

Fire Prevention Bureau & Community Outreach Branch

John Brennan  
Fire Captain

Keith N. Gautreau  
Assistant Fire Chief

David Petruccelli  
Fire Captain

**REQUEST FOR INSPECTION**

January 27, 2017

1207 BROADWAY LLC  
61 EAST OXFORD ST  
PORTLAND, ME 04101

SAMUAL COHEN  
PO BOX 9715-986  
PORTLAND, ME 04104

RE: 37 SMITH ST  
022 L014001

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 **February 8, 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 **February 8, 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



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### 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 & 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 & 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