping Costs

- **New System**
  - Created using 21st century technology
  - Regions are aligned with BEDS regions used for other NYSED processes
  - Live system – NO overnight runs
  - NO paper, NO postage, & NO labels
  - School superintendents responsible for certifying data and printing Certificates of Occupancy at the local level

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Key Legal Citations: 8 NYCRR 155.8 Fire and Building Inspections

- **All buildings which are owned, operated, or leased by a public school district or BOCES shall be inspected for fire safety at least once annually, pursuant to a schedule determined by the commissioner, or at any other time deemed necessary by the commissioner.**

- **No building which is owned, operated, or leased by a board of education or BOCES shall be occupied or otherwise used unless the building has a valid certificate of occupancy issued by the commissioner.**

Fire Inspection Regions

		Due Dates	
		2015	2016
Region	**County and Big 4 School District**		
Western	Niagara Erie Wyoming Buffalo City	11-1-2015	10-1-2016

Fire Inspection Regions

		Due Dates	
		2015	2016
Region	County		
Southern Tier West	Allegany Cattaraugus Chautauqua	12-1-2015	11-1-2016

Fire Inspection Regions

Region	County and Big 4 School District	Due Dates	
		2016	2016
Genesee Finger Lakes	Genesee Livingston Monroe Ontario Orleans Seneca Wayne Yates Rochester City	1-1-2016	12-1-2016

Fire Inspection Regions

Region	County	Due Dates	
		2016	2017
Southern Tier Central	Chemung Schuyler Steuben	2-1-2016	1-1-2017

Fire Inspection Regions

Region	County and Big 4 School District	Due Dates	
		2016	2017
Central	Cayuga Cortland Madison Onondaga Oswego Syracuse City	3-1-2016	2-1-2017

Fire Inspection Regions

		Due Dates	
		2016	2017
Region	County		
Upper Mohawk Valley	Herkimer Oneida	4-1-2016	3-1-2017

Fire Inspection Regions

		Due Dates	
Region	County	2016	2017
Black River-St. Lawrence	Franklin Jefferson Lewis St. Lawrence	5-1-2016	4-1-2017

Fire Inspection Regions

		Due Dates	
		2016	2017
Region	**County**		
Southern Tier East	Broome Chenango Delaware Otsego Tioga Tompkins	6-1-2016	5-1-2017

Fire Inspection Regions

Region	County	Due Dates 2015	2016
		2015	**2016**
Lake George-Champlain	Clinton Essex Hamilton Warren Washington	7-1-2015	6-1-2016

Fire Inspection Regions

Region	County	Due Dates	
		2015	2016
Upper Hudson	Albany Columbia Fulton Greene Montgomery Rensselaer Saratoga Schenectady Schoharie	8-1-2015	7-1-2016

Fire Inspection Regions

Region	County and Big 4 School District	Due Dates	
		2015	**2016**
Mid-Hudson	Dutchess Orange Putnam Rockland Sullivan Ulster Westchester Yonkers City	9-1-2015	8-1-2016

Fire Inspection Regions

Region	County	Due Dates	
		2015	2016
Long Island	Nassau Suffolk	10-1-2015	9-1-2016

