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October 8, 2009

Ben Wallace
City of Portland Fire Prevention
380 Congress Street
Portland, ME 04101

RE: 93 High Street – Greater Portland Landmarks
Plan of Action

Dear Ben:

The purpose of this letter is to address issues that were noted at the fire alarm inspection at the above referenced building on October 6, 2009. A Plan of Action was requested that outlines a time line for the issues to be addressed.

Background

The renovations that have recently been completed are the first phase of construction planned for the building. Future phases of construction will address building envelope and durability issues for preservation of the existing structure.

The use of the building will continue to be office space. The 1st floor of the building will be used by Landmarks as their office space. The current tenants will remain on the 2nd and 3rd floors. The basement level will be left vacant, with the exception of one room, which will be utilized by Landmarks for storage. This room is fire rated and a heat detector has been installed and was part of the approved plan for the fire alarm system update that has been recently completed.

Plan of Action

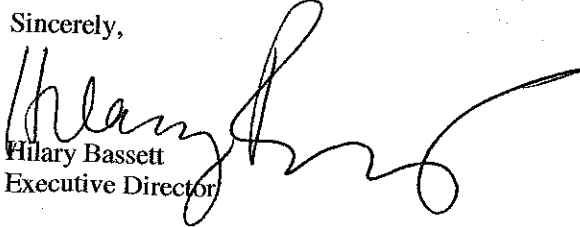
Issues that were identified at the fire alarm inspection that will be addressed include:

- Installation of additional notification (horn/strobe) in 3rd floor common area
- Testing of decibel level on 2nd floor to determine whether or not installation of additional notification (horn/strobe) in 2nd floor common area is required
- Installation of notification (horn/strobe) in two bathrooms on 3rd floor
- Installation of notification (horn/strobe) in two bathrooms on 2nd floor

These issues will be addressed by December 31, 2009.

If you should have any questions, please do not hesitate to call.

Sincerely,


Hilary Bassett
Executive Director

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