



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK

Office of Facilities Planning, 89 Washington Avenue, Room 1060 Education Building Annex, Albany, NY 12234
Tel. (518) 474-3906
Fax (518) 486-5918
Website: <http://www.p12.nysed.gov/facplan/>

November 6, 2015

Dear Nonpublic School Administrator,

You are receiving this notice as a reminder that Education law Section 807-a requires all nonpublic school administrators to have their facilities inspected for fire safety annually, with a report of such inspection filed with the Commissioner of Education.

If you have already obtained your inspection and submitted the report, thank you for your efforts. If your inspection has not yet been completed, the inspection report must be filed with the Commissioner prior to December 16th.

We strongly recommend that code enforcement officials, certified by the Department of State, be retained to perform these inspections. You may also obtain inspections from local fire departments, fire corporations, or the County Fire Coordinator that serves the area you facilities are located in.

The State Education Department and the Department of State have developed the inspection manual and reporting document. These documents may be found on the Department's Facilities Planning website at: http://www.p12.nysed.gov/facplan/FireSafety/fire_safety_report_homepage.html Please ensure the *Non-Public* school fire safety manual and fire safety report is used to inspect facilities, and submit the report to the address located on the top of the form.

Please remember this is an annual requirement, and is intended to ensure all schools are operated and maintained in a safe and healthy manner for the benefit the children and staff of your community.

Thank you for your cooperation. Questions about the inspection requirements, required code sections or reporting forms may be directed to the Office of Facilities Planning, via either telephone at (518) 474-3906 or email at: Firesafety@nysed.gov.

Sincerely,

Carl T. Thurnau, PE
Coordinator