

# THE GUILFORD BUILDING NEWS

in its 25<sup>th</sup> year of publication



## FIRE INSPECTOR COMING SOON

Every summer The Guilford Building undergoes its annual fire inspection. The fire marshal could walk into the building anytime and ask to start the inspection, so everyone here should be inspection-ready.

Hallimar Properties is responsible for keeping all common areas fire safe; tenants are responsible for keeping their premises fire safe. Here's how we need to work together, so everyone will pass inspection and avoid citations.

- Hallways and lobbies must be clear, especially of boxes, furniture, equipment, and construction materials. All such items must be removed from hallways and other common areas.
- Trash in hallways gets us in trouble with the fire marshal, so please dispose of trash properly.
- Fire doors may not be propped or blocked open. Any blocking device found on or near a fire door will be considered a violation. (The idea of a fire door locking behind an individual exiting a floor is that the person is then prevented from going back through the door to retrieve something during a fire.)
- In premises, get rid of extension cords, space heaters, heating plates, and free-standing halogen lights. Report any outlet problems or electrical concerns to Raymond Holliman at 338.669.2056.



- Sleeping over or living in offices is not permitted at The Guilford Building. It is fine to work late here to finish a project or meet a business deadline, but the fire inspector does not want to see evidence of people living in the building. Cots, bedding, hot plates, shaving items, etc. should not be left out in offices, because such things could

create a wrong impression.

- Clean up office and equipment rooms. Leave clearance around alarm systems and electrical panels. Citations may be issued to tenants whose premises are very messy or obstructed.
- Penetrations in walls, floors, or ceilings must be fire stopped. If you ran conduit or strung wire, you probably drilled holes, and the fire inspector will check to see that they are properly sealed.

**Reminder: In the event of a fire or during a fire drill, do not use elevators. Instead, proceed to the fire stairs on your floor. Walk down the stairs and through the lobby to the front of the building. Evacuation route diagrams are posted near the elevators on each floor.**

## TO OPERATE A FIRE EXTINGUISHER



Remember the word PASS

- Pull the pin. Hold the extinguisher with the nozzle pointing away from you, and release the locking mechanism.
- Aim low. Point the extinguisher at the base of the fire.
- Squeeze the lever slowly and evenly.
- Sweep the nozzle from side to side.

**THE GUILFORD BUILDING WILL BE CLOSED IN OBSERVANCE OF INDEPENDENCE DAY ON TUESDAY, JULY 4, 2023.**