



Michelle Wu  
Mayor

## Boston Inspectional Services Department Planning and Zoning Division

1010 Massachusetts Avenue Boston, MA 02118 Telephone: (617) 635-5300

### ZONING CODE REFUSAL

Marc A. Joseph  
Inspector of Buildings

ROBERT BURK  
11 WALNUT HILL ROAD  
CHESTNUT HILL, MA 02467

07/31/2025

**Location:** 5 REDLANDS RD WEST ROXBURY, MA 02132  
**Ward:** 20  
**Zoning District:** West Roxbury Neighborhood  
**Zoning Subdistrict:** NS  
**Appl. #:** ALT1748839  
**Date Filed:** July 15, 2025  
**Purpose:** Change of Occupancy from Nursing Home to Congregate Facility on Floors 2-3 and Accessory Uses (Accessory: Offices/Services) on Floor 1. Purpose of this applications review is for Zoning approval only. No construction work being done on this permit.

YOUR APPLICATION REQUIRES RELIEF FROM THE BOARD OF APPEAL AS SAME WOULD BE IN VIOLATION OF THE BOSTON ZONING CODE TO WIT: CHAPTER 665, ACTS OF 1956 AS AMENDED:

<u>Violation</u>	<u>Violation Description</u>	<u>Violation Comments</u>
Art. 56 Sec. 37	Screening & Buffering	None proposed on plans
Art. 56 Sec. 39 *	Off street parking requirements	5. Design: Width of an unobstructed 10' driveway and clear maneuvering areas
Article 56, Section 39	Off-Street Parking & Loading Req	Insufficient parking and 1 loading bay required
Article 9, Section 9-3	Effect of non-use of Nonconforming use	Legal Occupancy and land use abandoned for a period greater than two years

THIS DECISION MAY BE APPEALED TO THE BOARD OF APPEAL WITHIN FORTY-FIVE (45) DAYS PURSUANT TO CHAPTER 665 OF THE ACTS OF 1956, AS AMENDED. APPLICATIONS NOT APPEALED WITHIN THAT TIME PERIOD WILL BE DEEMED ABANDONED. IF YOU HAVE INQUIRIES REGARDING THE NEIGHBORHOOD PROCESS AND PUBLIC PARTICIPATION, PLEASE CONTACT THE MAYOR'S OFFICE OF NEIGHBORHOOD SERVICES AT 617-635-3485. For more information visit [boston.gov/zba-appeal](http://boston.gov/zba-appeal).

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Francesco D'Amato  
Frank.DAmato@Boston.Gov / (617)961-3265  
for the Commissioner

Refusal of a permit may be appealed to the Board of Appeal within 45 days. Chapter 802, Acts of 1972, and Chapter 656, Acts of 1956, Section 19.



## West Roxbury Neighborhood District Off-Street Parking Requirements

- Congregate Living Complex (Other Residential Uses) 2(b)

88 Occupants

$3 \times 4 = 12$  occupants

$88 \div 12 = 7$  Dwelling Units



9 Parking Spaces Required

Provided:

- 10 Total Provided
- 1 ADA Parking Space Closest to Accessible Entrance
- 2 Compact
- 7 Full Size

REDLANDS RD.  
PUBLIC 40' WIDE

CENTRE RD.

N/F  
KOSTIUK RITA A

N/F  
GRAY MARCI L

N/F  
KELLY JOHN J & JOAN C BE

N/F  
SMYTH ELAINE

N/F  
HOTZ ARDA

N/F  
CHEN LNG

N/F  
SHEARNS MCHAEAL M

N/F  
ALVAREZ ELMER PETER

TOTAL LOT  
AREA  
25,030 S.F.

EXISTING 3  
STORY  
MASONRY  
BUILDING  
NO. 5

9x25  
HANDICAP  
PARKING

①



②

③

9x20 PARKING  
(TYP.) ④

⑤

⑥

⑦

⑧

⑨

⑩

7x18  
COMPACT  
PARKING

10.00

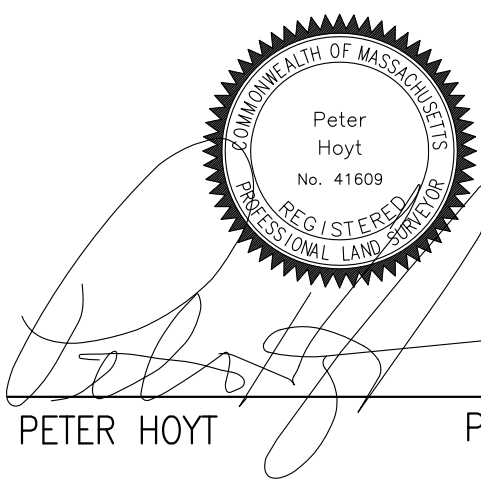
11.1

9.00

DRIVEWAY

N/F  
APAZIDIS ELENI

N/F  
STEPS II REAL ESTATE  
TRUST



PETER HOYT

PSL NO.41609

SITE PLAN  
SHOWING PARKING SPOTS  
AT  
5 REDLANDS ROAD  
IN  
BOSTON (W. ROX.), MA

PREPARED BY:  
NEPONSET VALLEY SURVEY ASSOC., INC.  
10 WINTER STREET, SUITE 201  
WEYMOUTH, MA 02188  
TEL.: 617-87-8433

SCALE:  
1"=10'

DATE:  
JULY 7, 2025

SHEET  
1 OF 1



Martin J. Walsh  
Mayor

**Boston Inspectional Services Department**  
**Building and Structures Division**

1010 Massachusetts Avenue Boston, MA 02118 Telephone: (617) 635-5300

**CERTIFICATE OF INSPECTION**

Sean Lydon  
Inspector of Buildings

Issued in accordance with the provisions of chapter 802 of the Acts of 1972 as amended.

Stonehedge Nursing Home

Chris Sheehan  
5 REDLANDS RD  
West Roxbury, MA 02132  
(617)632-6325

5 REDLANDS RD  
WEST ROXBURY, MA 02132  
Ward 20

No: 72773

Issued: 3/20/2018

Expires: 1/1/2019

**Occupancy**

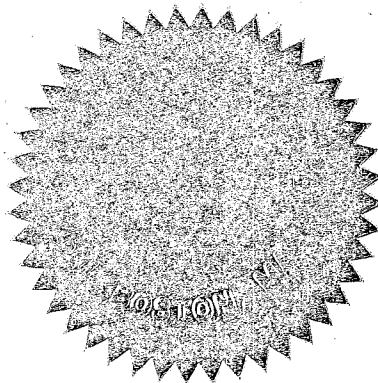
Nursing Home

**Max Capacity**

79 Persons

**Breakdown**

39 Beds First Floor & 40 Beds Second Floor



This certificate shall be void if the number of occupants is increased, or material changes or alterations are made, or if egresses are obstructed or changed.

I certify that these premises have been inspected and approved by the Inspectional Services Department and the requirements of  
Massachusetts General Law, C 143.S.1 et seq.

*Sean Lydon*

A copy of this certificate must be posted in a conspicuous public place.





## Change of Occupancy Declaration

“Change of Occupancy from Nursing Home to Congregate Facility on Floors 2-3 and Accessory Uses (Accessory: Offices/Services) on Floor 1. Purpose of this applications review is for Zoning approval only. No construction work being done on this permit.”

NO occupancy due to USE being abandoned for a period >2 years.

System shows that the last egress certificate which was secured expired in 2019.



