



TO: ALL TOWN CENTER TENANTS

FROM: MANAGEMENT OFFICE

RE: ANNUAL FIRE EXTINGUISHER INSPECTIONS

As you may be aware, all buildings are armed with comprehensive fire detection and alarm systems. They are also fully sprinkled and equipped with sited fire extinguishers throughout the public areas. All the same, many tenants of the Southfield Town Center elect to equip their own space with fire extinguishers as additional safety features.

To ensure this equipment is readily available and in proper working condition, we ask that you please be mindful that all fire extinguishers are subject to annual inspections. The scope of an inspection includes a full examination of the device and the recommendation of needed repairs and or replacement. All maintenance and repairs performed shall be completed by qualified personnel and as state and local fire codes regulate.

To help facilitate the annual inspection of tenant housed extinguishers, we have attached a [Fire Extinguisher Service Form](#) for your use. **All completed forms must be signed and returned by January 15 to ensure your extinguishers will be added to our inspection list.**

The costs associated with the fire extinguisher inspection and the most common repairs are specified on the attached form. Upon completion of the inspection, you will be invoiced on your monthly rent statement for these services.

Please contact our office at 248-350-2222 with any questions or concerns.

Southfield Town Center Fire Extinguisher Form

To Be Completed By Tenant

Requesting Annual Fire Extinguisher Service

Service Technician's Use Only

Tenant Name: _____
 Building/Suite: _____
 Telephone: _____
 Contact Name: _____

Please include the following fire extinguishers located within our suite for the annual fire extinguisher inspection conducted by the Landlord

LOCATIONS

Provide specific location of each extinguisher. List additional extinguishers on separate form. If you have more than one floor, complete one form for each floor.

1	
2	
3	
4	
5	
6	

Service Date: _____
 Technician: _____

No. Each						
1	Inspection	<input type="checkbox"/>	Repair Detail	<input type="checkbox"/>	Inspection	<input type="checkbox"/>
2	Inspection	<input type="checkbox"/>	Repair Detail	<input type="checkbox"/>	Inspection	<input type="checkbox"/>
3	Inspection	<input type="checkbox"/>	Repair Detail	<input type="checkbox"/>	Inspection	<input type="checkbox"/>
4	Inspection	<input type="checkbox"/>	Repair Detail	<input type="checkbox"/>	Inspection	<input type="checkbox"/>
5	Inspection	<input type="checkbox"/>	Repair Detail	<input type="checkbox"/>	Inspection	<input type="checkbox"/>
6	Inspection	<input type="checkbox"/>	Repair Detail	<input type="checkbox"/>	Inspection	<input type="checkbox"/>

Work Item	Unit Price	Code	Service Code
Service Charge	\$15.00	SC	Annual
Annual Inspection C	\$5.00	INSP	Annual
5lbs. Dry C	\$12.96	5DC	6 yr. Service
10lbs. Dry Chemical Recharge	\$18.00	10DC	6 yr. Service
Hydro Testing	\$15.51	HT	12 yr. Service.
Quad Ring	\$4.00	QR	Repair
Pull Pin/Safety	\$3.00	PP	Repair
Valve Stem	\$16.00	VS	Repair
Valve Repair	\$10.00	VR	Repair
Verification of Service Collar	\$3.00	VSC	Repair
New 5 lb. Dry Chemical Extinguishers	ea.	\$55.50	

I agree to the charges listed above and understand I will be invoiced for all applicable charges immediately following completion of this work:

Print Name: _____ Date: _____
 Signature: _____

Notes: _____

