



Incident Report

Prepared By: Alison Snyder

Property: Park at Westminster

Date of Incident: 11-07-2019

Time of Incident: 06:00:00

Location of Incident: Barclays Building

Description of Incident: At approximately 6:00pm, Mike Lang notified me that there was water leaking into the 6th floor of B Bldg on both ends of the hallway. I notified Ed Madden who was on call maintenance, as well as John Labar. Mike placed trash cans under the leak. Ed followed behind him to check the leaks. At about 6:30pm, Mike notified me that the fire alarm in the building was going off. I notified John Labar to report to the building. I also notified Lori and Mike Jacobus. I spoke to John at about 7:30 who informed me that the fire department was notified of the system being tripped and no fire, so only one fire personnel reported. They walked the building but could not find the source of the tripped alarm. Residents were permitted to go back into their apartments. Kartman was notified and said they would arrive around 9:00pm. They silenced the alarm and put it in test mode. Around 8:10pm, I received another notification from Mike Lang that the fire alarm was going off again. Ed was going to the building to silence the alarm. I left home and arrived at the property around 9pm. Kartman was here when I arrived. I walked the building and found that there was leaking in the 6th floor hallway and stairwell, 5th floor hallway and stairwell, as well as B62, B64 and B68. Kartman investigated and found that the pull station on 5 and 4 got wet, causing the fire alarm to trip. Kartman also checked the pull station and smoke detectors on 6, 5, 4 and 3, as well as the elevator machine room. When we left at 10:30 the system was back to normal and the system was taken off test. Have to inspect units tomorrow, as well as dry out hallways and reinstall new pull stations.

Corrective action taken at the time of the incident: Alison, Ed and John reporter to assist with troubleshooting

What we have done related to Customer Service and helping the resident, if anything?:
Sent email blast to residents

Witnesses names and phone number: Ed Madden Mike Lang John Labar

Is criminal activity involved?: No