## Overview Declaration

- The building located at 5 Redlands Road will be utilized as a Congregate Living Facility.
- Specifically, the second and third floors of the building will be used to provide congregate accommodations for women and children.
- The first floor of the building will be used for accessory uses in direct support of the congregate facility, including accessory offices and accessory services.

REDLANDS ROAD

~ PUBLIC 40' WIDE ~

CENTRE STREET

N/F  
KOSTIUK RITA A

N/F  
GRAY MARCI L

N/F  
KELLY JOHN J & JOAN C BE

N/F  
SMYTH ELAINE

N/F  
HOTZ ARDA

N/F  
CHEN LING

N/F  
SHEARNS MICHAEL M

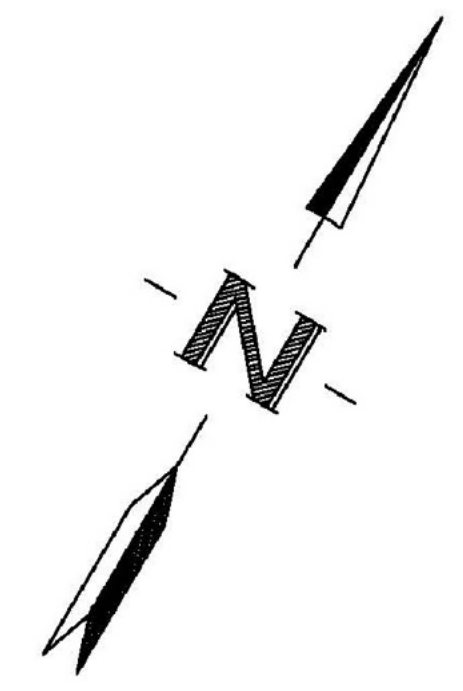
N/F  
ALVAREZ ELMER PETER

N/F  
STEPS II REAL ESTATE TRUST

N/F  
APAZIDIS ELENI

EXISTING  
3 STORY  
MASONRY  
BUILDING  
NO. 5

TOTAL LOT REA  
25,030 S.F.



NOTE:  
ALL ELEVATIONS ARE IN REFERENCE TO THE  
CITY OF BOSTON DATUM.

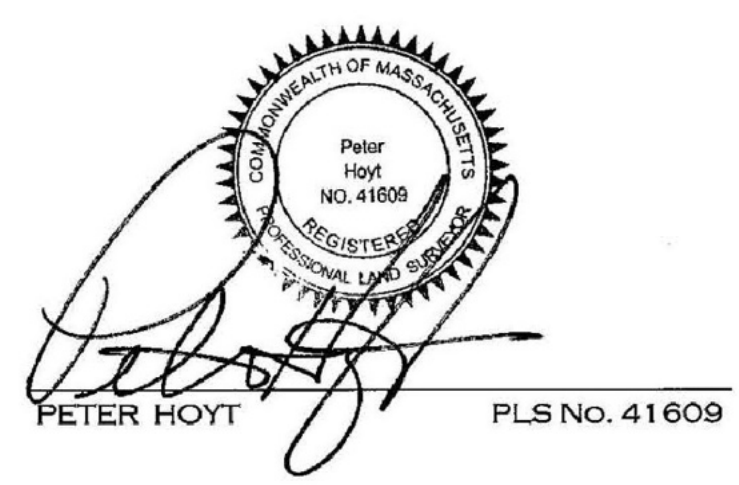


TABLE			
WALL SECTION	LENGHT	EL.AVERAGE	
A	104.7	170.0	17,799.0
B	35.6	171.5	6,103.6
C	37.1	172.5	6,399.8
D	92.9	173.0	16,070.2
E	37.2	174.8	6,502.6
F	20.0	176.9	3,538.0
G	115.8	173.5	20,087.4
H	22.8	170.0	3,84.9
I	11.3	168.8	1,907.4
J	14.4	168.8	2,430.7
TOTAL	491.8		84,713.54
AVERAGE GRADE			172.25
FINISHED FLOOR			168.77
			3.48
% BELOW GRADE			34.82%
% ABOVE GRADE			65.18%



**SITE PLAN**  
SHOWING  
SPOT ELEVATIONS TAKEN  
AT  
**5 REDLANDS ROAD**  
IN  
**BOSTON (W. ROX.), MA**

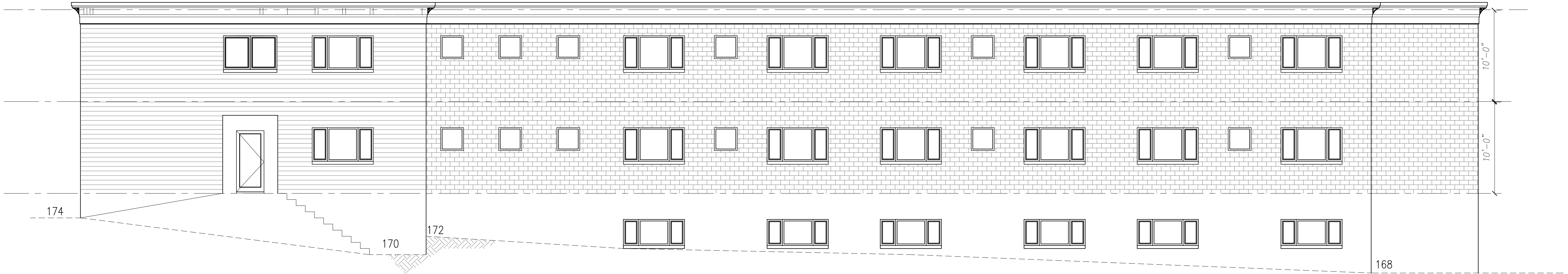
PREPARED BY:  
**NEPONSET VALLEY SURVEY ASSOC., INC.**  
210 WINTER STREET, SUITE 201  
WEYMOUTH, MA 02188  
TEL.: 617-877-8433

SCALE:  
1"=10'

