

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT 2
PFLUGERVILLE FIRE DEPARTMENT
203 E. PECAN STREET
PFLUGERVILLE, TEXAS 78660
(512) 251-2801

Dear Apartment Managers and Maintenance Staff,

Thank you for meeting with us today. Please closely review the **Fire Safety Management Manual** we recently designed specifically to support apartment staff and help you make informed decisions on protecting your residents and your property. Also provided is a red **Fire Safety Folder** for your Team to maintain all fire-related materials and inspection documents (alarms, extinguishers, sprinklers, and elevators), for easy access by your staff and our inspection personnel. Your next inspection will take place roughly a month from now.

All apartment facilities must at a minimum provide a working smoke detector in every bedroom and in the common area outside of the bedrooms (such as the living room or hallway within a unit). Regarding replacement of smoke detectors, NFPA 72 requires the replacement of any faulty smoke alarm or when the smoke alarm reaches 10 years past the manufacturer's date stamped on the alarm. *Ex: for Manufacturer Date Nov2016, the smoke alarm would need to be replaced by November 2026.* It is also a requirement that however the smoke alarm is currently powered, that level of protection and that set-up will need to be maintained. *Ex: If you only have battery-powered smoke alarms, you can replace them with battery-powered smoke alarms. But if the smoke alarms on your property have the capability to be hardwired, then they must be replaced with a hardwired smoke alarm.*

Regarding carbon monoxide (CO) detectors, any apartment building (new or existing) that is supplied by gas, has an attached garage or fire places is required to install and maintain CO detection, in accordance with 2015 IFC § 915. You will be required to replace any faulty CO detectors and those detectors which have exceeded their life span. Options for types of CO detectors are outlined on page 3 of your Management Manual. Even if your property does not use gas or have attached garages or fireplaces, we will continue to urge you to provide your residents with CO protection.

We also require that you provide us with a **written Smoke & Carbon Monoxide Alarm Maintenance Plan** for your property. **Please email this plan to AStrupeck@pflugervillefire.org before your upcoming inspection**, to include:

1. When you plan to replace or install these items for each building, if needed.
2. What type of detectors you generally plan to use. (As discussed, we strongly recommend sealed detectors with 10-year lithium ion batteries for lower maintenance, lower long-term cost, and higher protection of life and property, further detailed on page 3 of your Management Manual.)
3. How often you will be testing ALL detectors on your property. (We advise at least every 6 months.)
4. How you will let residents know any expectations you may have for more regular testing of their detectors and communicating to you any concerns they have on the detectors or general fire safety matters.

If there are any questions, please contact us at (512) 251-2801 and ask to speak with our Community Risk Reduction personnel. **Please sign below to confirm that you have been advised of our expectations:**

Facility Name and Address: _____

Today's Date: _____ Manager's Printed Name: _____

Managers Signature: _____

Fire Department Witness Signature: _____