



FIRE DEPARTMENT
9 METROTECH CENTER BROOKLYN, N.Y. 11201-3857
BUREAU OF FIRE PREVENTION

Emergency Planning and Preparedness Group

FSP Industry Notice # 1/13 supplement A 7/19/13

The requirements for elevator identification and corresponding signage placement and dimensions can be found in the NYC Building Code.

BC -1968

BC – 2008

Sec- 27-391
27- 393

Sec. 3002.3*
Appendix K Sec.2.29.1 (a-j)
2.29.1.1(a-f)

* § 28-103.20

27-391 SIGNS AT ELEVATOR LANDINGS. A sign shall be posted and maintained on every floor at the elevator landing. The sign shall read "IN CASE OF FIRE, USE STAIRS UNLESS OTHERWISE INSTRUCTED". The lettering shall be at least one-half inch block letters in red with white background or as otherwise approved by the commissioner. Such lettering shall be properly spaced to provide good legibility. The sign shall also contain a diagram showing the location where it is posted and the location and letter identification of the stairs on the floor. The sign shall be at least ten inches by twelve inches, located directly above a call button and securely attached to the wall or partition. The top of such sign shall not be above six feet from the floor level. The diagram on such sign may be omitted provided that signs containing such diagram are posted in conspicuous places on the respective floor. In such case, the sign at the elevator landing shall be at least two and one half inches by ten inches and the diagram signs shall be at least eight inches by twelve inches.

§27-393 STAIR AND ELEVATOR IDENTIFICATION SIGNS. Each stair and each bank of elevators shall be identified by an alphabetic letter. A sign indicating the letter of identification for the elevator bank shall be posted and maintained at each elevator landing directly above or as part of the sign specified in section 27-391 of this article. The stair identification sign shall be posted and maintained on the occupancy side of the stair door. The letter on the sign shall be at least three inches high, of bold type and of contrasting color from the background. Such signs shall be securely attached.

28-103.20 Existing rules continued. Rules promulgated by the department in accordance with the law in effect prior to the effective date of this code shall remain in effect for the matters covered to the extent that such rules are not inconsistent with this code unless and until such rules are amended or repealed by the department.

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§28.2-3002.3 Emergency signs. An approved pictorial sign of a standardized design shall be posted adjacent to each elevator call station on all floors instructing occupants to use the exit stairways and not to use the elevators in case of fire. The sign shall read: IN FIRE EMERGENCY, DO NOT USE ELEVATOR. USE EXIT STAIRS. The emergency sign shall not be required for elevators that are part of an accessible means of egress complying with 1007.4.

2.29.1 Identification of Equipment. Each elevator shall be assigned a unique alphabetical or numerical identification, a minimum of 6 mm ($\frac{1}{4}$ in.) in height. The identification number shall be applied to the following locations:

- (a) The driving machine;
- (b) MG and/or Transformers set;
- (c) Controller;
- (d) Selector;
- (e) Governor;
- (f) Main line disconnect switch;
- (g) The crosshead, or where there is no crosshead, the car frame, such that it is visible from the top of the car;
- (h) The car operating panel, minimum of 13 mm (0.5 in.) in height;
- (i) Adjacent to or on every elevator entrance at the designated level, minimum of 75 mm (3 in.) height; and
- (j) Each bank of elevators shall be identified by an alphabetic letter.

2.29.1.1 New York City Identification Number. Each elevator shall be assigned a unique numerical identification, a minimum of 6 mm ($\frac{1}{4}$ in.) in height. The City identification number shall be applied to the following locations:

- (a) The driving machine;
- (b) MG and/or Transformers set;
- (c) Controller;
- (d) Main line disconnect switch;
- (e) The crosshead, or where there is no crosshead, the car frame, such that it is visible from the top of the car;
- (f) The car operating panel (main panel only).

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