DATE:  
JULY 7, 2025

SHEET  
1 OF 1

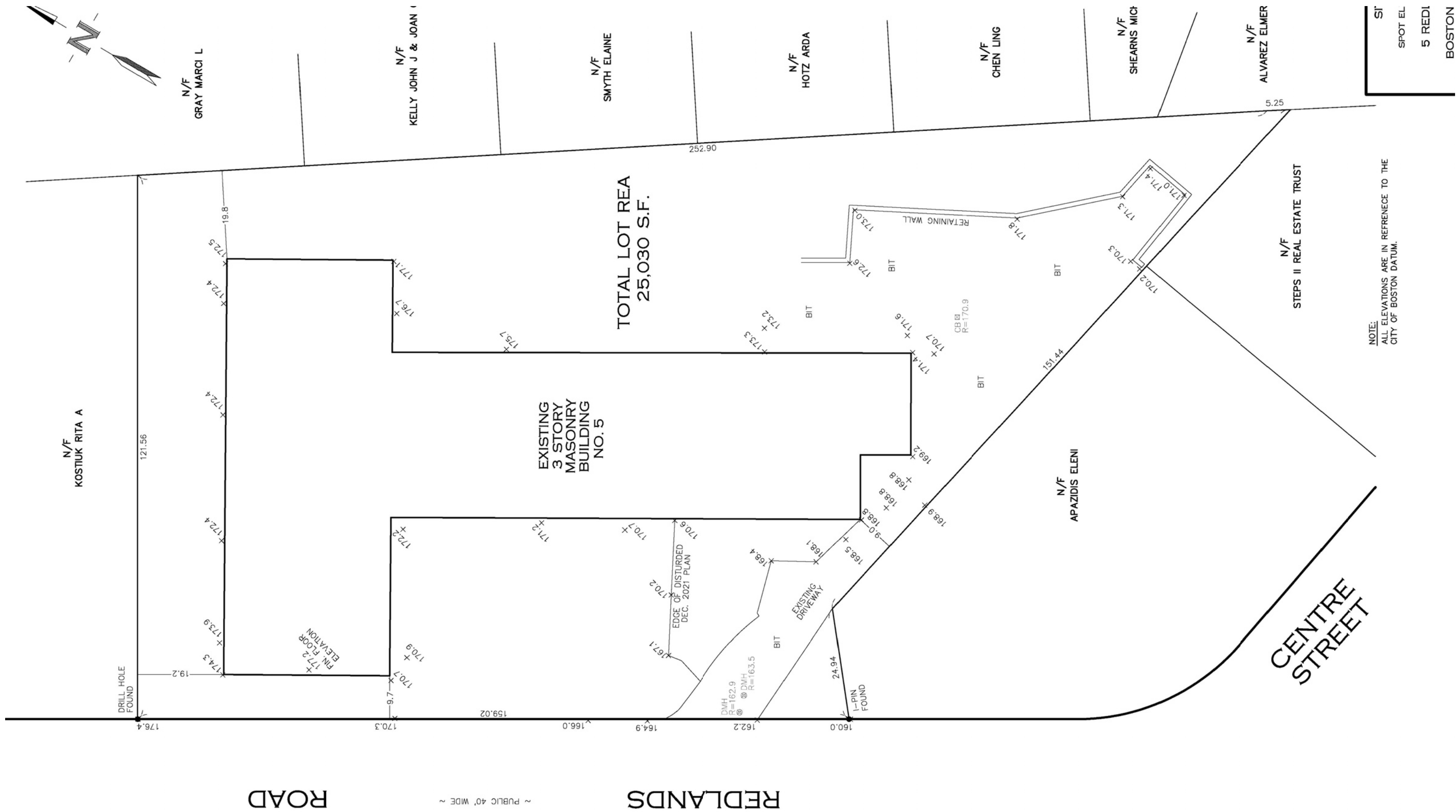




FRONT ELEVATION  
SCALE 3/16"=1'

TABLE			
WALL SECTION	LENGHT	EL. AVERAGE	
A	104.7	170.0	17,799.0
B	35.6	171.5	6,103.6
C	37.1	172.5	6,399.8
D	92.9	173.0	16,070.2
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TOTAL	491.8		84,713.54
AVERAGE GRADE			172.25
FINISHED FLOOR			168.77
			3.48
% BELOW GRADE			34.82%
% ABOVE GRADE			65.18%

\*For field height confirmation please contact ward building inspector.



SIDE PLAN  
SCALE 1"=20'

PREPARED BY

5.33' 0 5.33' 10.66'

SCALE IN FEET 3/16"=1'

ELEVATIONS

5 REDLANDS ST.  
BOSTON, MA

PREPARED FOR: ROBERT BURK

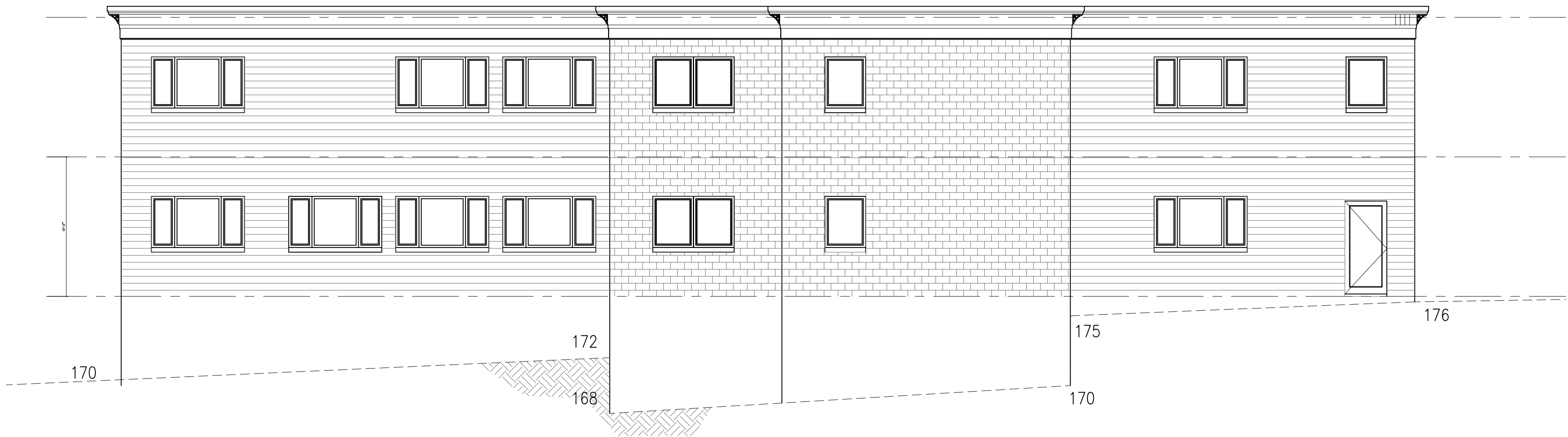
SCALE	DATE	ACAD FILE	DWG NO.
AS NOTED	07/08/2025	5 REDLANDS ST.	1



BACK ELEVATION  
SCALE 3/16"=1'



LEFT SIDE ELEVATION  
SCALE 3/16"=1'

