John Brennan Keith N. Gautreau David Petruccelli

 Fire Captain Assistant Fire Chief Fire Captain

REQUEST FOR REINSPECTION

May 25, 2017

|  |
| --- |
| A & M PARTNERS INC120 EXCHANGE ST PORTLAND, ME 04103 |

RE: **396 CONGRESS ST**

CBL: **032 G001001**

Dear Owner or Manager,

The City of Portland Fire Department requires routine reinspections 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 fire reinspection within the next week.

 You, as owner or agent for the above property, must contact the Fire Prevention Bureau at **207-874-8400** no later than **June 1, 2017** to schedule an reinspection**.**

Reinspection 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 reinspection and must allow the inspector access to all living or business units, as well as any common areas, basements, and/or attic space.

* Please ensure that all tenants receive appropriate advance notice.
* If you fail to keep your requested appointment, cancel your appointment with less than 24-hours notice, or do not allow the inspector access to all areas of the building, you may be charged a civil penalty of $150.00.

If I do not hear from you by **June 1, 2017**, I will consider it a refusal to allow a reinspection, 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.



 Captain David Petruccelli

Items Commonly Examined During Reinspections

The fire inspector will conduct a thorough reinspection 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