

01-13-15

Portland Fire Department  
Craig Messinger  
390 Congress St  
Portland, ME 04101

Dear Craig,

As discussed by phone here is the list of things that have been addressed so far at 11-13 West Presumpscot street Portland.

1-Hallways and exits both front and rear have been cleared of obstructions. All means of egress are clear of obstructions.

2- We have made note of the 60-min fire rated doors that need to be installed and this will be done in April when our maintenance man Royce Jellison returns from the south.

3-Self-closing hinges have been put on all front doors.

4-Sprinkler system to protect the boilers in both basements is in process now with the plumber.

5 & 6-Photoelectric hardwired detectors for carbon monoxide and fire have been installed and or repaired in each unit. (26) Total

7- Tenants have all been advised to make sure there are no combustibles too close to heat sources.

8-The closet on 3<sup>rd</sup> floor # 11 has been cleaned out.

9- Labeling of exterior and interior doors will be complete by the next inspection date.

10- Hand rails in all stairways have been secured, except to the cellar and those will be double checked in April.

11- Richard P Waltz will be in sometime in February to clean and inspect all heating units.

Pleasure working with you on this and see you on February 6<sup>th</sup> at 0830.

Mari Smith POA

Elizabeth B Simpson-owner

A handwritten signature in cursive script, appearing to read "Mari Smith", written in black ink.