❶ Annual Building Verification and Certification by the Superintendent

❷ Annual Fire Inspection, Data Input, and Certification by the Superintendent

❸ Annual Certificate of Occupancy Printed and Posted
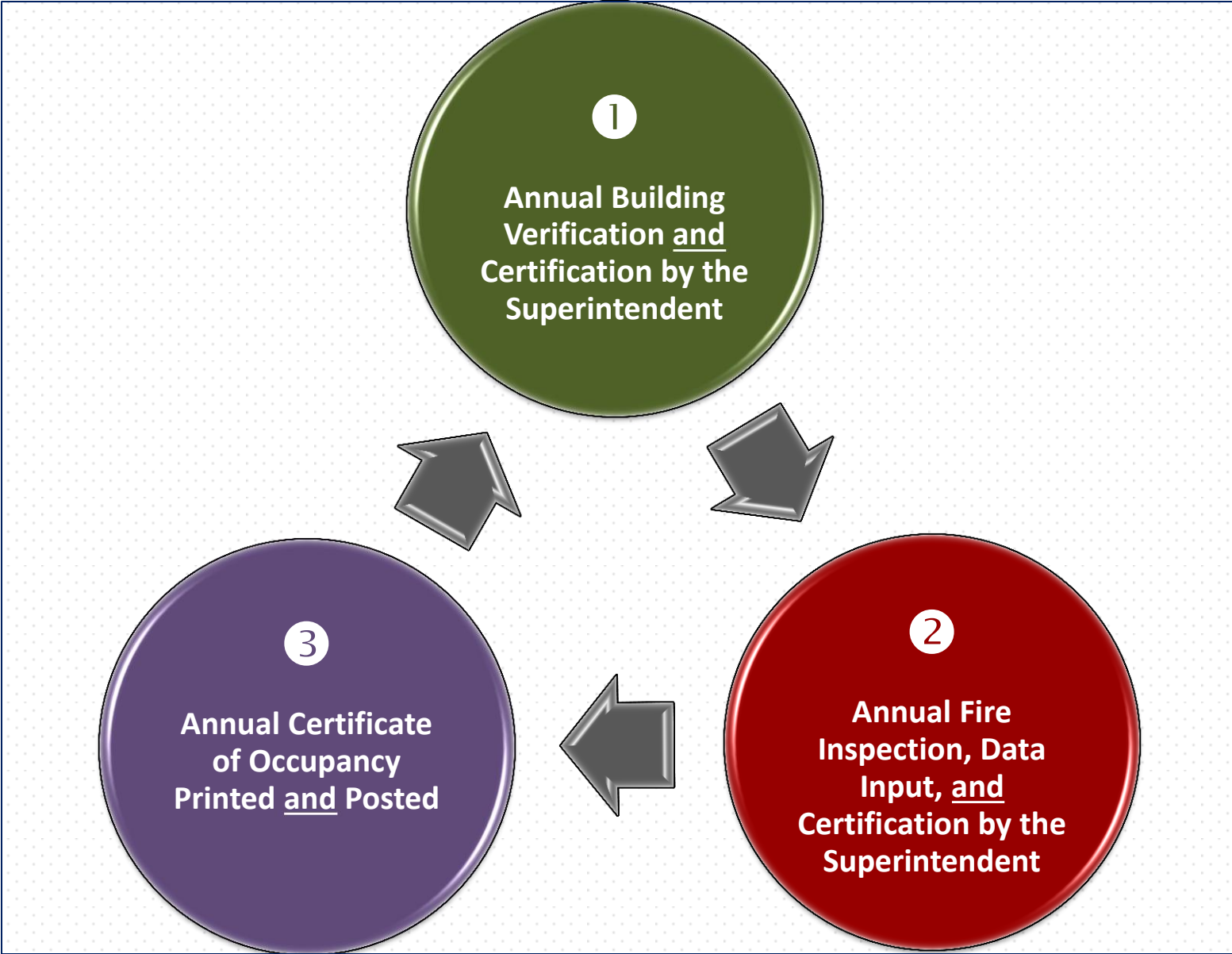
Annual Building Verification & Certification (can occur anytime throughout the year) **(step #1)**	Import Into SEDREF **(step #2)**	Annual Fire Inspection (may only occur during the designated period for that school's geographic region) **(step #3)**
1. The status of all buildings must be verified to determine their ownership, occupancy, use, name, and street address.		1. Obtain the services of a NYS licensed code enforcement official or building safety inspector
2. The intent of the annual building verification process is to develop and maintain an accurate database of all building owned or leased by NYS public school districts (outside of NYC) and BOCES.		2. The annual fire inspection process has not changed. It requires the inspection of all buildings to ensure full compliance with the NYS Code and requirements of NYSED.
3. The database serves as the foundation for recording the annual fire inspection and the issuance of an annual certificate of occupancy. **This process must take place before fire inspection data is entered into the secure portal.**		3. Following the completion of the inspection the school district will be presented with the findings, after which items of non-conformance must be addressed and the inspection report entered into the secure portal.
4. The superintendent of schools or BOCES district superintendent may delegate (or entitle) the annual verification process; **however they must still certify the accuracy of the data**.		4. The superintendent of schools or BOCES district superintendent may delegate (entitle) the fire inspection data input process; **however they must still certify the accuracy of the data**.
		5. The annual certificate of occupancy must be printed and prominently posted.

New Process Steps

Log into the NYSED Business Portal.

http://portal.nysed.gov

NOTE:
Each school district or BOCES must enter their own data into the secure portal.

New Process Steps

Verify all of the buildings in the school district **and** make changes as needed.

The name of the building.

The street address of the building. (**not** a "PO box")

What is the building used for?

Was this building sold or demolished?

Was the number requested and never built?

List of Buildings Requiring Review by District

Dashboard
Building Review
SEDREF Buildings
Certificates
Forms & Manuals

Building Review Process - Overview

In the table below, you will find the building records that are currently used by the NYSED Facilities Planning Office to monitor & record Fire Safety reports. The goal of this building review process is to create a clean & centralized database of all buildings that require a Fire Safety Report.

Please review each building below, confirming the name, address, building type, and institution.

Begin the Review Process →

Buildings Certified: 0 of 7

Name	Building Type	City	Status	Options
BUS GARAGE	BUS STORAGE ONLY	LAKEWOOD	Not yet started	Review
CONCESSION STAND	OTHER	JAMESTOWN	Not yet started	Review
HIGH SCHOOL	INSTRUCTIONAL	JAMESTOWN	Not yet started	Review
MIDDLE SCHOOL	INSTRUCTIONAL	JAMESTOWN	Not yet started	Review
NEW ELEMENTARY SCHOOL	INSTRUCTIONAL	JAMESTOWN	Not yet started	Review
NEW PRESS BOX	OTHER	JAMESTOWN	Not yet started	Review
UTILITY SHED	OTHER	JAMESTOWN	Not yet started	Review

7 items found, displaying all items.

