

MANCHESTER FIRE DEPARTMENT
Eighth Utilities District
FIRE MARSHAL'S OFFICE

To whom it may concern,

Our records indicate that you may soon require a Fire Marshal inspection in order to renew your State of Connecticut liquor license. In order to receive Fire Marshal approval, you must complete the following steps.

- 1) Gather all required records, and complete all items on enclosed "Liquor License Pre-Inspection Form". A signature is required attesting that all items are in order and complete. Have this form complete and available at inspection.
- 2) Schedule an inspection with us by calling 860-643-6209. Please schedule a minimum of 21 days prior to expiration of license to ensure time to correct violations.

If you have any questions, please contact us at 860-643-6209. We look forward to seeing you soon.

Respectfully,

Shawn Morris
Deputy Fire Marshal
8th Utilities District Fire Marshal's Office

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LIQUOR LICENSE PRE-INSPECTION

READ CAREFULLY. This form will be requested by the Fire Inspector before the inspection begins. Check off each item that pertains to your establishment designating that it has been addressed and ready for inspection. This form must be signed by the owner or manager.

The following reports which pertain must be provided.

- Recent Sprinkler System Test Report
 - All noted deficiencies are corrected.
 - Sprinkler heads are to clean, free of grease, paint or other accumulation.
 - No missing escutcheons.

- Recent Hood & Ductwork Cleaning Report
 - Hoods and entire ductwork are cleaned to bare metal.
 - Baffles / filters are to be cleaned daily.
 - Baffles / filters are to be in proper position. No Gaps.

- Grill / Hood Fire Suppression System Test Report
 - All noted deficiencies are corrected.
 - Caps on all nozzles shall be in place. No grease accumulation.

- Fire Alarm System Test Report
 - All noted deficiencies are corrected.
 - Voice evacuation function (if applicable) operates properly.

- All Exit Signs & Emergency Lights are functioning.
 - Provide annual and monthly test report.

NOTE: The FMO will have you kill the circuit for battery test.

- All Fire Extinguishers are serviced annually, properly mounted and accessible.
- All employees are familiar with manual extinguishing system operation and extinguisher use.
- All Exit Doors work properly
- Proper aisle widths to exits are maintained.
- Building capacity has not changed.
- No storage within 18 inches of ceiling / sprinkler heads.
- All ceiling tiles in place
- Extension cords are not to be used for appliances or permanent wiring.

Note: The above are the most common Life Safety Code violations that will need compliance before a certificate of approval is issued for your Liquor License. Other violations may be found which may prevent issue of the certificate. Please allow enough time ahead in scheduling an inspection appointment.

Signature _____