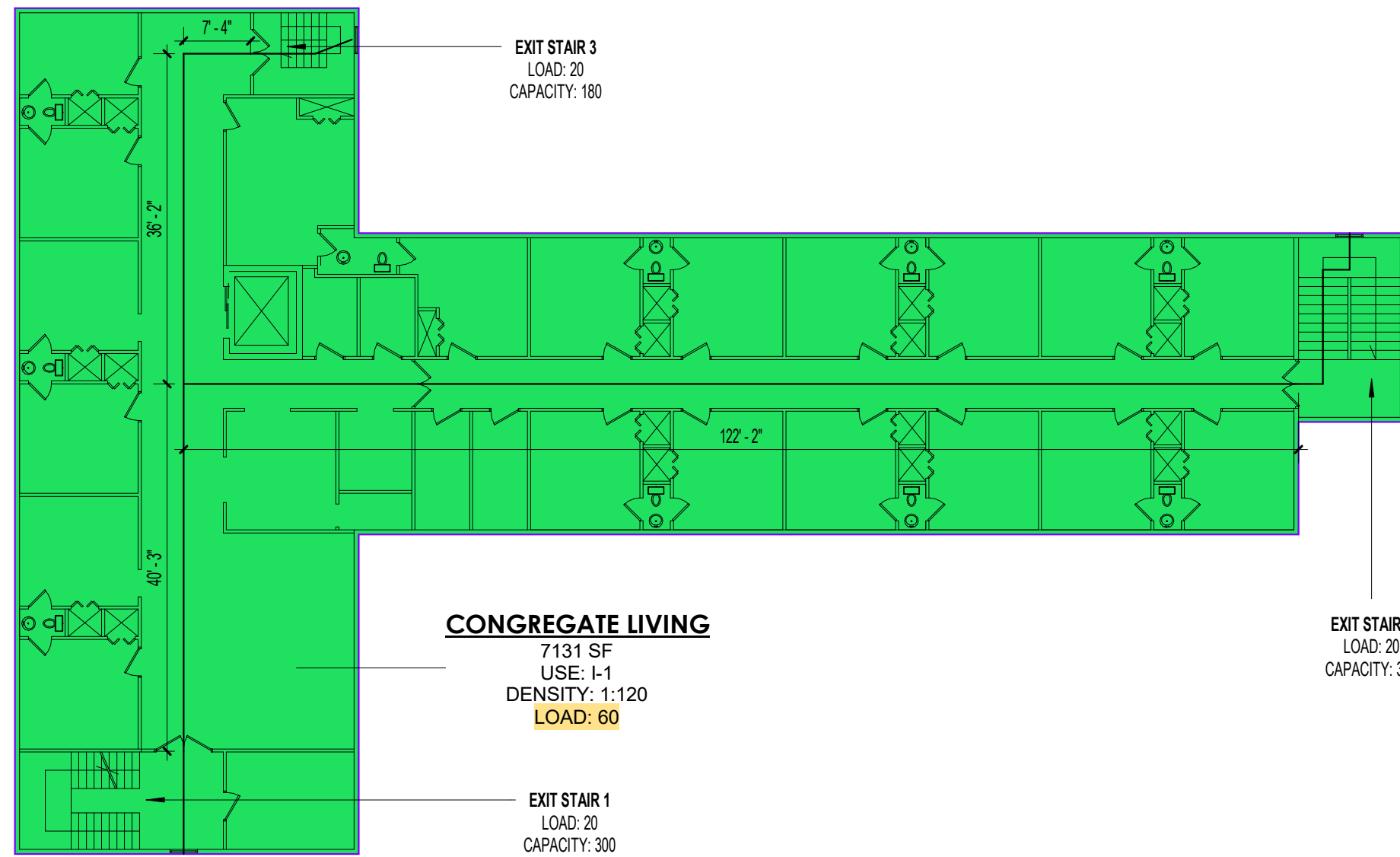


RIGHT SIDE ELEVATION  
SCALE 3/16"=1'

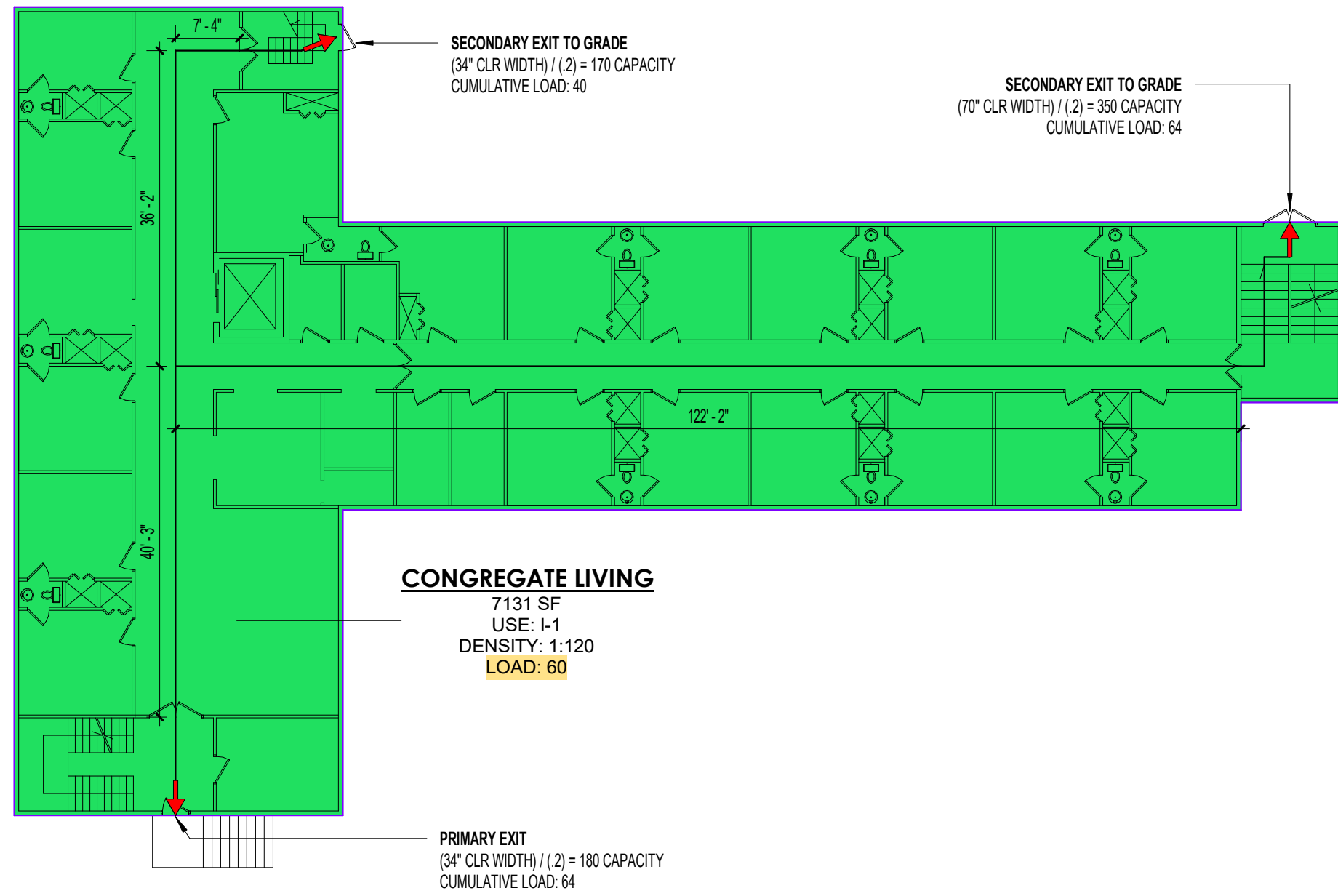
PREPARED BY		ELEVATIONS			
		5 REDLANDS ST. BOSTON, MA			
PREPARED FOR: ROBERT BURK		SCALE	DATE	ACAD FILE	DWG. NO.
AS NOTED		07/08/2025	5 REDLANDS ST.	2	