Verification Step 1: Verify that district owns or leases the building.

Building Review - SHELTER ISLAND SCHOOL

🖨 Print   Exit

- 🚗 Dashboard
- 🏢 **Building Review**
- 🏢 SEDREF Buildings
- ✱ Certificates
- 📕 Forms & Manuals

Need help with the review process?

Review the instructions.

Buildings Certified: 0 of 1

Current Building Information

According to our records, you have a building by the name of *SHELTER ISLAND SCHOOL*.

Name & Address:

SHELTER ISLAND SCHOOL
33 NORTH FERRY ROAD
SHELTER ISLAND , 11964

Building Type:

INSTRUCTIONAL

Building Code:

580701020001

Verify Building Ownership

Can you verify that this building is owned or leased by your district?

○ Yes

○ No

Next

Verification Step 1A: If not owned or cannot verify – select reason.

Building Review - MIU BLDG HIGH TECH (VACANT)   Exit

- Dashboard
- **Building Review**
- SEDREF Buildings
- Certificates
- Forms & Manuals

Need help with the review process?

Review the instructions.

Buildings Certified: 3 of 12

Current Building Information

According to our records, you have a building by the name of *MIU BLDG HIGH TECH (VACANT)*.

Name & Address:

MIU BLDG HIGH TECH (VACANT)
SPRING RD
VERONA, 13478

Building Type:

INSTRUCTIONAL

Building Code:

0022

Verify Building Ownership - Continued

Please select a reason why this building cannot be verified: *

- Building belongs to a different district.
- Building was sold.
- Building was demolished.
- The building name or address is too vague.
- I don't know what this building is.
- Other

Please comment on your selection above: *

← Previous   Next →

Building Review - MIU BLDG HIGH TECH (VACANT)   Exit

- Dashboard
- **Building Review**
- SEDREF Buildings
- Certificates
- Forms & Manuals

Need help with the review process?

Review the instructions.

Buildings Certified: 3 of 12

Current Building Information

According to our records, you have a building by the name of *MIU BLDG HIGH TECH (VACANT)*.

Name & Address:

MIU BLDG HIGH TECH (VACANT)
SPRING RD
VERONA, 13478

Building Type:

INSTRUCTIONAL

Building Code:

0022

Verify Building Type

Please verify the primary usage of this building:

- ● INSTRUCTIONAL
- ○ ADMINISTRATIVE
- ○ BUS MAINTENANCE
- ○ BUS STORAGE ONLY
- ○ LEASED FACILITY OFF SCHOOL GROUNDS
- ○ MAINTENANCE
- ○ OTHER
- ○ PUBLIC LIBRARY
- ○ STORAGE
- ○ VACANT

← Previous   Next →

Verification Step 3: If instructional, assign SEDREF institutions housed.

Building Review - MIU BLDG HIGH TECH (VACANT)   Exit

- Dashboard
- **Building Review**
- SEDREF Buildings
- Certificates
- Forms & Manuals

Need help with the review process?

Review the instructions.

Buildings Certified: 3 of 12

Current Building Information

According to our records, you have a building by the name of *MIU BLDG HIGH TECH (VACANT).*

Name & Address:

MIU BLDG HIGH TECH (VACANT)
SPRING RD
VERONA, 13478

Building Type:

INSTRUCTIONAL

Building Code:

0022

Verify Building Institution(s)

Since you have designated this building as **INSTRUCTIONAL**, please select the corresponding SEDREF Institution(s). If this building houses more than 1 institution, please select all institutions:

Placing your mouse over each institution will reveal the physical address.

- ☐ BOCES KASSON ROAD SCHOOL
- ☐ BOCES MADISON COUNTY HEAD START PROG
- ☐ BOCES MADISON ONEIDA
- ☐ BOCES MADISON-ONEIDA PRE-K
- ☐ BOCES ONEIDA ACCESS
- ☐ BOCES PRE-K PROG
- ☐ BOCES ROME ACCESS
- ☐ BOCES UTICA ACCESS

☐ I do not see the correct instructional institution listed.

← Previous   Next →

Verification Step 4: Verify the building name and address.

Dashboard

Building Review

SEDREF Buildings

Certificates

Forms & Manuals

Need help with the review process?

Review the instructions.

Current Building Information

According to our records, you have a building by the name of *MIU BLDG HIGH TECH (VACANT)*.

Name & Address:

MIU BLDG HIGH TECH (VACANT)
SPRING RD
VERONA, 13478

Building Type:

INSTRUCTIONAL

Building Code:

0022

Verify Name & Address

Please verify the building name and **physical** address. It should be a name that is easily recognizable, and the address should be a **complete** street address, including a street number, street, city, and zip code. Please do not use P.O. boxes.

