

**7.20.2011
108 High Street
Outline of Plan of Action**

OCCUPANT LOAD:

Plush	66
2 nd floor business-	9
3 rd floor business-	7
attic- access by landlord only (525 sf)	
Flask 1 st floor<	50
Flask 2 nd floor storage-428 sf-	1.4
Total building load-	<u>133</u>

AREA OF WORK

**PFD
REFERENCE No.
(9,10)**

1. Tenants have been notified to eliminate storage in stairways and to properly store paints and combustibles in approved cabinets
2. Plush to install full alarm system
3. 2nd 3rd floor doors to be rated and have closers
4. Hallways to be patched, illuminated as required; including Flask stair work
5. Fire escape to be repaired to provide safe access to roof surface-existing risers and treads acceptable?
6. 2nd and 3rd to have new emergency lights and smokes, heat as required (will these be compatible with future full alarm system?) -phase 1
7. Full alarm system at 2nd and 3rd floors-smokes, exits, strobes, pull stations, annunciator panels, knox boxes -phase 2
8. Extension of fire escape to grade
9. Flask alarm system updated and tied into main panel
10. Electrical system inspected, upgraded as required

TOTAL COST OF UPGRADES: \$60,500

TIMETABLE: 18 to 24 months

Inspection Information:

Inspection date . . . : 5/04/11
Inspection type . . . : ROUTINE INSPECTION
Inspector 1 name . . . : BENJAMIN A. WALLACE JR
Inspecting station : Fire HQ
Inspecting shift . . . : Staff 10 hrs
Inspecting apparatus: C41
Reinspection date . . : 6/06/11

Property Information:

Property number . . . : 1779
Property name : ARTIST STUDIOS
Address : 0108 HIGH ST, PORTLAND ME 04101
Phone number : 000-000-0207
Contact person . . . : STEVE THOMAS
Phone number : 207-771-5461

Owner Information:

Owner name : STEVE THOMAS
Address : 44 OAK ST, PORTLAND ME 04101
Business name : RGT ASSOCIATES
Phone number : 207-771-5461

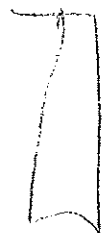
**** VIOLATIONS ****

Violation number . . . : 1
Violation class . . . : GENERAL 1
Violation type . . . : DISCHARGE FROM EXITS
Location : FIRE ESCAPE DOES NOT CONTINUE TO GROUND.
Compliance date . . . : 6/05/11
Compliance remedy . . : Per City Ordinance

Violation number . . . : 2
Violation class . . . : GENERAL 1
Violation type . . . : MEANS OF EGRESS
Location : FIRE ESCAPE REQUIRES REPAIR. PE MUST INSPECT
AND DESIGN FIRE ESCAPE.
Compliance date . . . : 6/05/11
Compliance remedy . . : Per City Ordinance

Violation number . . . : 3
Violation class . . . : GENERAL 1
Violation type . . . : DETECTION/ ALARM SYSTEMS
Location : COMMERCIAL FIRE ALARM SYSTEM REQUIRED THROUGH
OUT THE BUILDING.
Compliance date . . . : 6/05/11
Compliance remedy . . : Per City Ordinance

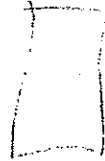
Violation number . . . : 4
Violation class . . . : GENERAL 1
Violation type . . . : PROTECTION OF VERTICAL OPENINGS



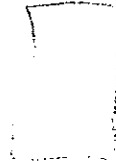
Violation number . . : 4 (Continued)
Location : EXIT STAIRS REQUIRE 1-HOUR FIRE RATING AND
60-MINUTE FIRE DOOR ASSEMBLIES.
Compliance date . . : 6/05/11
Compliance remedy . : Per City Ordinance

Violation number . . : 5
Violation class . . : GENERAL 1
Violation type . . : MULTIPLE OCCUPANCIES
Location : 60-MINUTE SEPERATION OF OCCUPANCIES SHALL BE
PROVIDED.
Compliance date . . : 6/05/11
Compliance remedy . : Per City Ordinance

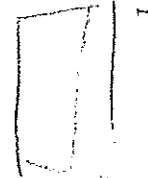
Violation number . . : 6
Violation class . . : GENERAL 1
Violation type . . : ILLUMINATION OF EGRESS
Location : EXITS REQUIRE ADEQUATE GENERAL ILLUMINATION.
Compliance date . . : 6/05/11
Compliance remedy . : Per City Ordinance



