



CITY OF HOUSTON

Fire Department

Tyrone G. Freeman

Fire Marshal

Fire Prevention Division
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Subject: ***Public Address System Instruction Sign***

To Whom It May Concern:

In the event of a emergency situation in your high-rise building, it may be necessary that building security, management personnel, or Fire Department personnel to make emergency announcements to selective floors or to the entire building using the building's public address system.

Therefore, in accordance with City of Houston *Fire Code*, Section 907.2.12, a Public Address System Instruction Sign shall be provided in all buildings equipped with a public address system through the building, so that building personnel or fire department personnel can make advisory and/or emergency one-way communications to the building occupants. The instruction sign shall be posted so as to be readily visible, on or immediately adjacent to the building's public address system. The sign will provide simple instructions on the use of the public address equipment, and the instructions shall clearly indicate how to address selective floors or the entire building. The sign shall be of durable, moisture resistant materials and the lettering shall be of at least an ARIAL 11 font or equivalent, on a contrasting background so as to be visible and legible.

Failure to provide the above described Public Address System Instruction Sign shall be a violation of the City of Houston *Fire Code* and may result in fire code citation issued to the property owner, operator or manager (Minimum fine \$500, maximum fine \$2000, per violation per day, *Fire Code*, Section 109.3).

Respectfully,

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T. G. Freeman
Fire Marshal