Since you have designated this building as instructional, we have imported the institution's name and address automatically for you. Please double-check this information, and then click "Next".

Building Name *

BOCES PRE-K PROG

Street Address *

RT 13

Street Address Line 2

City *

VERONA BEACH

State *

NEW YORK

Zip Code *

13162

← Previous   Next →

Verification Step 5: Superintendent MUST Certify Information.

Building Review - MIU BLDG HIGH TECH (VACANT)

Exit

- Dashboard
- Building Review
- SEDREF Buildings
- Certificates
- Forms & Manuals

Need help with the review process?

Review the instructions.

Buildings Certified: 3 of 12

Current Building Information

According to our records, you have a building by the name of *MIU BLDG HIGH TECH (VACANT)*.

Name & Address:

MIU BLDG HIGH TECH (VACANT)
SPRING RD
VERONA, 13478

Building Type:

INSTRUCTIONAL

Building Code:

0022

Certify Building

Before continuing, please verify the changed information for this building.

New Building Name:

BOCES PRE-K PROG

New Address:

RT 13
VERONA BEACH, 13478

Assigned Instructional Buildings:

- BOCES PRE-K PROG

By clicking a "Certify" option below, you certify that, to the best of your knowledge, the data listed above is correct.

← Previous   Certify

Any SEDREF institutions that were not previously assigned to a building should be assigned to a new or previously certified building.

Building Review Process - Assign Remaining Institutions

- Dashboard
- **Building Review**
- SEDREF Buildings
- Certificates
- Forms & Manuals

Building Review Process - Assign Institutions

Please assign the remaining institutions to a building already on file, or click "Add New Building" if the building does not currently exist.

Institution	Building	Options
ALBANY HIGH SCHOOL	Please Select: ▾	Add New Building
ALBANY HS FOR FIRECODE TEST	Please Select: ▾	Add New Building
ALBANY SCHOOL OF HUMANITIES	Please Select: ▾	Add New Building
ARBOR HILL ELEMENTARY SCHOOL	Please Select: ▾	Add New Building

Once all buildings and institutions are certified, complete process.

Building Review - Complete Review Process

Dashboard

Building Review

SEDREF Buildings

Certificates

Forms & Manuals

Building Review Process - Complete Review Process

We will automatically import the buildings you have certified into the core buildings database. This process may take a few minutes, depending upon the number of buildings that need to be imported. Please *do not* close your browser or shut down your computer during this process.

Begin Import

This must happen before fire inspection data can be entered into the on-line system.

Buildings Imported: 0

Buildings Remaining: 3

New Process Steps

Following the building verification process, buildings will be available for viewing, updating, and the entry of fire inspection data.
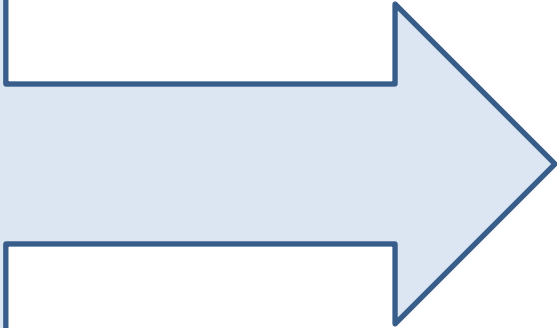
New Process Steps

After the completion of the annual fire inspection, the superintendent of schools will enter the data for each building into the secure portal.

Inspection Section 1: General Info & Fire/Life Safety History

Building Inspection - TEST ADMIN BUILDING

- 🎲 Admin Dashboard
- 📖 Building Review
- 📖 SEDREF Buildings
- ✳ Certificates
- 📙 Forms & Manuals

☰ Sections

1. General Information
2. Non-Conformance
3. Inspector Information

Part I: General Information and Fire/Life Safety History

1. Please indicate the primary use of this facility

- ○ INSTRUCTIONAL
- ○ ADMINISTRATIVE
- ○ BUS MAINTENANCE
- ○ BUS STORAGE ONLY
- ○ LEASED FACILITY OFF SCHOOL GROUNDS
- ○ MAINTENANCE
- ○ OTHER
- ○ PUBLIC LIBRARY
- ○ STORAGE
- ○ VACANT

2. Is there a fire sprinkler system in this facility?

| Yes | No |

If 'yes', is the sprinkler alarm connected with the building alarm?

| Yes | No |

3. Is there a fire hydrant system for facility protection?

| Yes | No |

If 'yes', indicate ownership of system (select one):

- ○ Public owned
- ○ School owned
- ○ Other   Please Specify: [   ]