Violation number . . : 7
Violation class . . : GENERAL 1
Violation type . . : EMERGENCY LIGHTING
Location : REPAIR EMERGENCY LIGHTING AND EXIT SIGNS.
Compliance date . . : 6/05/11
Compliance remedy . : Per City Ordinance



Violation number . . : 8
Violation class . . : GENERAL 1
Violation type . . : UTILITIES
Location : CERTIFY ALL ELECTRICAL. PROVIDE UPDATED PANEL
SCHEDULES AND ONE APPROVED LIGHT PER ROOM.
Compliance date . . : 6/05/11
Compliance remedy . : Per City Ordinance



Violation number . . : 9
Violation class . . : GENERAL 1
Violation type . . : OPERATING FEATURES
Location : NO STORAGE IS ALLOWED IN THE STAIR.
Compliance date . . : 6/05/11
Compliance remedy . : Per City Ordinance

Violation number . . : 10
Violation class . . : GENERAL 1
Violation type . . : PROTECTION OF HAZARDS
Location : PAINT AND COMBUSTIBLES SHALL BE STORED IN AN
APPROVED LOCKER.
Compliance date . . : 6/05/11
Compliance remedy . : Per City Ordinance

Violation number . . : 11
Violation class . . : GENERAL 1

Violation number . . : 11 (Continued)
Violation type . . . : EGRESS COMPONENTS
Location : MINIMUM 1 CONTINUOUS HANDRAIL EACH STAIR.
 ESP STAIR(S) TO 2ND FLR ABOVE FLASK.
Compliance date . . : 6/05/11
Compliance remedy . : Per City Ordinance

Violation number . . : 12
Violation class . . . : GENERAL 1
Violation type . . . : EGRESS COMPONENTS
Location : EXTERIOR STAIR TO 2ND FLR ABOVE FLASK REQUIRE
 S REPAIR.
Compliance date . . : 6/05/11
Compliance remedy . : Per City Ordinance



THE WOODFORDS CONGREGATIONAL CHURCH
UNITED CHURCH OF CHRIST

202 Woodford Street, Portland ME 04103-5697
Telephone (207) 774-8243 - Fax (207) 773-3317

September 10, 2011

Portland Fire Department
380 Congress St.
Portland, ME 04101

Attention Lt. Benjamin Wallace Jr.

Subject: Plan for Responding to PFD Requirements

Dear Lt. Wallace Jr.

This letter and its attachment responds to the items which PFD identified in recent meetings as requiring Church action to be more compliant with Portland Fire Codes.

As a result of these meetings, the Church has taken action on several of the items, and intends to continue working on those remaining, primarily fire doors and the alarm system. We would like to accomplish immediately all the items identified, but financial limitations force us to budget these over several years.

Attached is a summary of the work required, the status of what has been accomplished and the plan for completing the rest.

We would be glad to meet again with you to answer any questions that this letter generates.

Sincerely,

Allen J. Bingham, Chairman, Real Property Committee

Cc: Jeffrey Jordan, Moderator



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UNITED CHURCH OF CHRIST

202 Woodford Street, Portland ME 04103-5697
Telephone (207) 774-8243 Fax (207) 773-3317

September 10, 2011

Memo to Portland Fire Department
Attention: Lt. Benjamin Wallace Jr.

Subject: Plan for responding to Portland Fire Department Requirements as outlined in meetings June 21 and August 3, 2011.

PFD Requirements and Actions/Plans for Compliance:

1. Classes or groups with children younger than first grade (age six and below) must not be on 2nd or third floor where emergency egress might be via a fire escape.
 - *Such groups have been relocated to the ground floor and first floor.*

