



1840 MUNICIPAL DRIVE  
LANCASTER, PA 17601-4162

PHONE: 717.397.5881  
FAX: 717.397.5866

Date: TODAY

RE: Fire Safety and Emergency Equipment Inspection

Dear Business Owner/Operator,

In 2021, the Manheim Township Board of Commissioners adopted Ordinance 2021-01 Article III entitled *Fire Safety and Emergency Equipment Inspections of Commercial Buildings and or Businesses*. This prescribes regular fire safety inspections for commercial facilities such as yours which primarily reviews the following four areas to enhance the safety of you, your staff, customers and visitors;

- |                    |   |
|--------------------|---|
| -Means of Egress   | -Fire Detection and Suppression Systems |
| -Electrical Safety | -General Fire Safety                    |

Manheim Township Fire Rescue is dedicated to serving our community with a commitment to promoting public safety to residents, business owners and visitors and is responsible for conducting the fire safety inspections. Our records indicate that your business is due for a fire safety inspection. Enclosed you will find supporting materials regarding the inspection process. This information and step by step instructions are also available at <https://www.manheimtownship.org/1556/Fire-Inspections>.

The first step in scheduling an inspection is completing a **Facility Profile & Inspection Questionnaire**. This form is enclosed and is also available as a fillable pdf on the website. Please complete and submit it electronically to [fireinspections@manheimtownship.org](mailto:fireinspections@manheimtownship.org). You may go to the website listed above and follow the steps to submit the form electronically. If you are unable to submit the form electronically, please complete the form and mail to:

Manheim Township Fire Rescue  
c/o/ Fire Marshal  
1840 Municipal Drive  
Lancaster PA 17601

After the form is received an inspection will be coordinated with you. We do require a facility representative be available to walk with us during the inspection to aid in accessing all areas as well as view any issues found. If a property management company oversees your facility or your landlord is responsible for these inspections (and/or fees), please forward this notification to them.

To enable you to understand and prepare for the inspection process enclosed are the following:

1. Frequently Asked Questions pamphlet with the most commonly asked questions.
2. Preparing For A Fire Safety & Emergency Equipment Inspection flyer which we would encourage you to review and suggest you perform a self-inspection ahead of time to identify and remediate potential issues before our visit.
3. Fee Schedule. There is a fee for an inspection by authority of the above noted ordinance. This fee includes the initial inspection and, if needed one re-inspection. Fees will be assessed for each re-inspections above the first one. Payment is NOT due at the time of inspection. You will be invoiced at a later time.

Thank you in advance for your anticipated cooperation with this program. Should you have any questions, please do not hesitate to contact me at 717-397-5881 extension 103, or email me at [ebachman@manheimtownship.org](mailto:ebachman@manheimtownship.org).

Yours in Public Safety,

Eric G. Bachman, CFPS, AEM  
Fire Marshal

ENCLOSURES