

Burnham Properties LLC
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December 2nd, 2015

Portland Fire Department
Lt. Craig Messinger
380 Congress St
Portland, ME 04101

RE: 15-17 Deering St, Portland, ME

To: Lt. Craig Messinger

We met with Lt Corey on Wednesday November 4th, 2015 and did a walk through inspection of 15-17 Deering St in Portland.

Our office has received the Portland Fire Departments letter dated November 5th, 2015.

I would like to first review our properties current conditions and building policies.

1. All of our apartments and common hallways have working photoelectric hard wired smoke detectors with battery backup and are tested on a regular basis.
2. All of our apartments have working carbon monoxide detectors with battery backup and are tested on a regular basis.
3. All of our apartments and common hallways have modern fire extinguishers and are inspected and tagged on an annual basis by Admiral Fire and Safety.
4. All of our apartments are smoke free units. Our advertisements and leases clearly prohibit smoking anywhere inside our building for the last 15 years.
5. Our memos to the residents prohibit any smoking within 25 feet of our building.
6. All of our common hallways are clean and free of debris. We do not have mattresses or furniture in our hallways. We inspect all our hallways on a weekly basis.
7. Our basement is clean and free of any debris. We inspect our basements on a weekly basis.
8. Our boilers have modern sprinklers heads located above each furnace.
9. Our office thoroughly checks references on each applicant prior to occupancy. We do credit reports, criminal background checks, landlord references, and employment references. By renting to clean, responsible residents, we can greatly reduce the risk of a fire.

10. The property has 90 minute rated fire doors with hydraulic door closers on each level, Separating the front and rear stair wells.

The Portland Fire Department letter of November 5th, 2015 mentions 2 violations. Installation of a Knox Box and installation of a Fire Alarm System. We are already in the process of completing these items and our plan of action is as follows:

1. We contracted with Final Draft Cadd to measure the complete building and draw blueprints to scale. We should have the final blueprints and the PDF files any day now.
2. The next step is we are meeting with Mark Cummings at Fire Risk Management and contract with him to complete a Fire Alarm Engineering Study. We should have this complete by January 1st, 2016.
3. We are then going to obtain three written bids by 3 different contractors for the work. This will involve a complete inspection by each company. We plan to have the 3 bids back by March 1st, 2016.
4. Our next step is to obtain bank financing for the project. Our plan is to have this complete by April 1st, 2016.
5. Our next step is to select the contractor and sign the contracts and have the contractor apply to the City of Portland Fire Department and Building Inspectors Office for a plan review and approval. Our plan is to have the permits and approvals back by May 15th, 2016.
6. The next phase is to have the Fire Alarm System installed and tested and inspected by the City of Portland. Our plan is to install a high quality addressable fire alarm panel. Pull stations, horn strobes, interconnected hard wired smoke detectors and heat detectors, and a Knox box. With the extensive fishing of wires and to maintain the Historic Preservation of the building. The project should be complete within 90 days and August 15th, 2016.

Our family company has owned and managed properties in the City of Portland for over 40 years. Our goal is to provide safe and affordable housing for the residents of this great City.

Sincerely,



Kenneth P Burnham

Owner