



LATHROP PROPERTY MANAGEMENT

October 10, 2012

Lt. Benjamin Wallace
Fire Prevention Officer
City of Portland Fire Department
380 Congress Street
Portland, Maine 04101

Re: Baxter Place, 305 Commercial Street, Portland, Maine
Fire Alarm System Upgrade and Action Plan

Dear Lt. Wallace:

Per your request, please accept this letter as our formal action plan regarding the upgrade and replacement of the fire alarm system at Baxter Place, 305 Commercial Street, Portland, Maine. Given the nature of the associated costs involved in replacing the antiquated existing fire alarm system in its entirety, we wish to break the replacement costs into three phases over a three year period. The phases and estimated completion dates of each phase are as follows:

Phase I (Estimated Completion Date – Fall of 2012)

- 1. Replace the discontinued Conventional Simplex 2001 Fire Alarm Control Panel with a new Simplex-Grinnell 4100ES Addressable Fire Alarm Control Panel.**
- 2. Furnish and install new addressable smoke sensor above 4100ES FACP.**
- 3. Tie all existing initiating and notification devices, i.e. zones and NAC's to the new 4100ES FACP.**
- 4. 100% Test**

Phase II (Estimated Completion Date – Summer of 2013)



LATHROP PROPERTY MANAGEMENT

- 1. Replace the existing Gamewell City Box with a new Radio Box and provide control modules as necessary to report back to the City of Portland (Zoning based on requirements as provided by the City of Portland Fire Department).**
- 2. Provide new “ station “ 120VAC Smoke and CO Detection in the apartments as required to meet the City of Portland Code Ordinance Section 10-1, Revised as of 1-20-11.**
- 3. Delete all “ system “ heat detectors in the apartments and replace all remaining conventional initiating devices associated with the fire alarm system with new addressable devices.**
- 4. Furnish additional initiating devices as required to meet the City of Portland Code Ordinance Section 10-1, Revised as of 1-20-11. The General Guidelines for Code Compliance of existing Apartment Buildings, as well as the City of Portland Fire Department Rules and Regulations.**
- 5. 100% test**

Phase III (Estimated Completion Date – Summer of 2014)

- 1. Furnish new system notification devices within each sleeping area of each apartment.**
- 2. Replace all existing notification devices with new strobes and strobe only devices.**
- 3. Furnish additional notification devices as required to meet the City of Portland Code Ordinance Section 10-1, Revised as of 1-20-11. The General Guidelines for Code Compliance of Existing Apartment Buildings, as well as, the City of Portland Fire Department Rules and Regulations and American Disabilities Act (ADA).**
- 4. 100% test**

To summarize, it is our intent to replace the entire fire alarm system over a three year period, whereby at the end of three years the fire alarm system will be updated to the most recent code requirements. All necessary shop drawings as required for permitting purposes to be provided at each phase.



LATHROP PROPERTY MANAGEMENT

We hope that this action plan as described above meets with the City of Portland Fire Department's approval. Please know we are presently under contract for Phase I with Simplex-Grinnell. Furthermore, please know we are anxious to implement Phase I as the existing FACP is no longer supported. Please provide formal approval of said action plan and upon receipt Simplex-Grinnell will implement the first phase as described above.

If you have any questions as it relates to this matter please do not hesitate to contact me at 239-7993 or Sam Martin of Simplex-Grinnell (415-3712) directly. I look forward to your reply.

Sincerely yours,
Lathrop Property Management

A handwritten signature in cursive script, appearing to read 'Peter'.

Peter B. Gellerson
Property Manager
pgellerson@lathropmgmt.com