John Brennan Keith N. Gautreau David Petruccelli

 Fire Captain Assistant Fire Chief Fire Captain

REQUEST FOR INSPECTION

April 24, 2017

|  |
| --- |
| «AddressBlock» |

RE: **«Location»**

CBL: **«CBL»**

Dear Owner or Manager,

The City of Portland Fire Department requires routine inspections of multi-unit residential and commercial properties to ensure compliance with the fire and life safety codes. The above-referenced property is due for a routine fire inspection within the next two months.

 You, as owner or agent for the above property, must contact the Fire Prevention Bureau at **207-874-8400** no later than **May 15, 2017** to schedule an inspection**.**

Inspection appointments are available Monday through Friday between **9:00 a.m.** and **4:30 p.m** and will be conducted by a fire inspector**.** You or your agent must be present for the inspection and must allow the inspector access to all living or business units, as well as any common areas, basements, and/or attic space.

If I do not hear from you by **May 15, 2017**, I will consider it a refusal to allow an inspection, which is a violation of the City of Portland Code of Ordinances and state law, and is subject to civil penalties, potential legal action, and other remedies.

I appreciate your cooperation and your efforts to keep Portland residents and businesses safe.

 Sincerely,



 Captain David Petruccelli

Items Commonly Examined During Inspections

The fire inspector will conduct a thorough inspection to ensure satisfactory life safety conditions on your property. The conditions to be reviewed include, but are not limited to:

* Condition of exits including stairwells and fire escapes
* Interior finish – type and condition of walls and ceilings
* Condition of basement
* Operation of exit doors
* Rating and operation of fire doors - self closing and latching
* Emergency lighting
* Exit signs
* Smoke alarms and co alarms
* Components of fire-resistive construction
* Grills on balconies
* Proper addressing of the building
* Proper addressing of the units
* Building exit discharge areas
* Fire alarm inspection sticker
* Smoke detectors/heat detectors
* Records for fire alarm and fire protection systems