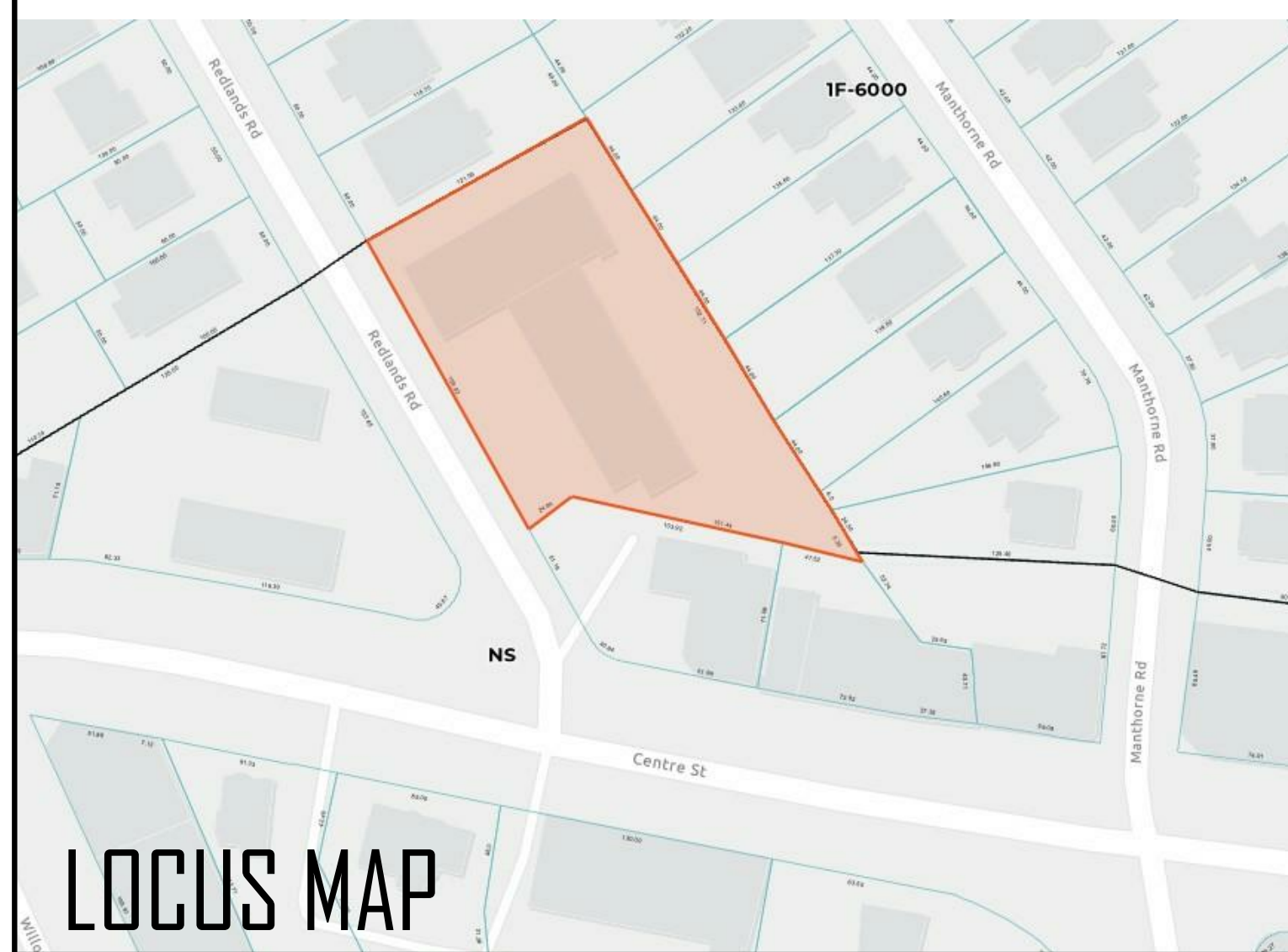
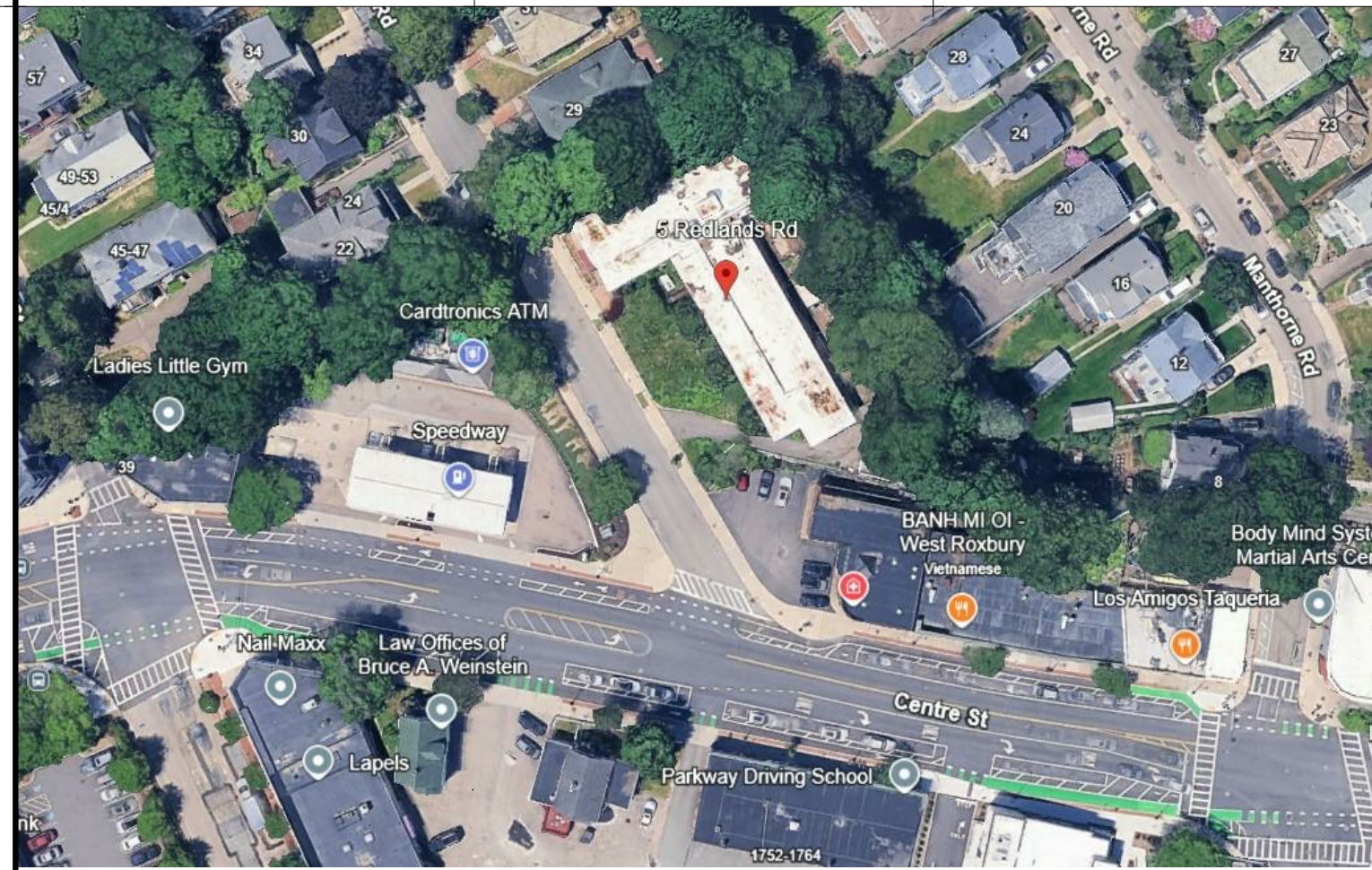
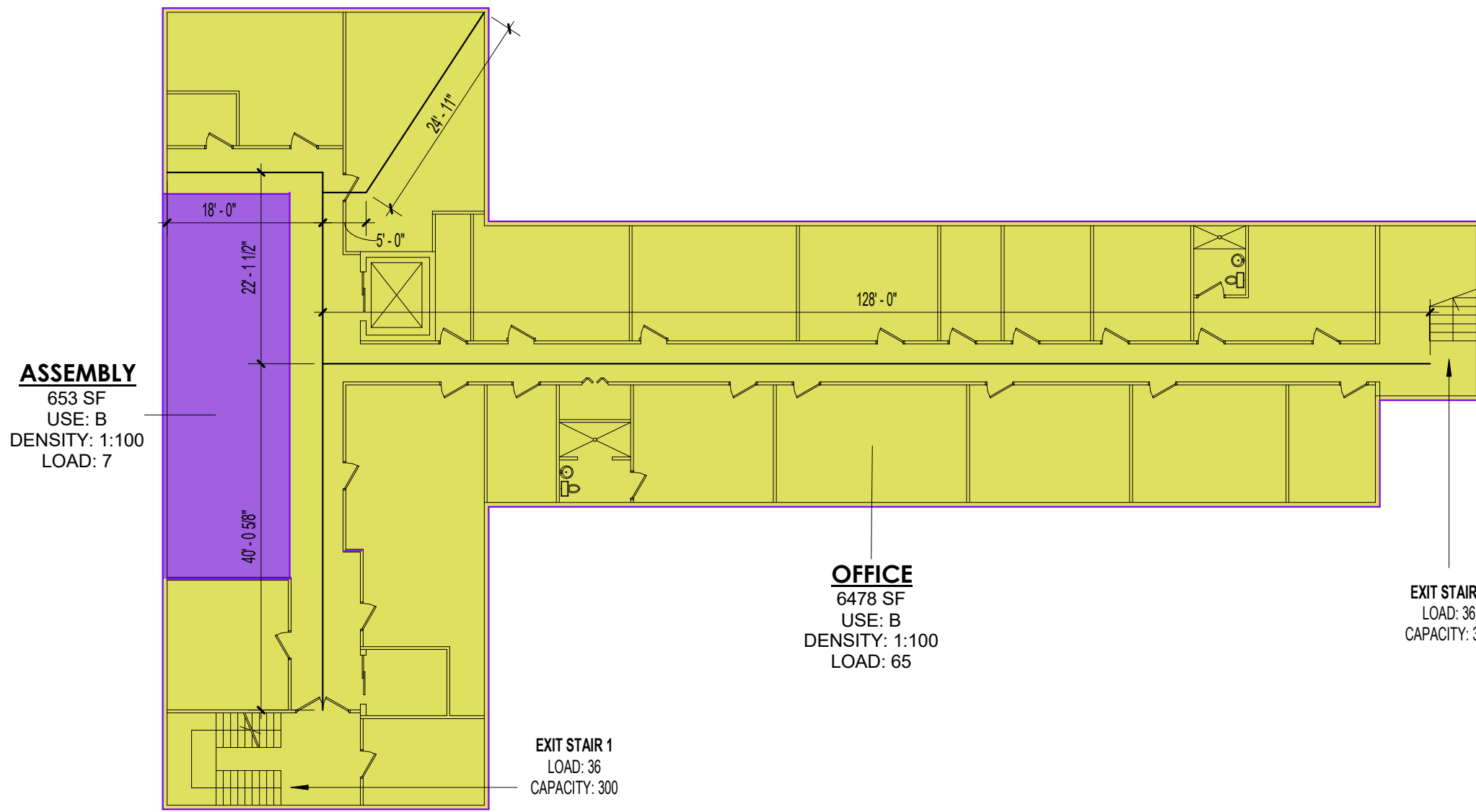
3 03 - LEVEL 3



