

Commercial Interior & Change of Use Permit Application

Submitted by: Jessica Gebhardt
Director of the Heartfelt School
July 19, 2013

Building Inspection Division
389 Congress St.
Portland, ME 04101

To Whom it May Concern at the Buildings and Inspection Division,
Thank you for considering our Change of Use Application. Our small childcare facility is planning to relocate to a pre-school/nursery space, used in 1971 for a period of time unknown to me as a Head Start school in the church building that is currently Williston-Immanuel United Church at 156 High Street. The classroom space is on the second floor of the church.

The Heartfelt School is a small childcare facility and serves no more than 12 children per day. Our school day currently runs from 9-2. We serve children ages 1-6.

The proposed space is currently designed for a preschool and so we will not make any changes or additions to the space. We plan to use the space as it already exists.

Here I have included the floor plans of the space, the General Building Permit Application, a document addressing the issues presented on the permit application checklist, and a document addressing the Fire Department Requirements. I have also included the certificate of use from the Head Start program for your reference.

Sincerely,
Jessica Gebhardt



Heartfelt School
(207)838-1990

Fire Department Requirements

Name of applicant- Jessica Gebhardt / Heartfelt School

Mailing Address: PO Box 379, Portland, ME 04547

Phone : (207) 838-1990

Address for the Change of Use Application: Williston-Immanuel United Church, 156 High Street, Portland, ME 04101

Project Architect : There is no project architect. This application is being submitted for the sole purpose of changing the use status to SCHOOL/CHILDCARE. There will be no project or construction. The space is already designed as a child care space and will remain as it is. The only changes that we plan to make are any indicated by the childcare licensing department or by the state marshal and the city's fire prevention officer in order to meet the fire safety requirements. Therefore all of the following information indicates what currently exists for fire safety.

Square footage of existing childcare space:

Main classroom is 42 X 17 (714 square feet)

Rest room is 13 X 8 (104 square feet)

Storage room is 9 X 8 (72 square feet)

Lavatory is 14 X 9 (126 square feet)

Total square footage: 1016

The total square footage of the church building is 31632.

The existing fire protection of Williston Immanuel United Church including the childcare classroom: They use a company by the name of Seacoast Security that handles all of their fire protection. It is an electronic alarm system, Aademco Vista 128FB. The system has built in wireless transmitters that immediately alert Seacoast Security when there is something wrong detected in the building. The company then calls the Fire Department first and then calls, Mike Baker, our building manager and he will show up as promptly as possible. The building is hardwired with smoke detectors and fire alarms.

Suppression system: There is no sprinkler system.

Detection System: Seacoast Security monitor the smoke, heat and pull stations.

Life Safety Plan:

EXITS : From the classroom there are 2 exits. There is a door at one end of the classroom that leads to an entryway with a door that exits outside onto the fire escape. This is a very quick and easy route from within the classroom to the outside of the building. The fire escape leads to the parking lot behind the church. The other exit is the door that connects the classroom to the second floor hallway. There are staircases at either end of this hall way that lead respectively to the back and front doors of the church. The distance from the farthest corner of the classroom to the exit door that leads to the

fire escape is 44'. All doors are fire rated. From the proposed classroom for the Heartfelt School the doors widths are as follows. The back door that exits out of the classroom to the fire escape is 36" wide and the door that immediately follows and exits outside to the fire escape is 34" wide. The entrance door into the classroom is 33' wide. There are 8 windows that are 17" x 33" in the classroom.

Fire Extinguishers are located throughout the building. On the main level there is one located in the entrance hallway, one located by the east stairwell and there is one in the west hallway. On the second floor there is one located in each of the stairwells and one located in the storage room of the classroom (proposed space for Heartfelt school). On the third floor there are fire extinguishers located in the stair well and in the main theater room. In the basement, there is one in the kitchen, one in the boiler room, and one at the foot of the east stairwell and there is one in the boyscout room.

Emergency lights and exit signs: On the main floor there is an emergency light located in the main office behind the office manager's desk, one outside of the door to the library, one out near the bathrooms next to the main office, one in the hall between the east and west side of the building, one in the chapel, one in the east stairwell to the second floor and one at the end of the hall.

There is an emergency exit sign in the main office, one in the parlor and the back door. There is also an exit sign above the door in the parlor that goes to the hallway near the kitchenette but this one is not lit. There is also an exit sign outside of the main office near the mailboxes.

On the second floor there is an emergency light located in the hallway that connects the east and west side of the church. The exit signs are located above the doors for both the east and west stairwells, and above the door to the choir room (not lit), one above the door in the choir room to the fire escape (not lit). There is an exit sign in the classroom adjacent to the classroom that we are proposing the change of use for. **There is a lighted exit sign over the door in the proposed classroom for the Heartfelt School going out to the fire escape.**

On the third floor there is an emergency light in the east stairwell. The exit signs are located over the doors (both ends) of the theater.

In the basement here is an emergency light located in the fellowship hall, one in the small kitchen, one in the big kitchen, one outside the kitchen in the hallway coming up the stairs from the basement. There is one in the stairwell of the back entrance to the basement. There is an exit sign located above the east entrance and west entrance of the fellowship hall.