



FIRE DEPARTMENT

9 METROTECH CENTER

BROOKLYN, N.Y. 11201-3857

To: All Fire Alarm Inspection Unit Clients

From: Thomas Jensen,
Chief of Fire Prevention

Date: October 1st, 2010

Subject: **Suspending the Self-Certification Program**

The Self-Certification of the "Letter of Defect" program will be indefinitely suspended on December 31st, 2010. Self-certification applications will not be accepted beyond this point. Applications for self-certification mailed after the end of this calendar year will be returned.

A client will be required to schedule a reinspection on the 3rd floor of FDNY Headquarters if a fire alarm system operational infraction or infractions are cited on a "Letter of Defect" (LOD). Administrative infractions should be addressed by mail. Proof of compliance and a copy of the LOD under these circumstances may be mailed to: Fire Department-City of New York, 9 MetroTech Center, 3N-28-K, Brooklyn, NY 11201-3857.

An increase in the number of FAIU Inspectors and a decline in inspection demand have helped make the above possible.

A handwritten signature in black ink, appearing to read "Thomas Jensen".

Thomas Jensen,
Chief of Fire Prevention