2 02 - LEVEL 2



1 01 - LEVEL 1



LOCUS MAP

GROSS FLOOR AREA				
NAME	AREA	OCC TYPE	OCC DENSITY	OCC CALC
01 - LEVEL 1				
ASSEMBLY	653 SF	B	1:100	7
OFFICE	6478 SF	B	1:100	65
	7131 SF			72
02 - LEVEL 2				
CONGREGATE LIVING	7131 SF	I-1	1:120	60
	7131 SF			60
03 - LEVEL 3				
CONGREGATE LIVING	7131 SF	I-1	1:120	60
	7131 SF			60
	21392 SF			192

192  
Occupants

AREAS

CODE BRIEF

IBC / IEBC Alteration Summary  
5 Redlands Rd, Boston, MA  
Prepared by Vanko Studio Architects  
Date: May 26, 2025

1. Existing & Proposed Use

Description	Classification	Code Reference
Current Use	I-2	Institutional - Nursing / Convalescent (2021 IBC §308.3)
Proposed Use	I-1 (Condition 1)	Congregate Living Facility - capable of self-preservation (2021 IBC §308.2)
MA Interpretation	I-1, R-1 or R-2	Transient/non-transient mix (IEBC MA §302.1, §1012.1)

2. Scope of Work

- IEBC Compliance Path: Work Area Method (Chapter 5)
- Work Classification: Level 1 Alteration
- Work Description: Cosmetic finishes only, no reconfiguration or new systems.
- Occupancy Change: Yes (requires evaluation under IEBC Chapter 10)

3. Construction Type

Existing Construction: Type VB (Unprotected Wood Frame)  
Fire Resistance Summary:  
- Primary structural frame: 0 hr  
- Interior/exterior bearing walls: 0 hr  
- Sleeping unit separation (new walls/ceilings only): ½ hr

4. Life Safety Implications of Use Change

Requirement	I-2	I-1 (Proposed)	Compliance Notes
Smoke Compartments	Required	Not Required	Eliminated
Sprinklers	Required	Required	Existing system to remain
Fire Alarm	Required	Required	Maintain & test system
Egress Width	High	Similar or reduced	No change in hazard index
Risk Category	III	II	Decreased hazard (IBC Table 1604.5)
Accessibility	Fully accessible required	Same	Triggered based on cost

5. IEBC Chapter 10: Change of Occupancy Review

- Hazard Category: Remains the same (Hazard Category 2 → 2)
- Vertical Openings: Existing stairs & shafts may remain (IEBC §1011.8)
- Means of Egress: No upgrade required; configuration is compliant
- Energy Code: No increase in demand; no IECC triggers
- Mechanical Ventilation: Comparable use - no increase
- Structural Loads: No live load or risk category increase (IEBC §1006.1)

6. Accessibility Requirements (521 CMR / IEBC §305)

Accessible Features Triggered:  
- Extended accessible entry ramp

7. Summary

- Downgrade from I-2 to I-1 reduces risk and life safety burden.
- Level 1 Alteration appropriate for scope: cosmetic changes only.
- Complies with 2021 IBC/IEBC (as amended by Massachusetts).
- Supports updated Certificate of Occupancy with minimal intervention.

ZONING

Zoning Analysis Summary  
5 Redlands Rd, Boston, MA 02132  
Zoning Analysis Report  
May 26, 2025

Executive Summary

This report provides a zoning analysis for the property located at 5 Redlands Rd, Boston, MA 02132. The site is developed with a commercial building currently operating as a nursing/convalescent facility. The parcel is located in the Neighborhood Shopping (NS) subdistrict of West Roxbury. The building appears generally compliant with floor area ratio (FAR) limitations, though dimensional and parking compliance requires further verification.

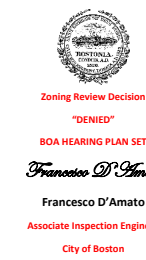
Property Details

Field	Details
Address	5 Redlands Rd, Boston, MA 02132
Parcel ID	2005903000
Lot Size	25,833 sq ft
Building Size	23,514 sq ft (Living Area)
Current Use	Nursing / Convalescent Home
Year Built	1963
Zoning District	Neighborhood Shopping (NS)
Overlays	None
Floodplain Status	To be verified via FEMA

Zoning Requirements & Compliance

Parameter	Allowed (NS Zone)	Existing	Proposed
Use	Commercial (Permitted or Conditional)	I-2 Congregate Living Facility	I-2 Congregate Living Facility
FAR	2.0	0.94	No change
Height	35 ft	~30'-0"	No change
Front Setback	None	9'-8"	No change
Side Setback (Left)	None	8'-8"	No change
Side Setback (Right)	None	20'-0"	No change
Rear Setback	40 ft	20'-0"	No change
Open Space	50 sf/dwelling unit (if residential)	N/A	N/A
Parking	1 space per 4 beds (typ.)	Per prior zoning variance - 3 spaces provided	No change
Floodplain	To be confirmed via FEMA	No	No change

SCOPE OF WORK: Change of Occupancy from Nursing Home to Congregate Facility on Floors 2-3 and Accessory Uses (Accessory: Offices/Services) on Floor 1. Purpose of this applications review is for Zoning approval only. No construction work being done on this permit.



