



Homes and Community Renewal

KATHY HOCHUL
Governor

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Commissioner/CEO

To: All Housing Project Owners/Managing Agents with either Low-Income Housing Tax Credit (LIHC), HOME and/or Housing Trust Fund (HTF) in NYC

From: Maralyne P. Fleischman, Vice President New York State Housing Trust Fund Corporation/Director, Statewide Asset Management

Date: April 20, 2022

Subject: Fire Safety Check

The safety of New York residents is paramount and to enhance fire safety at your development, we have introduced the following measures to keep our residents as safe as possible:

Our office will be reaching out to you in the coming days with a survey to confirm your completion of these safety measures. Please respond to the forthcoming survey no later than Friday, May 20, 2022, to confirm your completion of these safety measures:

- **Self-closing Doors testing/Confirmation:**

1. **Resident Apartment Doors:** A notice should be posted prominently and printed in text that is clearly legible in each building (i.e., in the lobby and inside all elevators) directing residents to check their apartment entrance doors to ensure the self-closing mechanism is working properly and to contact management immediately if the door fails to fully self-close. Attached is a form notice (“Notice, Self-closing Doors”) that may be used for this purpose.
2. **Other Building Doors:** Building staff should inspect other building doors that are required to be self-closing (i.e., stairwell doors; compactor doors; boiler room doors) and confirm that the self-closing mechanisms are functioning properly on all such doors.

- **Posting and distribution of Required Fire Safety Notices:** Please confirm that all fire safety signs (including “close the door” signs) and fire safety material required by FDNY rules and local law have been posted or distributed to residents, as applicable. Attached please find:

- 2021 NYC Apartment Building Emergency Guide
- NYC Building Information Form
- Fire Safety Notice

- Emergency Checklist
- “Close the Door” sign; and
- 2020-2021 Fire and Emergency Preparedness Bulletin

Very truly yours,

Maralyne P. Fleischman

Maralyne P. Fleischman

cc: D. Murphy, S. Melnitsky, M. Stratos, M. Siddiqui