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July 3, 2013

Lt. Benjamin Wallace Jr  
Fire Prevention Officer  
Portland Fire Department  
380 Congress Street  
Portland, Maine 04101  
(207)874-8400  
[wallaceb@portlandmaine.gov](mailto:wallaceb@portlandmaine.gov)

Re: Renovation of UNUM – Home Office Building # 1 - 2211 Congress Street, Portland, ME 04101

Dear Lt Wallace:

UNUM is proposing to renovate a portion of the office building at 2211 Congress Street. We have submitted a plan and filed for a construction permit to the State Marshal and the City of Portland to renovate the basement level of the building and add a modest addition to the loading dock area. We have received a construction permit for this work from the office of the State Fire Marshall.

The scope of this immediate project involves the basement level, loading dock and dock expansion to be constructed in 2013 pending approval. The scope of work to be included is consolidation of the operations area for the mail and print distribution departments to occupy the basement level of HO1 building from an off campus building along with associated expansion and improvements to the loading dock. This project will add an NFPA 13 sprinkler system to the basement level as integral part of the renovation. This project will also address egress doors throughout the building stair towers. There is a separate abatement project addressing the existing asbestos fireproofing within a portion of the building. As part of this project we have designed and we are planning to install a fire booster pump sized to accommodate the entire structure and are looking to install sprinkler coverage compliant with NFPA 13 in a phased manner. This initial phase will provide code compliant sprinkler coverage for the basement level (the area of the current scope).

Additionally, on the first floor we will add secondary exiting for a large conference room. This was raised as a concern by your office and will be included in the current renovation project.

UNUM's goal is to continue to renovate the building in a phased manner as resources permit. We recognize there are several issues that need to be addressed. For each renovated area we will:

1. Abate the asbestos spray fireproofing and install new cementitious spray fireproofing in its place ( the ACM is only in the original 1968 portion of the building)
2. Provide sprinkler coverage to comply with NFPA 13

Next Planned Phase: 2014 – 2016

**1. Existing Atrium in Un-sprinkled Building**

The present building lobby level (First floor) is open to second and third levels via floor openings. The NFPA 101 2009 ed. Chapter 8 -8.6.7 does not allow this within an existing un-sprinkled building.

Our approach is to enclose the vertical opening with glass at the Second and Third Floors with limited sprinkler coverage to wetting of both sides of the glass of this vertical opening.

Additionally smoke control is being reviewed at the elevator lobbies.

**2. Other compliance items include:**

- a. Infill Floor openings** at existing unprotected vertical opening with communicating spiral stair. The existing stair connects the first floor with the second and third floor via a spiral stair. The intent is to remove the existing spiral stair and completely fill in the floor opening at Second and Third floors.
- b. Sprinkle the First Floor Level**, providing protection for the internal stairs that are allowing folks to egress out at the level of exit discharge and also allow the elevator lobbies on the first floor to remain open.
- c. Stairs** – given the occupancy of the building (Business) and the transition from an un-sprinklered to a sprinklered building we will need to modify the north entry vestibules. The north entry stairs currently egress thru these vestibules. This condition must be modified so the stairs exit directly to the exterior. The simplest solution is to the move the entry vestibules deeper into the building allowing for clear exit passage.

Thank you for meeting with us in Portland and we looking forward to working with the City. This is our good faith work plan on how to address the code issues that the current building has. We look forward to the opportunity to answer any questions and move forward with the renovations.

Very truly yours,



Richard Meadows, P.E., CFM  
AVP, Corporate Real Estate  
Unum