

Fire Prevention Bureau & Community Outreach Branch

John Brennan  
Fire Captain

Robert Thompson  
Division Fire Chief

Chris Pirone  
Fire Captain

**REQUEST FOR INSPECTION**

March 1, 2018

SUSAN HAWES  
3 FOREST CIR #3  
PORTLAND ME 04103

RE: **3 FOREST CIR**  
CBL: **294 C009001**

Dear Owner or Manager,

The City of Portland Fire Department requires routine inspections of multi-unit residential and commercial properties to ensure compliance with the fire and life safety codes. The above-referenced property is due for a routine fire inspection between **March 26, 2018 – May 15, 2018.**

You, as owner or agent for the above property, must contact the Fire Prevention Bureau at **207-874-8400** no later than **March 21, 2018** to schedule an inspection.

Inspection appointments are available Monday through Friday between **9:00 a.m.** and **4:30 p.m.** and will be conducted by a fire inspector. You or your agent must be present for the inspection and must allow the inspector access to all living or business units, as well as any common areas, basements, and/or attic space.

- Please ensure that all of your tenants receive appropriate advance notice.
- If you do not keep your requested appointment, cancel your appointment with less than 24-hours notice, or do not allow the inspector access to all areas of the building, you may be charged a civil penalty of \$150.00.

If I do not hear from you by **March 21, 2018**, I will consider it a refusal to allow an inspection, which is a violation of the City of Portland Code of Ordinances and state law, and is subject to civil penalties, potential legal action, and other remedies.

I appreciate your cooperation and your efforts to keep Portland residents and businesses safe.

Sincerely,

Captain John Brennan



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### Items Commonly Examined During Inspections

The fire inspector will conduct a thorough inspection to ensure satisfactory life safety conditions on your property. The conditions to be reviewed include, but are not limited to:

- Condition of exits including stairwells and fire escapes
- Smoke alarms and CO alarms
- Smoke detectors/heat detectors
- Components of fire-resistive construction
- Grills on balconies
- Proper addressing of the building
- Proper addressing of the units
- Interior finish – type and condition of walls and ceilings
- Condition of basement
- Operation of exit doors
- Rating and operation of fire doors - self closing and latching
- Emergency lighting
- Exit signs
- Building exit discharge areas
- Fire alarm inspection sticker
- Knox Box containing current keys
- Records for fire alarm and fire protection systems