



**BUREAU OF FIRE PREVENTION**  
**FIRE ALARM INSPECTION UNIT**  
**INFORMATION BULLETIN**  
**No. 06-01-12**



Supersedes: None

Issuer: Alex Spektor, Director, Fire Alarm Inspection Unit

Issuance Date: June 04, 2012

Effective Date: July 03, 2012

Purpose: New Inspection Scheduling Procedures

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The Fire Alarm Inspection Unit has implemented the Computerized Fire Alarm Scheduling Software (FASS) to schedule inspections. With implementation of FASS, prior to schedule/reschedule an inspection all customers should be aware of the upcoming service changes:

1. Recognizing the increased demand in fire alarm inspections, beginning July 03, 2012 the Fire Alarm Inspection Unit will extend the scheduling hours as follows:

- 1.1. **WALK-IN**

**Tuesday through Friday, between the hours of 9 a.m. and 3 p.m.  
(lunch 12 p.m.-1 p.m.)**

Note: No appointment needed for our customers.  
*Up to three inspections may be scheduled per visit.*

- 1.2. **BY APPOINTMENT ONLY**

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

Note: Call our customer service clerk at 718-999-5114 to arrange for an appointment at least 24 hours before your preferred 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.**

2. Initial inspections can be scheduled up to several months in advance.

3. Any changes in the inspection date (cancellation, rescheduling, etc.) can be made only by the initial scheduling representative listed in FASS unless the new representative submits a signed and notarized letter from the owner authorizing him/her to represent the job.
4. For emergency or special appointments contact directly the Scheduling Supervisor.
5. The Request for Inspection (Forms B-45M or B-45A) must be complete and typewritten. The submission must be complete, neatly arranged and secured by a standard 2-hole fastener. Incomplete submission will not be accepted.
6. A scheduling representative without proper identification will not be accepted.
7. If you need further clarification, please contact the Scheduling Supervisor at 718-999-2467 or Customer Service Clerk at 718-999-5114.



Alex Spektor  
Director  
Fire Alarm Inspection Unit