



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



INFORMATION BULLETIN

No.: 04-01-13

Supersedes: *None*
Issuer: *Alex Spektor, Director, Fire Alarm and Central Station Inspection Unit*
Issuance Date: *April 15, 2013*
Effective Date: *May 1, 2013*
Purpose: *The Notice of Electronic Filing of Terminal Assignments*
Related Code Sections: *FC 105.1.1; Title 3 of RCNY, §901- 01*

As part of an ongoing effort to improve our services, the Fire Alarm and Central Station Inspection Unit has implemented the “Electronic Filing of Terminal Assignment.” This information bulletin is the final notice provided by the Fire Alarm and Central Station Inspection Unit regarding filing procedures for the terminal assignment. Please follow the new service rules below:

1. It is hereby advised that the “Electronic Filing of Terminal Assignment” shall be adopted by all Central Station Companies listed in Appendix A.
2. The “Electronic Filing of Terminal Assignment” shall be effective May 1, 2013, and shall replace the manual filing currently in use by Central Station Companies for all future submissions. Distribution of the electronic form (TB-60) and instructions governing the filing will be accomplished by disseminating copies of the form to all approved Central Station Companies listed in Appendix A.
3. Please note that the existing Request for Inspection (Form B-45M) has been modified as follows: effective May 1, 2013, any submission for a new Central Station-Monitored Fire Alarm System shall include registration identifying the terminal assignment number(s). The amended Form B-45M is available at:
http://www.nyc.gov/html/fdny/pdf/fire_prevention/b_45m.pdf
4. Please refer to Appendix A attached to this bulletin to locate the station identification code. The Central Station Identification Codes have been modified and must be used in any application with the Bureau of Fire Prevention or transmissions to the Fire Department Communication Offices.

For additional information about electronic filing contact Glenn Wimmer, supervisor of the Central Station Unit at (718) 999-2335 or wimmerg@fdny.nyc.gov.

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