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**DIVISION OF QUALITY ASSURANCE**  
**ADMINISTRATIVE MEMORANDUM No. 01-03**

**TO:** DDSO Directors  
Executive Directors, Voluntary Agencies

**FROM:** Jan Abelseh, Deputy Commissioner  
Division of Quality Assurance 

**DATE:** September 14, 2001

**SUBJECT:** NOTIFICATION OF RENOVATIONS

Part 635-7 of Title 14 of the new York Codes, Rules and Regulations mandates that OMRDD be made aware of any changes in the physical plant of facilities to ensure that there is no effect upon the structural integrity or life safety of the facility. See, in particular, 14 NYCRR, Part 635-7.1(a)(7); Part 635-7.3(a)(2)(xix) and 635-7.4(a)(2)(lff)(d).

The New York State OMRDD Division of Quality Assurance (DQA) has learned that there are facilities that have undertaken renovations to the physical plant without notifying the local DDSO or DQA. Some of these renovations have affected the fire and life safety status of the building without the agency being aware of it. Even small changes such as the addition of a wall or replacement of a door to a particular room could have an impact on the safety of the home. With this in mind, DQA has developed the following guidelines for agencies to follow in the event they plan to initiate physical plant modifications at one of their facilities.

**CRITERIA**

If renovations or modifications are planned which would require a **building permit** or would affect the life safety or continued use of the building, there must be appropriate notification. Voluntary agencies must notify their DDSO, who in turn will let DQA know; **or**, in the case of renovations to state-operated programs, the DDSO will notify DQA directly.

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The following are examples of renovations which require notification to the DDSO:

1. Electrical work which is new. Replacement of existing outlets to GFIs would not require notification.
2. Any renovation which would affect the structure of the home (new addition, removing a bearing wall or beam, etc.).
3. Any addition to or total replacement of the smoke detection, fire alarm or sprinkler systems (not including battery-operated smoke detectors).
4. Any addition of walls to subdivide rooms.
5. Any replacement of doors to bedrooms, stairwells or hazardous areas.
6. Any addition to heating systems (wood stoves, fireplaces, etc.).
7. Any addition/replacement of plumbing systems (new wells or septic systems).
8. Any renovation which would affect the safe exiting of the consumers (e.g., changing the path of exit travel in some way).

Please call me or the DQA Regional Directors, if you have a question.

cc: Helene DeSanto  
Kathy Broderick  
Peter Pezzolla  
DQA Management Staff  
DQA Survey Staff  
TSPE Staff

JA/JS:bcg