



TOWN AND VILLAGE OF GREENE CODE ENFORCEMENT OFFICE

Town Hall
51 Genesee Street P.O Box 129
Greene, NY 13778
(607)656-4191 Ext 214



Inspection Due Notice:

Fire Safety & Property Maintenance Inspections

The Town & Village of Greene is required by the State of New York to conduct fire safety inspections of commercial properties, places of public assembly, and multiple-family dwellings. All properties that have not been inspected per the below text must be inspected in 2025. The following is the excerpt from New York State Law, which establishes the mandate for **these inspections**:

NY Code, Rules & Regulations Title 19...Chapter XXXII 1203.3

(h) Fire safety and property maintenance inspections. Provisions shall be made for: (1) fire safety and property maintenance inspections of buildings that contain an area of public assembly at intervals not to exceed one year; (2) fire safety and property maintenance inspections of all multiple dwellings and all nonresidential occupancies at intervals consistent with local conditions, but in no event shall such intervals exceed one year for dormitory buildings and three years for all other building

19 NYCRR Part 1203.5 sets the maximum fine of \$1,000 a day or imprisonment not exceeding one year, or both for failure to comply with a written order of inspection due by a Code Enforcement Official. Please contact the Code Office to schedule an inspection.

More information and literature pertaining to fire inspections is available **at www.nygreene.com/code-enforcement.html**



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General Fire Inspection Hazards Checklist

1. Building has address number (minimum of 4 inches) displayed so as to be plainly visible from the street.
2. Buildings equipped with fire protection, detection systems, ANSUL cooking hood, or have an operating permit require the installation of a Knox Key Box.
3. Exits/egress are not locked or obstructed from inside the building and are lighted. (keyed and surface bolts prohibited)
4. Fire sprinkler/alarm and kitchen fire suppression systems are not impaired and have been serviced, tested and inspected by qualified tech. Records are available for inspection.
5. Fire extinguishers are checked monthly and tagged annually.
6. Employees are trained with fire extinguishers, fire protection equipment and emergency procedures and quarterly evacuation drills.
7. Fire doors are not wedged or blocked open. Inspected annually for function and damage.
8. Do not hang or cover ceilings or walls with combustible material/decorations.
9. Open flame is not used in areas of assembly or egress.
10. There are no open/exposed electrical wiring or hazards. Extension cords are not used on permanent appliances.
11. Heating equipment operates properly. Only approved heating equipment in assembly space. Natural gas valves are accessible.
12. Flammable liquids are not stored inside building.
13. Trash and combustible waste must be stored in metal containers with a lid.
14. Storage of combustibles - limited to 24 inches from ceiling without sprinkler or 18 inches from sprinkler equipped ceiling.
15. Exit signage properly illuminated and emergency lighting functional. Requires 90-minute annual testing documentation.
16. Elevator and boiler inspections up to date.
17. CO alarms with 6-year battery are required one every 10,000sq ft per floor with source in commercial buildings.



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Multi-Family Fire Inspection Hazards Checklist (Three or More Dwelling Units)

1. Smoke detectors are required at the ceiling level in all sleeping areas, immediately adjacent to all sleeping areas and one on each floor including the basement.
2. Carbon Monoxide detectors are required in dwelling units or sleeping units that contain a carbon monoxide source, on each story that contains a sleeping area, additionally on each story which is located in whole or in part on the same story as a carbon monoxide source which contains a sleeping area. The carbon monoxide alarm shall be located within 15 feet of the sleeping area. More than one carbon monoxide alarm shall be provided where necessary to assure that no sleeping area on such story is more than 15 feet away from a carbon monoxide alarm. In addition, a carbon monoxide alarm shall be provided within each sleeping area that contains a carbon monoxide source.
3. Fire extinguishers are now required in multi family dwellings (a minimum of a 5-pound ABC dry chemical or 3 gallon water extinguisher is mandatory). Fire extinguishers can be placed within each dwelling or in common areas accessible to occupants.
4. Cellar fire doors and fire rated construction shall be maintained as intended.
5. Three story buildings shall have two means of egress from the upper floors or a working sprinkler system in basement and egress.
6. It is the responsibility of the owner of the property to notify the Code Enforcement Office if the Fire Protection System becomes impaired.
7. House numbers are now required on the street side of all buildings, four inches in height, placed near the entrance. It is recommended that the numbers be retro-reflective.
8. All bedrooms are required to be a minimum of 70 square feet in area with no dimension less than 7 feet, including ceiling dimension.
9. Each habitable room shall have an openable (window/door) facing directly outdoors. Egress doors, including bedrooms, shall not be equipped with prohibited locks and shall be readily openable from egress side.



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10. Access to bedrooms shall not be through other bedrooms.
11. Bathrooms shall be properly ventilated by natural or mechanical ventilation.
12. Bathrooms shall be equipped with an electrical outlet. If a new receptacle is installed in the bathroom it shall be a GFI. The laundry room shall be equipped with a grounded receptacle, if there is no ground the receptacle shall be a GFI.
13. Electrical extension cords shall not be used as permanent wiring.
14. Lighting shall be provided in all exit ways, including the exterior and in utility rooms, including basements.
15. Every habitable space shall have at least two separate and remote receptacle outlets.
16. Owners are required to provide garbage receptacles and tenants are required to maintain sanitary conditions.
17. Heat shall be maintained to a minimum of 65 degrees between September 15 and May 31.
18. Stairways and handrails are maintained in a safe condition.
19. Emergency guideline booklet given to all tenants upon moving in. It shall indicate location of all exits, and fire suppression equipment accessible to the tenant. Information must be approved by a fire code official.
20. All rental permit paperwork shall be up to date.
21. Fire emergency guides shall be provided as outlined below.

