

To whom it may concern:

Use this outline as a helpful guideline to compose your correspondence on the company stationery and letterhead.

SHUTDOWN SUMMARY LETTER

TO: Cynthia Herring
Deputy Fire Commissioner
Chicago Fire Department
Bureau of Fire Prevention
444 North Dearborn St.
Chicago, Il. 60654
Fax Number: (312)744-1876

Use this letter format to summarize the shutdown.

- A. Address of the Building
- B. Description of the Building
 - a. Use (business offices, retail stores, parking, residential, restaurants, etc.)
 - b. Height of Building
 - c. Fully sprinklered building or not
- C. Description of the shutdown (pump repair, leaking pipe, etc.)
- D. Contact name and phone numbers (office and cellular) of the person who is in charge of the shutdown. This is usually the Chief Engineer of the building.
- E. Date of the Shutdown
- F. Start time of the shut down and estimated time it will take to complete the shutdown.
- G. Description of Building during the shutdown.
 - a. Fire Alarm system in service or not
 - b. Fire Department Siamese Connections in service or not
 - c. List of floors affected by the shutdown.
- H. Safety Measures taken during the shutdown
 - a. Total number of licensed Fire Guards (whose only job is to patrol the entire building during the shutdown) that are being used. Usually, one licensed fire guard is responsible for patrolling a maximum of 5 floors of the building.
 - b. A list (of all people and their location that are working or living in the building during the shutdown, especially any persons who may need assistance in evacuating the building) will be available at the main entrance of the building.
 - c. Note that the fire alarm office (312-746-9500) will be notified at the start of the job and at the completion of the job.
- I. Describe how the system will be tested after the work is completed. Possibly it could be the flowing water through the test header, a churn test, and a roof shot.

The above summary letter can be sent via email to the following:

- cynthia.herring@cityofchicago.org [Deputy Fire Commissioner]
- john.javorka@cityofchicago.org [Deputy Commissioner]