4. Indicate the ownership of this facility

- ○ Leased
- ○ Owned

Inspection Section 2: Nonconformance Information

Conformance Codes

PART II - A			PART II - B			PART II - B			PART II - B		
Item	Non-Conf	Date Corrected	Item	Non-Conf	Date Corrected	Item	Non-Conf	Date Corrected	Item	Non-Conf	Date Corrected
01A-2	☑		08A-2	☐		13A-2	☐		19F-1	☐	
01B-1	☐		08B-2	☐		13B-2	☐		19G-1	☐	
01C-1	☐		08C-2	☐		14A-2	☐		19H-2	☐	
01D-1	☐		08D-2	☐		14B-2	☐		20A-1	☐	
01E-1	☐		08E-2	☑		14C-2	☐		20B-1	☐	
02A-2	☐		09A-2	☐		14D-1	☐		20C-1	☐	
02B-1	☐		09B-2	☐		14E-1	☐		21A-3	☐	
02C-3	☐		09C-1	☐		15A-2	☐		22A-3	☐	
02D-1	☐		09D-1	☐		15B-1	☐		22B-3	☐	
02E-2	☐		09F-2	☐		15C-2	☐		22C-3	☐	
02F-3	☐		09G-2	☐		15D-2	☐		23A-1	☐	
02G-2	☐		10A-2	☐		16A-2	☐		23B-1	☐	
03A-3	☐		10B-2	☐		16B-2	☐		23C-1	☐	
03B-1	☐		10C-1	☐		16C-2	☐		23D-2	☐	
04A-2	☐		10D-1	☐		17A-3	☐		24A-3	☐	

Inspection Section 3: Inspector & Building Administrator Information

Initial Inspector

Registry # *   0000-1234B

After typing in the registry number, we will attempt to locate this inspector in our system, and populate the fields below automatically if an inspector is found with this registry #.

First Name *   Yogi

Last Name *   Bear

Telephone # *   (518) 555-9999

Building Administrator

Please enter the name, address, and telephone # of the Building Administrator (or Designee) that was responsible for monitoring this inspection.

First Name *   Boo

Last Name *   Boo Bear

Telephone # *   (518) 555-8888

Review & Certify →

Inspection Verification & Certification

General Information and Fire/Life Safety History

1. Primary Use:	ADMINISTRATIVE
2. Fire Sprinkler System?	No
2a. Sprinkler alarm?	Yes
3. Fire Hydrant System?	No
3a. Hydrant Ownership:	Public owned
4. Building Ownership:	Public owned
5. Square footage:	5
6A - 6D:	Does not apply, building is non-instructional.
7. Fire Dept. notified via alarm?	No
8. Any Fires?	No
8a. Number of fires:	Not Applicable
8b. Number of injuries:	Not Applicable
8c. Cost of Damage:	Not Applicable

Non-conformances

Item	Date Corrected	Date Reinspected
01A-2		
08E-2		

Initial Inspector

Yogi Bear
P: (518) 555-9999

Registry #: 0000-1234B

Building Administrator

Boo Boo Bear
P: (518) 555-8888

Certification

By clicking **"Certify"** below, I hereby submit this fire inspection report on behalf of the Board of Education or Board of Trustees and certify that:

1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the Public Fire Safety Non-Conformance Report Sheet portion of this report were corrected on the date indicated, and that
3. For any uncorrected nonconformances that appear on this report, the Board of Education or Board of Trustees, at the meeting held pursuant to Section 807-a of the State Education Law, adopted a written plan of correction for those nonconformances, and such plan is available for public scrutiny.

Certify →

University of the State of New York
Education Department

CERTIFICATE OF OCCUPANCY

* * * * * TEMPORARY * * * * *

VALID FOR FACILITY:

TEST ADMIN BUILDING
123 TEST DRIVE
BUFFALO, NEW YORK 12204

DISTRICT:

ALBANY CITY SD

ACADEMY PARK
ALBANY, NEW YORK 12207

Violations Exist: 01A-2, 08E-2

Issuance Date: September 26, 2014
Expiration Date: October 26, 2014

Building ID: 00195

OBTAIN FIRE SAFETY REPORT FROM DISTRICT OFFICE   THIS CERTIFICATE VOIDS ANY PREVIOUSLY ISSUED

University of the State of New York
Education Department

CERTIFICATE OF OCCUPANCY

VALID FOR FACILITY:

WARRENSBURG JUNIOR-SENIOR HIGH SCHOO
103 SCHROON RIVER RD
WARRENSBURG, NEW YORK 12885

DISTRICT:

WARRENSBURG CSD
JOHN GORALSKI
103 SCHROON RIVER RD
WARRENSBURG, NEW YORK 12885

Issuance Date: June 05, 2015
Effective Date: July 01, 2015
Expiration Date: July 01, 2016

OBTAIN FIRE SAFETY REPORT FROM DISTRICT OFFICE

THIS CERTIFICATE VOIDS ANY PREVIOUSLY ISSUED

Updated Fire Report

Manual for New York State

Public School Facility

Fire Safety Inspections

The University of the State of New York
The State Education Department
Office of Facilities Planning
Room 1060 Education Building Annex
Albany, New York 12234

www.p12.nysed.gov/facplan

REVISED
April 2015

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Office of Facilities Planning - Room 1060 Education Building Annex
Albany, New York 12234

PUBLIC SCHOOL BUILDING FIRE SAFETY REPORT

(THIS REPORT IS TO BE SUBMITTED ELECTRONICALLY – DO NOT MAIL THIS REPORT)

All buildings which are owned, operated, or leased by public school districts, Boards of Cooperative Educational Services (BOCES), and nonpublic schools must be inspected annually for compliance with applicable sections of 8NYCRR155 Regulations of the Commissioner of Education and for compliance with the New York State Uniform Fire Prevention and Building Code (NYSUFPBC).