PROJECT NAME  
CONGREGATE LIVING FACILITY

PROJECT ADDRESS  
5 REDLANDS RD  
WEST ROXBURY, MA 02132

PROJECT PHASE  
PERMITTING

ARCHITECT  
VANKO  
STUDIO  
ARCHITECTS

PO BOX 170757  
BOSTON, MA 02117  
857.294.1727  
WWW.VANKOSTUDIO.COM

CONSULTANT(S)

APPROVALS

REGISTERED PROFESSIONAL



SHEET NAME  
CODE AND ZONING

SHEET USE

DATE 7/15/25

SCALE 1/16" = 1'-0"

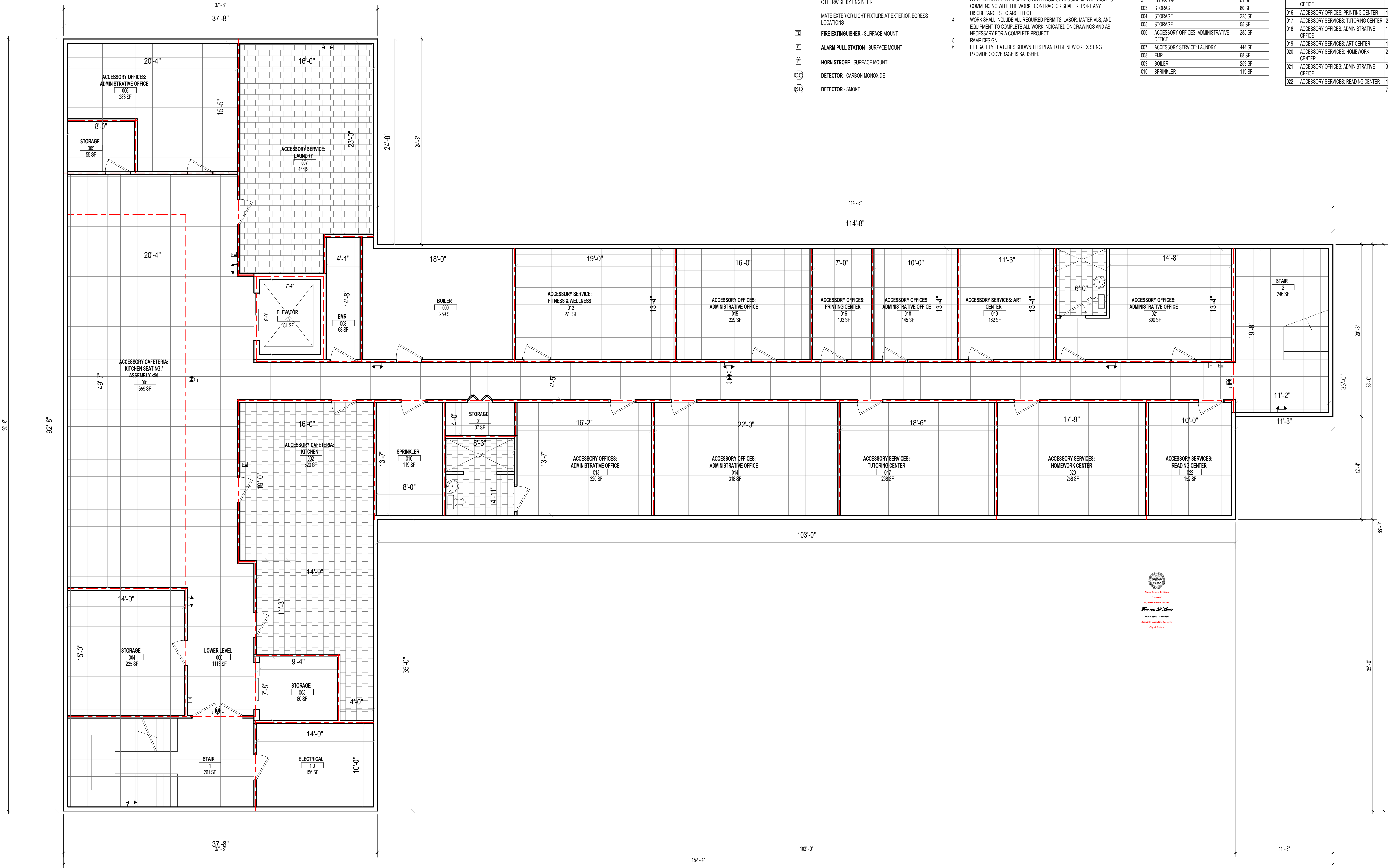
REVISION

REV ISSUE

AD

IEBC LEVEL 1  
ALTERATION /  
CONGREGATE LIVING  
FACILITY





LIFESAFETY FEATURES



EXIT SIGN

- ARROW(S) DESIGNATE(S) EGRESS DIRECTION
- SOLID HATCH DENOTES FIXTURE IS A COMPONENT OF THE EM LIGHTING SYSTEM



EM LIGHT PACK - BATTERY BACKED UNLESS NOTED OTHERWISE BY ENGINEER



MATE EXTERIOR LIGHT FIXTURE AT EXTERIOR EGRESS LOCATIONS



FIRE EXTINGUISHER - SURFACE MOUNT



ALARM PULL STATION - SURFACE MOUNT



HORN STROBE - SURFACE MOUNT



DETECTOR - CARBON MONOXIDE



DETECTOR - SMOKE

CONSTRUCTION NOTES

- ALL EXISTING OR PROPOSED DIMENSIONS MUST BE CHECKED AND VERIFIED BY THE CONTRACTOR BEFORE THE PREPARATION OF SHOP DRAWINGS OR COMMENCEMENT OF ANY ITEM OF WORK ON THE SITE
- CONTRACTOR AND SUB-CONTRACTORS SHALL FAMILIARIZE THEMSELVES WITH EXISTING CONDITIONS, LOCATIONS, AND PROJECT REQUIREMENTS PRIOR TO SUBMITTING A BID AND/OR STARTING WORK
- CONTRACTOR AND SUB-CONTRACTORS SHALL FIELD VERIFY DIMENSIONS, AND FAMILIARIZE THEMSELVES WITH PROJECT REQUIREMENTS PRIOR TO COMMENCING WITH THE WORK. CONTRACTOR SHALL REPORT ANY DISCREPANCIES TO ARCHITECT
- WORK SHALL INCLUDE ALL REQUIRED PERMITS, LABOR, MATERIALS, AND EQUIPMENT TO COMPLETE ALL WORK INDICATED ON DRAWINGS AND AS NECESSARY FOR A COMPLETE PROJECT
- RAMP DESIGN
- LIFESAFETY FEATURES SHOWN THIS PLAN TO BE NEW OR EXISTING PROVIDED COVERAGE IS SATISFIED

LOWER LEVEL ROOM SCHEDULE		
#	NAME	GROSS AREA
000	LOWER LEVEL	1113 SF
1	STAIR	261 SF
001	ACCESSORY CAFETERIA: KITCHEN SEATING / ASSEMBLY <50	659 SF
1.0	ELECTRICAL	156 SF
2	STAIR	246 SF
002	ACCESSORY CAFETERIA: KITCHEN	520 SF
3	ELEVATOR	81 SF
003	STORAGE	80 SF
004	STORAGE	225 SF
005	STORAGE	55 SF
006	ACCESSORY OFFICES: ADMINISTRATIVE OFFICE	283 SF
007	ACCESSORY SERVICE: LAUNDRY	444 SF
008	EMR	68 SF
009	BOILER	259 SF
010	SPRINKLER	119 SF

