

RGT ASSOCIATES  
C/O GODUTI/THOMAS ARCHITECTS  
44 OAK STREET  
PORTLAND, MAINE 04101

August 16, 2011

Captain Chris Pirone  
Lieutenant Benjamin Wallace  
Portland Fire Department  
Fire Headquarters  
380 Congress Street  
Portland, Maine 04101-3513

Gentlemen:

Please find the following PLAN OF ACTION to resolve the code violations issued by your office dated 5/11/2011.

RGT Associates will take care the list of violations to the satisfaction of your department by February 1, 2012.

In order to eliminate the need for a fire alarm system in the space , we are planning on modifying the use of the building by limiting the rental area of 108 High Street to only the first two floors.

The 3<sup>rd</sup> floor of 108 High Street will be secured and accessible for storage only.

We will provide two means of egress from the second floor space by utilizing two existing interior stairways that lead directly to the exterior.

Access to the existing fire escape will be eliminated from the interior of the building. The doors will be permanently sealed and the interior will be covered by a stud wall and gypsum board.

Sincerely,



Stephen M. Thomas

Partner, RGT Associates