District/School Name

Facility/Building Name

Street Address (NO PO Box Numbers)

City/Town/Village   **Zip Code**

INSTRUCTIONS
- Read the "*Manual for Fire and Building Safety Inspections in Public Schools*" prior to inspecting the facility and complete a separate report for each facility.

- Part I: General Information. School officials must complete this section annually.

- Part II: This section to be completed by the inspector and non-conformances recorded on page 4, Fire Safety Non-Conformance Reporting Sheet.

- Part II-A Regulations of the Commissioner 155.7: This section must be completed for student occupied buildings only. (Questions 1-7, Nonconformance Reporting Sheet) Do not complete this section for school buildings located in the cities of Buffalo, Syracuse, Rochester, and Yonkers.

- Part II-B Regulations of the Commissioner 155.25: This part to be completed for all buildings with electrically operated partitions. (Question 8, Non-Conformance Reporting Sheet) Fire Code and Property Maintenance Code of New York State. This part to be completed for all buildings. (Questions 9-26, Non-Conformance Reporting Sheet).

- Part III Certifications. To be completed by persons as indicated.

- A copy of this form must be kept on file at the school for three years and must be available for public review.

- Posting of Certificate of Occupancy: Any temporary, qualified, or annual Certificate of Occupancy must be posted in public view in a prominent location within this facility.

1

Part I: General Information and Fire/Life Safety History
(to be completed annually)

The annual fire safety inspection for this building took place on:

Month	Day	year

1. Indicate the primary use of this facility: (check one box)

a) Student Instruction		f) Bus Maintenance w/ or w/out storage	
b) Administration		g) Public Library	
c) Storage		h) Vacant	
d) Maintenance		i) Other (specify)	
e) Bus Storage Only			

2. Is there a fire sprinkler system in this facility?   Yes_____   No_____

   If yes, is the sprinkler alarm connected with the building alarm?   Yes_____   No_____

3. Is there a fire hydrant system for facility protection?   Yes_____   No_____
   If yes, indicate ownership of the system.

   Public Owned_____   School Owned_____   Other_____ (specify)

4. Indicate the ownership of this facility.

   Leased_____   Owned_____   Other_____ (specify)

5. What is the current gross square footage of this facility?
   (to the nearest whole ten feet)

6. If this facility is used for instruction, complete (a) – (d); otherwise go to question #7.

   a) Fire drills were held in accordance with Section 807 of State   Yes_____   No_____
      Education Law and Sections F405 and F408 of the
      New York State Fire Code.

   b) Average time to evacuate this facility:

      Minutes   Seconds

   c) Arson and fire prevention instruction was provided in accordance with Section 808 of
      State Education Law; which requires every school in New York State to provide a
      minimum of 45 minutes of instructions in arson, fire prevention, injury prevention,
      and life safety during each month that school is in session.
                                                        Yes_____   No_____

No earlier than 45 days prior to the due date.

7. If the fire alarm was activated since the last annual fire inspection, was the fire department immediately notified?   Yes_____   No_____

8. Have there been any fires in this facility since the last annual fire inspection?   Yes_____   No_____

   If yes, indicate:

   a) Number of fires | | |

   b) Total number of injuries | | |

   c) Total cost of property damage $ | | | | | | | |

Part II: Public School Fire Safety Non-Conformance Report Sheet

School District_____   Building Name_____

Facility #   _____

Part II-A (to be completed for public schools only – except "Big 4")				Part II-B				Part II-B				Part II-B			
Item #	Non-Conformance	Date Corrected	Date Reinspected	Item #	Non-Conformance	Date Corrected	Date Reinspected	Item #	Non-Conformance	Date Corrected	Date Reinspected	Item #	Non-Conformance	Date Corrected	Date Reinspected
01A-2				08A-2				12O-2				19E-1			
01B-B				08B-2				13A-2				19F-1			
01C-1				08C-2				13B-2				19G-1			
01D-1				08D-2				14A-2				19H-2			
01E-1				08E-2				14B-2				20A-1			
02A-2				09A-2				14C-2				20B-1			
02B-1				09B-2				14D-1				20C-1			
02C-3				09C-1				14E-1				21A-3			
02D-1				09D-1				15A-2				22A-3			
02E-2				09F-2				15B-1				22B-3			
02F-3				09G-2				15C-2				22C-3			
02G-2				10A-2				15D-2				23A-1			
03A-3				10B-2				16A-2				23B-1			
03B-1				10C-1				16B-2				23C-1			
04A-2				10D-1				17A-3				23D-2			
04C-1				11A-2				17B-2				24A-3			
05A-3				11B-1				17C-2				25A-3			
05B-2				11C-2				17D-2							
05C-2				11D-2				17E-1							
6A-1				11E-1				17F-3							
06C-1				12A-1				17G-1							
06E-3				12B-3				17H-2							
06F-1				12C-2				17I-2							
06G-1				12D-2				17J-1							
06H-1				12E-1				17K-1							
07A-3				12F-1				17L-1							
07B-2				12G-1				18A-2							
07C-2				12H-1				18B-2							
				12I-1				18C-2							
				12J-1				18D-2							
				12K-1				19A-3							
				12L-1				19B-2							
				12M-1				19C-1							
				12N-1				19D-1							

If any additional non-conformances are observed, check item 25A-3 and list the Code section below.

_____
_____
_____
_____

Inspector
The inspector has been provided with a copy of the previous year's school fire safety report:

Yes_____   No_____

All schools complete Section 8 only of the building has electrically-operated folding partitions.

Initial Inspection:
Fire Safety Inspector: Name_____

Date_____   Registry #_____   (26E-4)

Final Inspection (if required):
Fire Safety Inspector: Name_____

Date_____   Registry #_____   (26F-4)

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Section III-A.   Fire Inspector

The individual noted below inspected this building and the information in this Fire Safety Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to Title 19 Part 1208

Name: _____   Telephone #: (__) _____

Title: _____   Registry #   _____
(as designated by the NYS Secretary of State)

Section III-B.   Building Administrator or Designee

The individual noted below certifies that this building was inspected on _____ (date) as indicated in Section III-A above.

Name: _____   Telephone #: (__) _____

Title: _____

Section III-C.   School Superintendent

I hereby submit this fire inspection report on behalf of the Board of Education and certify that:

1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the *Public School Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated, and that
3. For any uncorrected nonconformances that appear on this report, the Board of Education or Board of Trustees, at the meeting held pursuant to Section 807-a of the State Education Law, adopted a written plan of correction for those nonconformances, and such plan is available for public scrutiny.

Name: _____   Telephone #: (__) _____

Title: _____   Electronic Signature   **(via NYSED Portal)**

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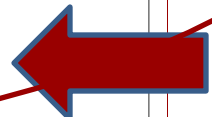
New Process Steps

Step #4

The school district will print the Certificate of Occupancy.

Certificates

Dashboard						
Building Review						
SEDREF Buildings						
Certificates						
Forms & Manuals						

Inspection Certificates

	Building Name	Start Date	Expiration	Certificate		
☐	ALEXANDRIA CENTRAL ELEMENTARY SCHOOL	4/1/14	4/1/2015	Certificate of Occupancy	🖨 Print	✉ E-mail	Certificate Details

With Selected: 🖨 Print

One item found.

Email to principals to print and post

Certificate Overview

ID: 640801040007

District Location: GREENWICH CSD

Building Type: INSTRUCTIONAL

Name & Address: GREENWICH JUNIOR-SENIOR HIGH SCHOOL
10 GRAY AVE
GREENWICH, NY 12834

Update Name & Address

Inspection Date

5/15/15

Non-conformances

Item	Date Corrected	Date Reinspected
02E-2	May 29, 2015	
12J-1	May 29, 2015	

Initial Inspector

Steven Smith
P: (518) 746-2150

Registry #: 0701-7287B

Building Administrator

Ronald Nicholson
P: (518) 692-9542

Certificate History

Certificate Type	Date Certified	Certified By
Certificate of Occupancy	Jun 1, 2015	mark.fish3
Certificate of Occupancy	Jun 1, 2015	mark.fish3
Certificate of Occupancy	Jun 1, 2015	mark.fish3

Inspection History

Date Created: May 29, 2015
Created By: denise.smith

Date Modified: Jun 1, 2015
Modified By: mark.fish3

Date Certified: Jun 1, 2015
Certified By: mark.fish3

Inspection Comments

New Process Steps

POST the Certificate of Occupancy in a prominent location as required by NYSED.

