

# Fire Department

The Tenant Fire Safety Disclosure Information ("Disclosure Information") shall be provided in writing to each resident of an Apartment House.

Applies to all buildings with **3 or more dwelling units**.

Building owner shall provide the Disclosure Information to all tenants/residents **every year on or before January 31st of each year**.

Disclosure Information shall be updated annually as necessary.

Compliance Date: **January 31, 2018**

**For New Tenants/Residents:** Before new residents commence occupancy in the building, the building owner, or the owner's agent, shall provide an **oral explanation** of the Disclosure Information to new residents. The owner or agent shall also provide a **written copy** of the Disclosure Information on or before the commencement of occupancy, and shall provide a written copy (hardcopy or email) on or before January 31 of **each year**. Disclosure Information shall be updated annually with current information.

**For Existing Tenants/Residents:** The building owner, or the owner's agent, shall provide a written copy (hardcopy or email) of the Disclosure Information on or before January 31 of **each year**. Disclosure Information shall be updated annually with current information.

## **DISCLOSURE INFORMATION CONTENTS:**

The Disclosure Information shall contain the following fire safety information, as it applies to the building:

1. The location of all fire extinguishers on the resident's floor, and the dates of last servicing;
2. The location of all emergency exits on the resident's floor, and a statement that they must remain unobstructed;
3. The location of all fire escapes on the resident's floor (if applicable), and the dates of last inspection;
4. The location of the building fire alarm control panel and all manual pull stations on the resident's floor (if applicable);
5. The date when the building fire alarm system was last inspected and tested as required by Section 907.8.5 of this Code, and confirmation that the building fire alarm system is UL certificated under Section 907.7.4 of this Code, if applicable;
6. Instructions on how to confirm that the smoke alarms are in working condition, and a statement of when the smoke alarms were last replaced;
7. Instructions on how to confirm that the carbon monoxide detectors are in working condition, and a statement of when the carbon monoxide detectors were last replaced; and
8. The phone number of the appropriate contact within the Fire Department for reporting suspected violations of Section 409.
9. Instructions and website link to access the fire safety training video that the Fire department shall post and maintain on the Internet; and
10. Instructions in English, Spanish, Chinese, and Filipino directing persons who wish to view general fire safety guidance in any of these languages to do so on the Fire Department's official website and providing a link to this website. The Fire Department shall post such general fire safety guidance on its official website not only in English but also in Spanish, Chinese, and Filipino. Further, to assist owners with providing the required instruction in their Disclosure Information, the Fire Department shall post on its website sample instructions in Spanish, Chinese, and Filipino, that owners may copy and include in their Disclosure Information.

The Disclosure Information may also include any other information that would assist a resident to escape or prevent a fire in the building.