



**NASSAU COUNTY FIRE COMMISSION  
OFFICE OF THE FIRE MARSHAL**

Nassau County Public Safety Center  
1194 Prospect Avenue  
Westbury, New York 11590  
(516) 573-9900 / nassaucountyny.gov

Michael F. Uttaro  
Chief Fire Marshal

# FIRE MARSHAL BULLETIN

November 21, 2022

**From:** Chief Fire Marshal – Michael F. Uttaro - [muttaro@nassaucountyny.gov](mailto:muttaro@nassaucountyny.gov)

**Re: Sprinkler Inspection, Test, and Maintenance (ITM)**

To provide guidance to licensed sprinkler installation and maintenance companies, as well as COF holders of said companies, this bulletin shall serve as field guidance for the proper tagging of systems, in accordance with the Nassau County Fire Prevention Ordinance (§29.7.1).

All Inspection, Test & Maintenance Service Tags shall be 7 inches in height by 3½ inches in width, they may be printed for multiple years, and shall have the following information on all tags:

1. “DO NOT REMOVE BY ORDER OF THE FIRE MARSHAL” (all capital letters, at least 10-point boldface type)
2. Licensed firm or contractors name, address, phone number and Fire Marshal license number
3. Printed name and Certificate of Fitness number of service person or contractor
4. Signature of service person or technician.
5. Day, month, and year (to be punched)
6. Name and address of owner or occupant
7. Building address
8. Type of Inspection, Testing and Maintenance: monthly, quarterly, annual, or five-year (to be punched)
9. Static and flowing pressure of the main drain test taken at the time of the inspection, testing and maintenance service that was performed.

The same information above is required of yellow tagged (EQUIPMENT DEFICIENCY) and red tagged systems (EQUIPMENT IMPAIRED), in addition to the requirements for verbally notifying the building owner and Fire Marshal immediately and in writing within 24 hours.

18	19	20	21	22	23	24	25	26	27	28	29	30	31				
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2016	2017	2018	2019	2020	2021

Fire Sprinkler Contractor  
1194 Prospect Ave  
Westbury NY 11590  
(516) 573-9900  
NCFM LIC #123456789

Technician: John Smith  
COF #: 123456789  
Signature

**System Fully Operational**

Pressures: \_\_\_\_\_ / \_\_\_\_\_  
Static / Flowing

**DO NOT REMOVE BY ORDER OF THE FIRE MARSHAL**

Type of Inspection, Testing and Maintenance:  
Monthly | Quarterly | Annual | 5 year

Name of Owner or Occupant: \_\_\_\_\_  
Location Address: \_\_\_\_\_  
Notes: \_\_\_\_\_

Figure 1.1: A sample of a correct ITM tag for a compliant system with no deficiencies or impairments.



Figure 1.2: A sample of a correct ITM tag for a compliant system with equipment deficiencies.



Figure 1.3: A sample of a correct ITM tag for a compliant system with equipment impairments.

In standalone buildings where there is a single occupant and single sprinkler system, the Nassau County Office of the Fire Marshal will accept the tagging of the sprinkler main only, rather than all risers in a building, provided there are no deficiencies or impairments. If the building contains multiple risers that provide water to the sprinklers of multiple tenants, then all risers shall be tagged. If any deficiencies or impairments exist within the system, all risers shall be tagged with the appropriate ITM tag and all findings detailed on the back of the tag.

Contractor ITM tags not providing their NCFM license number are non-compliant. COF holders not legibly printing their full name non-compliant. ITM tags that are used multiple times, are marked with a marker, or are missing punches are non-compliant. All tags shall be punched and for single use only.

Licensed companies and certificates of fitness holders are obligated to know the requirements of the Nassau County Fire Prevention Ordinance, the Uniform Fire Prevention and Building Code of New York State, and all referenced NFPA standards. Failure to properly perform ITM including the tagging of systems may result in violations up to and including deficiency notices, appearance tickets, license and COF suspensions or revocations.

We hope that the information provided in this bulletin clarifies any discrepancies or questions that contractors may have.