

# BUILDING SYSTEMS INFORMATION SHEET

## Fire Protection Systems Information For Building Owner/Manager/Tenant Information Sheet

The building you own, operate, manage or lease is equipped with a number of fire protection related systems and features that require your regular attention. In fact, the Fire Code that the City of Freeport has adopted requires you to maintain these systems and features on at least an annual basis and in some cases semi-annually.

This same adoption requires the Fire Department to come by and inspect your facility on a regular basis as well. Our goal is to inspect each commercial facility on an annual basis.

But we have identified a problem that this notification should solve. That problem is that owners, operators and tenants of buildings don't seem to be aware of the requirement to provide regular maintenance and testing of their fire protection systems. Likewise, they don't seem to appreciate the importance of keeping up to date emergency contact information supplied to the company who is monitoring their fire alarm system.

This letter is intended to officially notify you as the owner, property manager or tenant of a protected building that you have the responsibility to have your fire protection systems inspected and tested at least once each year and that the Fire Department, Office of the Fire Marshal wants the opportunity to witness this inspection and test by requiring you to notify us of that inspection and test at least 72 hours before it's start.

You are also required to keep updated emergency contact information with your alarm system monitoring company and you must call us to replace keys in the Knox Box that no longer are in use. Failure to provide these required services and information exposes you to the potential of being brought before the Municipal Court and punished as they direct.

Please contact our office at 979-233-2111, if you have any questions about these requirements.

### Fire Protection Systems Contact Information:

Fire System Monitoring Company Name: \_\_\_\_\_

Fire System Monitoring Company Number: \_\_\_\_\_

This Address's Account Number & Password: \_\_\_\_\_

Fire Sprinkler Systems Service Company Name: \_\_\_\_\_

Contact Person and Number: \_\_\_\_\_

Fire Alarm System Service Company Name: \_\_\_\_\_

Contact Person and Number: \_\_\_\_\_

Kitchen Hood System Service Company Name: \_\_\_\_\_

Contact Name and Number \_\_\_\_\_