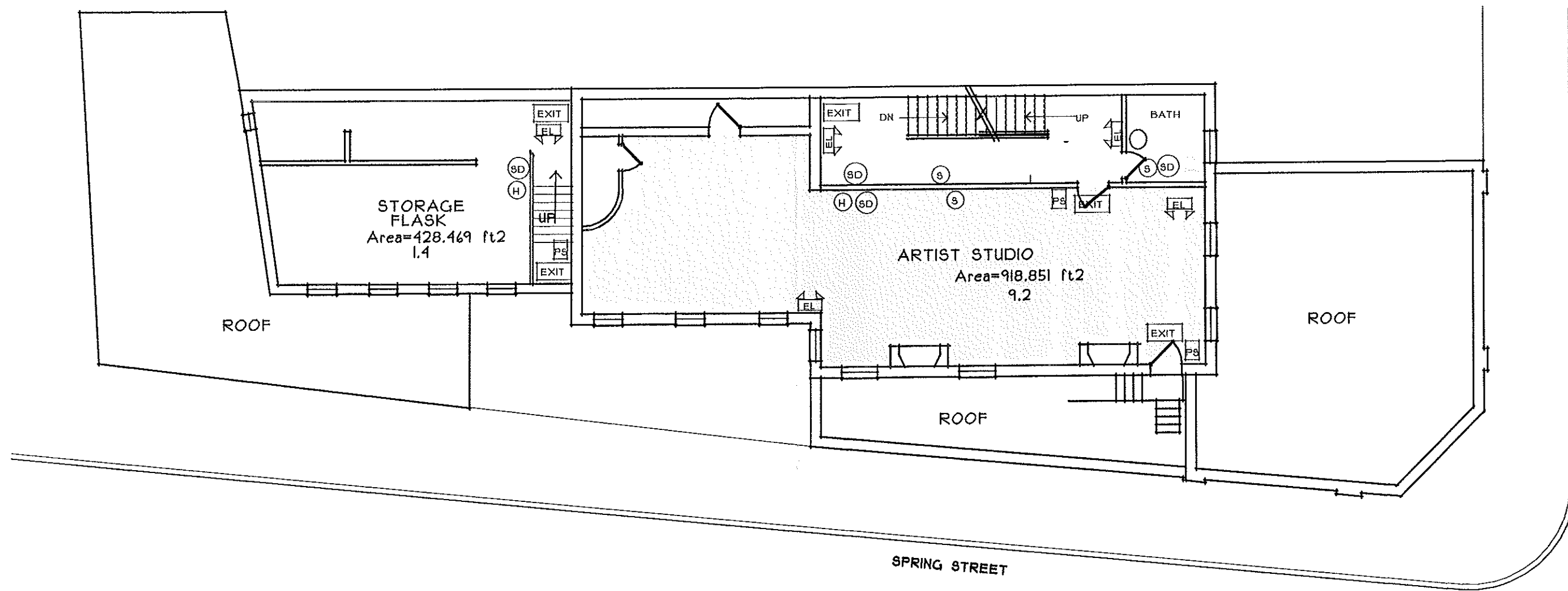
2. Fire Drills must be conducted bi-monthly including use of the Fire Alarm System audio/visual devices.
 - *The Church has developed a fire drill procedure. It is being reviewed by staff.*
 - *The required fire drills will be started in October, 2011.*

3. Fire alarm system must be tested annually.
 - *The Church has contracted with ADT to perform this test in September, 2011. Thereafter the system will be tested annually.*
 - *The Church plans to update/replace the system to a modern addressable system which will include smoke detectors to release magnetic door hold- open devices on selected fire doors.*
 - *This updating will be very expensive (well over \$30,000). The work will start in the first quarter of 2012, but budget limitations require that this work and also installation of new fire doors be completed in phases over the next four years. The proposed Church budget for that period now includes financial provision for this work. A Congregational vote on this budget is scheduled for October 30.*

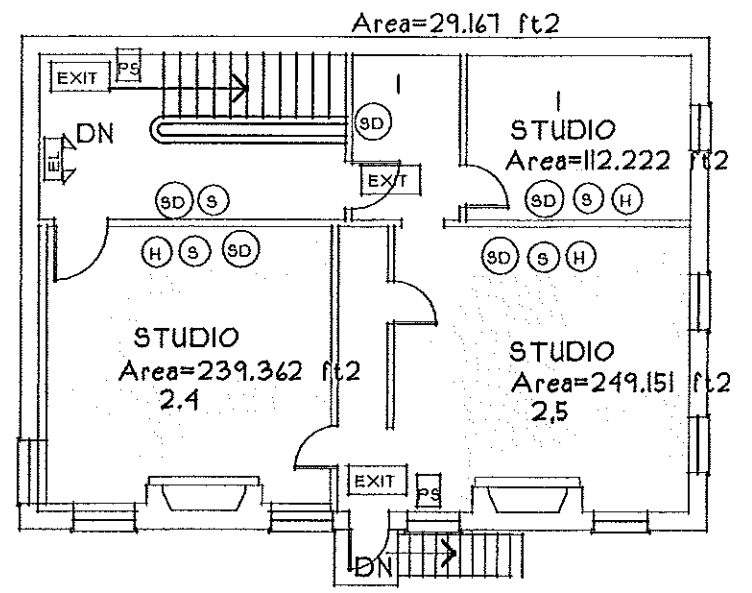
4. Sprinkler System must be inspected quarterly and tested annually including a five-year internal inspection.

