

HOW TO MAINTAIN CODE COMPLIANCE AT YOUR NYC LOCATIONS



Five best practices for staying up-to-date on compliance for your locations, minimizing fines and protecting your brand

1



Know which data each City agency is responsible for and how it relates to your buildings, as well as keeping track of any regulatory changes:

Staying informed on compliance keeps you one step ahead of inspections, violations, and ever-changing laws.

2



Know how to access your locations' compliance information:

Each agency stores and shares information differently, through a challenging mix of silo-ed, online and offline databases.

3



Stay in constant communication with building vendors and consultants:

Your vendors (Fire Safety, Elevator, etc.) should be giving you updates on upcoming inspections and outstanding issues that need attention.

4



Make sure your on-site store location team stays informed:

To keep issues from falling through the cracks, educate your staff on where equipment records are, what they pertain to, what to do when an inspector comes on site, and what to do when they receive a violation.

5



Have a system in place to track compliance location-by-location:

Track every issue, violation, fine, and hearing. Have an escalation process if an inspector comes on site and issues a violation. Many compliance items are time-sensitive and require immediate attention.

