



October 24, 2017

Permitting & Inspections Department
389 Congress Street, Room 315
Portland, ME 04101

RE: Phased Occupancy of Salvation Army Dining Hall Addition & Renovation

To Whom It May Concern,

This letter is to reiterate the intent for phased occupancy of the Salvation Army Dining Hall Addition & Renovation. This letter will make several references to the phases as drawn on sheet G-101, Phasing Plans, dated 10/25/16.

Our plan G-101 shows the phases as:

- Phase 1A – Upgrades to the stairwell in the existing 88 Preble Street Building
- Phase 1B – Dining hall addition
- Phase 2 – Renovation of the vacated dining hall space.

Due to sequencing constraints, phase 1B was conducted before 1A. In order to achieve this, a temporary fire escape was built to serve the function of the portion of fire escape demolished as shown at the top of AD100. The temporary stair is still observable on site, and will remain in place until phase 1A is complete. Phase 1A will be completed before Phase 2 has begun.

We intend to obtain the Certificate of Occupancy for 1B before before the other two phases. In regards to life safety, Phase 1B impacts the existing building by providing an additional exit out of the first floor. This door to the dining hall addition makes the existing building safer because it provides an additional horizontal exit through a rated assembly into the new addition.

All alarm, sprinkler, electrical, plumbing and mechanical systems in the addition will be fully functioning at the time of the first request for CofO inspection. I am confident that in terms of life safety and other building systems and functions, the phasing of the construction project is responsible and sensible.

Moving past the first CofO, the Phase 2 renovations will be treated as a tenant-fit out and will be conducted as to not impact other parts of the building. A second CofO will be requested at the completion of this work.

Please feel free to contact me with any questions.

Sincerely,

A handwritten signature in blue ink that reads "Evan A. Carroll".

Evan Carroll, AIA