



March 9, 2007

Dear Business Owner:

One of the functions of the Palm Bay Fire Department Prevention Division is to conduct fire and life safety inspections in all commercial occupancies. Our goal is to periodically visit each business in our city.

Attached you will find a Self-Inspection Checklist. This gives you, the business operator, flexibility to conduct your own safety survey at your convenience, reducing the number of non-compliant items that may be noted during your fire and life safety inspection.

It is important that we share the responsibility of ensuring that our citizens, employees, and customers are kept safe. We will work with you as potential hazards are identified, and will provide you with corrective action information. Firefighters will also be conducting fire pre-plans of your business. Some of the items included in the fire pre-plan will help us identify the layout of your building, building construction, location of important records or materials, utility shut-offs, and the nearest fire hydrant location.

Your participation in this process is appreciated. This checklist is yours to keep. Please send us a completed copy, signed and dated, to: Palm Bay Fire Prevention 5240 Babcock St. Suite 300. Keep the "Self-Inspection Checklist" handy to discuss with the Fire Inspector when he visits your facility.

Should you have any questions regarding the Self-Inspection Checklist, please contact me at 953-8929 or email coutum@PBFL.org.

Sincerely,

Mike Couture

Mike Couture, Fire Marshal
Palm Bay Fire Department