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RE: 202 Spring Street  
CBL045 F025001

Assistant Chief Keith Gautreau  
Portland Fire Department – Fire Prevention Bureau  
389 Congress Street, Room 211  
Portland, ME 04101

Dear Assistant Chief Gautreau,

As agreed upon in our telephone conversation yesterday, April 28, 2017, my Plan of Action to remedy the Inspection Violations at my 202 Spring Street property will be amended as follows:

- 60-minute fire rated doors have been installed on 4 of the eight doors leading to common areas in the building. Fire door installation on the remaining four doors will be completed by June 30, 2017
- A water sprinkler was installed over the two gas hot water heaters and the gas wall heater located in the basement of the building in September 29, 2016
- The pellet stove located in the basement has been dismantled

Please contact me with any questions or concerns.

Regards,

Michelle Shuttery