On-Line Fire Report System – FAQ

- **What changes are taking place with the annual fire inspection process itself?**

- **None. The new system should have no impact on the actual fire inspection process. SED has updated and streamlined the paper form (to be retained at the local level ONLY), but the inspection process (aka – the NYS code items SED is requesting on the report) has not changed.**

- **The fire inspection report includes a field for the name and license # for the code enforcement official, but his/her signature is no longer part of the official submission package to SED. Why has that changed?**

- **The superintendent of schools will legally certify the data's accuracy via the secure SED business portal. This is the same portal used for many other sensitive SED processes.**

On-Line Fire Report System – FAQ

- **Do all buildings on school property require a certificate of occupancy?**

- **YES.** **A certificate of occupancy is required for all buildings on school property. A building has 4 walls, a door, and a roof. A storage shed less than 350 sq ft that does not include any mechanical systems does not require a Building Permit, <u>however a Certificate of Occupancy must be obtained before using the structure</u>.**

- **The Board of Education is legally responsible for ensuring that all structures comply with all applicable laws/regulations and that each structure has at least one door with appropriate exiting hardware that can be operated from inside the space. Not all buildings need a building permit, however <u>all</u> buildings need a certificate of occupancy.**

On-Line Fire Report System – FAQ

- **Our current certificates of occupancy expire <u>before</u> the next fire inspection reports need to be submitted via the on-line portal to SED. Will our existing certificates of occupancy be extended to reflect this change?**

- **Facilities Planning is aware that in some regions, certificates of occupancy will expire before new ones can be issued. We are working with SED IT to automatically extend the certificates of occupancy in those specific areas.**

- **Our current certificates of occupancy expire <u>after</u> the next fire inspection reports need to be submitted via the on-line portal to SED. Should we follow the "old or new" inspection schedule?**

- **To transition to the on-line system, some school districts will need certificates of occupancy extended, while others will need to input fire inspection data sooner than expected. Once the system is fully operational across the State, the 11 month cycle will be back in place by 2016.**

On-Line Fire Report System – FAQ

- **Is it permissible to mail in the paper copy of the fire inspection report instead of using the on-line system?**

- **No. The new on-line system is now "live". Starting with fire reports that are due by July 1, 2015, school districts will be required to use the on-line system in order to obtain annual certificates of occupancy.**

- **How can my school district obtain a copy of the updated paper fire inspection report (to be used and retained at the local level only) and the updated fire inspection manual?**

- **The left side of the screen includes an option for "forms and manuals." These items are also posted on the Facilities Planning web site.**

On-Line Fire Report System – FAQ

- **How can the Director of School Facilities obtain a password for the on-line fire report system?**

- **The Superintendent of Schools is the only person in the district with the secure password. The superintendent is legally responsible for certifying the building verification process and the accuracy of the annual fire inspections.**

- **Can school district staff input data in the on-line system without certifying the data?**

- **Yes. School district staff may go through the building verification process, with permission of the superintendent, as well as enter fire inspection data – <u>however only the superintendent is permitted to legally certify the data's accuracy</u>.**

On-Line Fire Report System – FAQ

- The superintendent of schools in my district has designated me as the person to go through the new system to verify buildings and enter fire safety inspection data. What does the superintendent need to do in order for this to happen?

- The superintendent of schools is the only person in the district with the secure password. Therefore if they want you to perform the data entry and verification processes, they first need to "entitle" (aka delegate) access to the "Facilities Planning-Fire Safety" system through the SED Delegated Account System (SEDDAS). Instructions are available at: www.p12.nysed.gov/seddas/seddashome.html. Questions on this specific step should be directed to the SEDDAS Help Desk at: seddas@nysed.gov or 518-473-8832.

On-Line Fire Report System – FAQ

- **Our entire school district is housed in one building. We have separate SEDREF numbers for the K-8 wing and the 9-12 wing of this building. Does this mean that our K-12 building requires two separate certificates of occupancy – one for the K-8 wing and the other for the 9-12 wing?**

- **No. The building verification process asks school districts and BOCES to identify which SEDREF institutions are housed in a specific building, however this does not mean that each SEDREF institution under a single roof requires a separate certificate of occupancy. In the example above, one certificate of occupancy is required for that K-12 building.**

On-Line Fire Report System FAQ

- **Will school districts be able to access the on-line system prior to their fire report due date in order to initiate the building verification process?**

- **Yes. Once SED officially launches the system (imports building data from the current fire system to the new on-line system), superintendents of schools can log-in to start the verification process.**

- **Our school district has buildings in the Facilities Planning Project Management System (PMIS) that are not in the on-line Fire Report System. Can we add those buildings to the on-line Fire Report System?**

- **As part of the on-line "Building Review Process" there is an option to "add a new building". If a school district "adds a new building", this data will be held in a "staging table" until it is reviewed and approved by Facilities Planning staff.**

On-Line Fire Report System FAQ

- **A 30-day temporary certificate of occupancy was issued for one of our buildings, but we won't be able to correct the items in nonconformance within the 30-day period. How can I extend the temporary certificate of occupancy beyond 30-days?**

- **Only Facilities Planning staff can generate <u>an extended</u> temporary certificate.**

- **If you want to request an extension, send an email detailing the specific reason an extension is needed to: <u>firesafety@nysed.gov</u>.**

- **If the extension is granted, a new temporary certificate of occupancy will be emailed to you.**

Thank You!

NYS Education Department

Office of Facilities Planning

www.p12.nysed.gov/facplan

518-474-3906

firesafety@nysed.gov