

In a fire, close all doors behind you!

Keep fire and smoke out of building hallways and stairs.

Keep apartment and stairwell doors closed at all other times.

Protect your neighbors and your home!



NYC admin code §15-135

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The close the door notice is intended to provide a clear, visible reminder to building residents of the importance of closing each door as one exits one's apartment and building during a fire. Closing these doors serves to contain the fire and smoke within the apartment, assist in firefighting operations and prevent smoke from entering the stairwells through which building residents may need to evacuate.

Requirements for Common Area Posting and Printing as stated in Rule
§ 401-06 Fire and Emergency Preparedness Guide, Checklist and Notices

Each close the door notice shall be:

- (A)** substantially similar in format to this sample notice and include all of the information contained in such sample notice;
- (B)** printed on a single-sided sheet of paper framed under a clear plexiglas cover or laminated with a firm backing and designed to be affixed by mounting hardware or an adhesive, or printed on a matte-finish vinyl adhesive-backed decal not less than three (3) mils in thickness, using thermalprinting, screenprinting or other permanent, water-resistant printing technique;
- (C)** not be smaller than two and three-quarters ($2\frac{3}{4}$) inches by twelve (12) inches in size (excluding any frame).
- (D)** printed such that all text is clearly legible, with white lettering against a fire-engine red background or fire-engine red bold lettering against a white background and a type size of thirty-eight (38) point Times New Roman or equivalent for the first line of text; twenty-four (24) point Times New Roman or equivalent for the second line of text; twenty (20) point Times New Roman or equivalent for the third and fourth lines of text; and fourteen (14) point Times New Roman or equivalent, in black lettering, for the Administrative Code citation, which shall read: "NYC Admin Code §15-135;"
- (E)** printed with a full-color illustration, with an image size no smaller than one and three-quarters ($1\frac{3}{4}$) inches by one and three-quarters ($1\frac{3}{4}$) inches, on a white background; and
- (F)** printed in the English language. The owner may print the fire and emergency preparedness notice in such other additional languages (including symbols) as the owner concludes would benefit the building occupants. The close the door notice is available in other languages on the Department's website, <http://www.nyc.gov/fdny>.

Posting: Close the door notices shall be posted and maintained on the public hallway corridor side of each stairwell door in the building, in the manner set forth in R401-06(e)(5)(B). No posting is required for an open stair. Missing or damaged notices shall be promptly replaced.