

SAMPLE TESTING/INSPECTION LETTER

(Date)

RE: (List Address & Town of property that needs inspection)

According to our records, you are the one responsible for the proper testing, inspection and maintenance of the fire protection system(s) at the above-referenced location. Your building has separate Fire Alarm and Sprinkler and Pump and Extinguishing Systems that are inspected by different companies. Our records show that

your FIRE ALARM was last inspected by (company name & phone #) on (date);
your SPRINKLER SYSTEM was last inspected by (company name & phone #) on (date);
your SPRINKLER PUMP was last inspected by (company name & phone #) on (date);
your EXTINGUISHING SYSTEM was last inspected by (company name & phone #) on (date).

Of course, we have no way of knowing if you have changed inspection companies since your last test.

The following system(s) due to be tested no later than the (date):

FIRE ALARM SYSTEM (annual test)

SPRINKLER SYSTEM (annual test)

SPRINKLER PUMP (annual test)

EXTINGUISHING SYSTEM/KITCHEN ANSUL/HALON (semi-annual test)

- Please schedule a test/inspection with an approved fire protection company.
- Please mail a copy of the test/inspection report to this office and retain a copy on the premises (we've encountered problems with faxed reports in the past).
- Any deficiencies indicated on the test/inspection report shall be corrected immediately. Repair documentation shall be submitted to this office and a copy retained on the premises.

If you have any questions, please contact Fire Marshal Dan Tholotowsky (extension 2240) or me (extension 0) at the Bureau of Fire Prevention, Monday through Friday, 8:30 AM to 4:00 PM.

Sincerely,

Linda M. Nicholson, Bureau of Fire Prevention

File #

p.s. Your Emergency Contact information has not been updated since (Date) Please also fill out the enclosed sheet and send back to us.

SAMPLE TESTING/INSPECTION LETTER

SECOND NOTICE

(Date)

RE: (List Address & Town of property that needs inspection)

We have not received a copy of a CURRENT test/inspection report in accordance with Pleasant-vi-ew Fire Protection District Ordinance #94-o-1 and B.O.C.A. National Fire Prevention Code for:

SPRINKLER SYSTEM (This is an annual test)

The last test we have in file is dated (date) done by (company name & phone #)

FIRE ALARM SYSTEM (This is an annual test)

The last test we have in file is dated (date) done by (company name & phone #)

EXTINGUISHING SYSTEM/KITCHEN ANSUL/HALON (This is a semi-annual test)

The last test we have in file is dated (date) done by (company name & phone #)

FIRE SPRINKLER PUMP (This is an annual test)

The last test we have in file is dated (date) done by (company name & phone #)

ACCORDING TO OUR RECORDS, TESTING IS NOW MORE THAN 60 DAYS PAST DUE. As the Responsible Party of record for this address, you are accountable for the proper testing, inspection and maintenance of the fire protection system(s).

- Please schedule a test/inspection with an approved fire protection company.
- Please mail a copy of the test/inspection report to this office and retain a copy on the premises.
- Any deficiencies indicated on the test/inspection report shall be corrected immediately. Repair documentation shall be submitted to this office and a copy retained on the premises.

If you have any questions, please contact Fire Marshal Dan Tholotowsky (extension 2240) or me (extension 0) at the Bureau of Fire Prevention, Monday through Friday, 8:30 AM to 4:00 PM.

Sincerely,

Linda M. Nicholson, Bureau of Fire Prevention

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