- *The system was inspected and tested on August 9, 2011. This included the five year internal inspection. Results were satisfactory.*
 - *The Church has now contracted with Sprinkler Systems to perform these inspections and tests quarterly and annually as specified.*
 - *The sprinkler system closet is now identified with a sign.*
5. Fire Doors must be either normally closed or held open by magnetic devices that are actuated by smoke detector(s). In addition, fire doors must be installed at each floor level to isolate the main Parish House stairway from the adjacent rooms.
- *The locations of existing and proposed new fire door were given to PFD at the August 3 meeting.*
 - *The Church has contracted with Gaudet Door Company to modify the seven existing fire doors. Modifications will insure that the doors close freely, and latch securely when closed. All but the one door with an existing magnetic hold-open will be normally closed. The work on the seven (7) existing doors is scheduled for September, 2012.*
 - *The installation of new fire doors to isolate the main stairway is expected to be very expensive (\$50,000 +/-). See item 3 above regarding the effect of budgets on work schedule. The Church intends to follow PFD's suggestion to start this work at the Basement/ground floor level and work upwards.*
6. Other Items
- **Emergency Lights:** All emergency lights have now been hard wired.
 - **Exit Signs:** *The Church has completed installation of lighted signs. This included purchase of photo luminescent signs for the Sanctuary and Chapel.*
 - **Stairway landings must be kept clear:** *The Church has now cleared the landings and will continue this.*
 - **Knox Box for keys to building and sprinkler system:** *The Church will purchase and install the box in fall 2011.*

Allen J. Bingham
Woodfords Congregational Church
Chair Real Property Committee

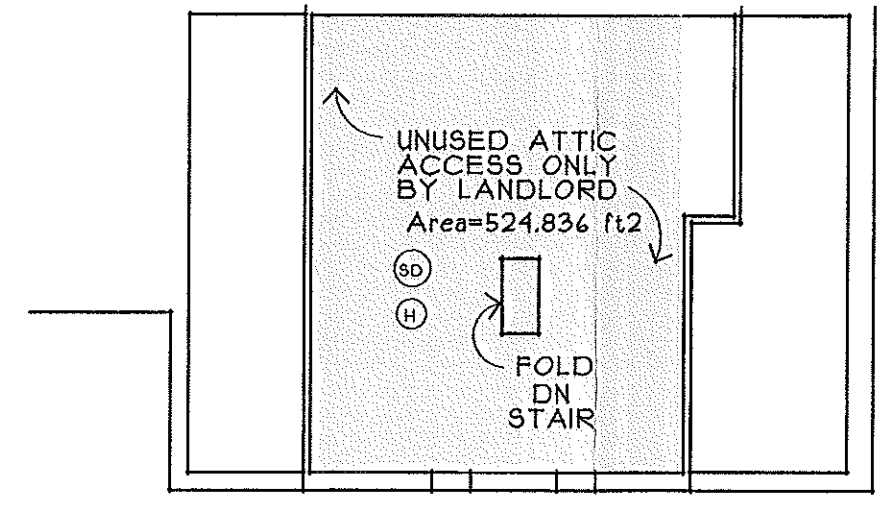


SECOND FLOOR PLAN



- ◊ KNOX BOX
- ⬠ ANNUNCIATOR PANEL
- ⊙ H HEAT DETECTOR
- ⊙ S STROBE
- ⊠ PS PULL STATION
- ⬆ EL EMERG LT
- ⊙ SD SMOKE DETECTOR
- EXIT EXIT

THIRD FLOOR PLAN



ATTIC FLOOR PLAN