

Sample 2nd Letter to Owner Re: Fire Alarm Upgrade

Attention:

Dear:

RE: Fire Alarm Upgrade

Further to our first letter dated *[date]* which you replied on *[date]*, the future upgrade of the fire alarm system for the building should include the following items:

1. Submit to *[Name of municipality]* engineered electrical drawings that have been designed in conformance with the British Columbia Building Code and CAN/ULC-S524-M, "Standard for the Installation of Fire Alarm Systems."
2. The new system will include a "Supervised Fire Alarm Control Panel."
3. Smoke detectors in the corridors, stair shafts, elevator shaft etc.
4. Heat detectors and audible devices in each suite.
5. Hard wired smoke alarms in each suite.
6. Heat detectors in all storage rooms and service rooms.
7. Annunciator inside the front door indicating all zones of the fire alarm system.

When an electrical engineering firm has been selected, the fire department requests that a meeting be arranged on site to review the future upgrade. This meeting will usually identify issues and find resolutions during the review of the building. Upon completion of the engineered drawings, the electrical contractor will submit the drawings to *[name of municipality]* for issuance of a building permit. You may need a separate electrical contractor to perform the final verification and submit the verification report to the *[name of Municipality]*'s Fire Department.

If you need further assistance please contact myself at XXX-XXXX.

Sincerely,

Assistant Chief
Fire Prevention Division