



Date: November 5, 2013

To: Elmar J. Fudd, General Manager

From: Lawrence Spahn, Property Manager

Subject: Automation of Tenant Fire Warden Check in System

cc: Al Bundy, Fire Safety Director

NYC Local Law # 5, which covers fire prevention in commercial office buildings requires that each floor have one fire warden, an additional deputy fire warden for each 7,500 square feet, and if a floor is divided into multitenant situation each tenant must have a deputy floor warden regardless of size. In order to legally occupy the property this requirements must be met daily.

Here at Gotham Center we are required to have a total of fifty-five people to meet full compliance. Existing procedure has each warden and deputy warden sign in every morning as they enter the lobby and by 10 a.m. we are required to call the fire wardens who have not signed in to confirm their attendance. The building staff will notify the deputy warden informing he/she they will be the acting warden for the day. We are looking for a way to encourage participation, and comply with the law by making the procedure more convenient for the life safety team.

Although the law requires that the life safety team members be in place, it is also a volunteer position not included in most employee's job description. It is nearly impossible to get and keep this life safety team together. If you do get someone to volunteer they look for the smallest excuse to leave. The major complaints have been about the sign in procedure. Apparently the fact that they must stop at the lobby desk before they are reporting to work is causing a great deal of the fire wardens to be late for their jobs. Some do not even attempt to sign in, they just wait for us to call them to take attendance creating more work for our staff and some wardens complain that it feels like the building staff is stalking them.

We have implemented a few minor incentives to make participation more desirable. In an attempt to show our appreciation for the volunteers help we have tried to make them feel special at our quarterly training sessions by supplying food, gifts and arm bands. We have started an internal award program recognizing the warden of the year. For a small investment of five-thousand dollars a year we were able to get limited success with this program.

Another option we may consider is to hire an additional security guard to stand in the lobby to meet, greet and record our fire wardens as they enter the property. The additional guard can also call the wardens he did not see. This would solve most of our problems but at an annual cost eighty-five thousand dollars. This would not be my first choice.

What I am now proposing is that we modify the properties access card security system to recognize each Warden and deputy when they swipe their cards at the turnstiles in the lobby upon enter the building each morning this will record their attendance without having stop and sign in. In addition the system will be programed to generate a daily attendance report and automatically send an e-mail to the assigned deputy warden that will become the acting fire warden acting for the day. All of these records will be stored electronically. This can be done for a onetime cost of just under sixteen thousand dollars. (\$ 16,000)

When the City of New York created Local Law # five they were only concerned with the safety of the properties occupants and did not take cost into consideration. We need a way to encourage participation in the life safety program with an eye on the budget. We need to remove any obstacles or excuses the occupants may use not to volunteer. The card access security system fire warden attendance plan is a simple programing change to the existing security system that can be implemented in less than a week and is a onetime cost.