LOWER LEVEL ROOM SCHEDULE		
#	NAME	GROSS AREA
011	STORAGE	37 SF
012	ACCESSORY SERVICE: FITNESS & WELLNESS	271 SF
013	ACCESSORY OFFICES: ADMINISTRATIVE OFFICE	320 SF
014	ACCESSORY OFFICES: ADMINISTRATIVE OFFICE	318 SF
015	ACCESSORY OFFICES: ADMINISTRATIVE OFFICE	229 SF
016	ACCESSORY OFFICES: PRINTING CENTER	103 SF
017	ACCESSORY SERVICES: TUTORING CENTER	268 SF
018	ACCESSORY OFFICES: ADMINISTRATIVE OFFICE	145 SF
019	ACCESSORY SERVICES: ART CENTER	162 SF
020	ACCESSORY SERVICES: HOMEWORK CENTER	258 SF
021	ACCESSORY OFFICES: ADMINISTRATIVE OFFICE	300 SF
022	ACCESSORY SERVICES: READING CENTER	152 SF

PROJECT NAME

CONGREGATE LIVING FACILITY

PROJECT ADDRESS

5 REDLANDS RD  
WEST ROXBURY, MA 02132

PROJECT PHASE

PERMITTING

ARCHITECT

VANKO  
STUDIO  
ARCHITECTS

PO BOX 170757  
BOSTON, MA 02117  
857.294.1727  
WWW.VANKOSTUDIO.COM

CONSULTANT(S)

APPROVALS

REGISTERED PROFESSIONAL



SHEET NAME

FIRST FLOOR PLAN

SHEET USE

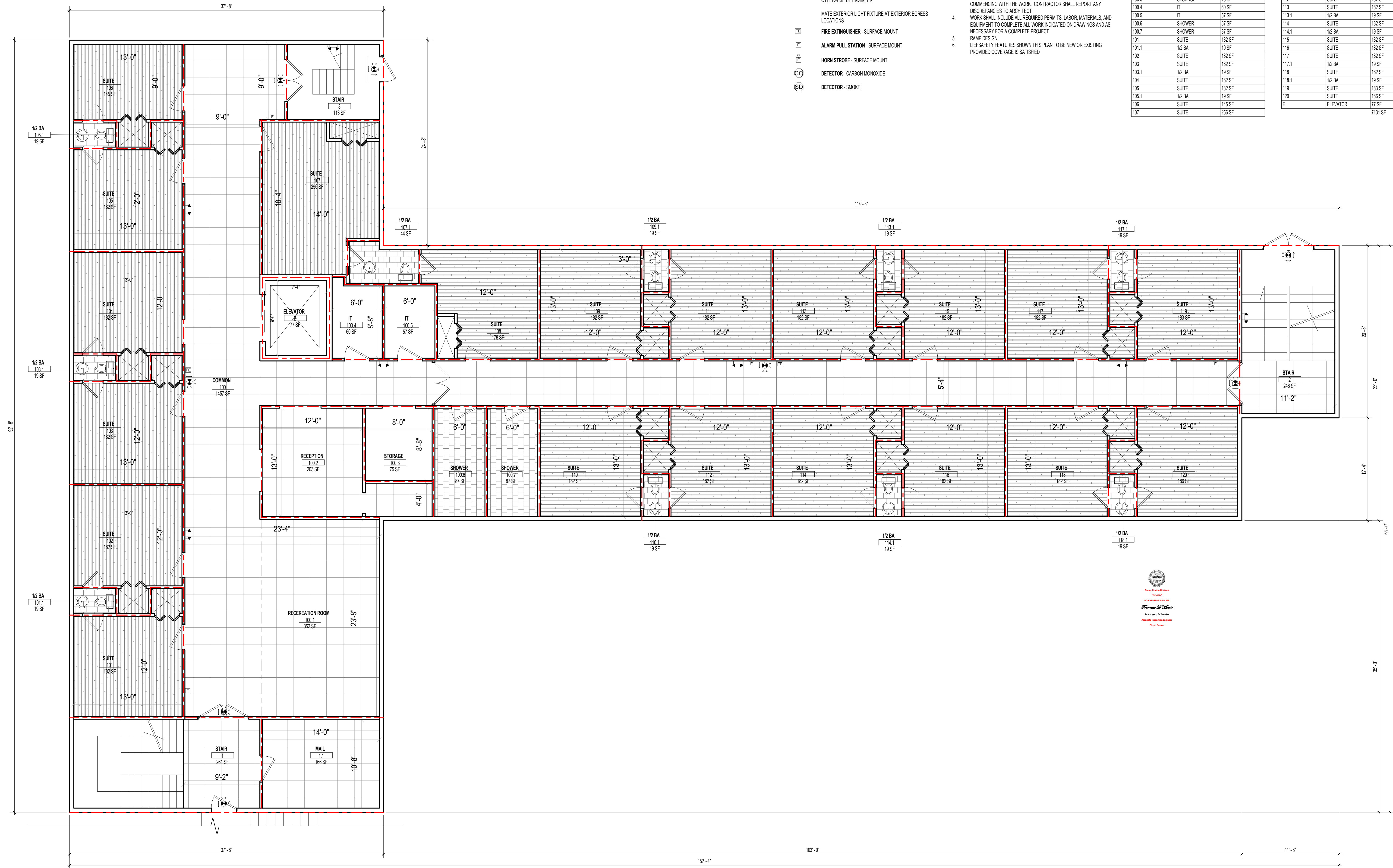
DATE 7/15/25

SCALE As indicated

REVISION

REV ISSUE

A1



LIFESAFETY FEATURES



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- RAMP DESIGN
- LIFESAFETY FEATURES SHOWN THIS PLAN TO BE NEW OR EXISTING PROVIDED COVERAGE IS SATISFIED

LEVEL 1 ROOM SCHEDULE

#	NAME	GROSS AREA
1	STAIR	261 SF
1.1	MAIL	166 SF
2	STAIR	246 SF
3	STAIR	113 SF
100	COMMON	1457 SF
100.1	RECREATION ROOM	352 SF
100.2	RECEPTION	203 SF
100.3	STORAGE	75 SF
100.4	IT	60 SF
100.5	IT	57 SF
100.6	SHOWER	87 SF
100.7	SHOWER	87 SF
101	SUITE	182 SF
101.1	1/2 BA	19 SF
102	SUITE	182 SF
103	SUITE	182 SF
103.1	1/2 BA	19 SF
104	SUITE	182 SF
105	SUITE	182 SF
105.1	1/2 BA	19 SF
106	SUITE	145 SF
107	SUITE	256 SF

LEVEL 1 ROOM SCHEDULE

#	NAME	GROSS AREA
107.1	1/2 BA	44 SF
108	SUITE	178 SF
109	SUITE	182 SF
109.1	1/2 BA	19 SF
110	SUITE	182 SF
110.1	1/2 BA	19 SF
111	SUITE	182 SF
112	SUITE	182 SF
113	SUITE	182 SF
113.1	1/2 BA	19 SF
114	SUITE	182 SF
114.1	1/2 BA	19 SF
115	SUITE	182 SF
116	SUITE	182 SF
117	SUITE	182 SF
117.1	1/2 BA	19 SF
118	SUITE	182 SF
118.1	1/2 BA	19 SF
119	SUITE	183 SF
120	SUITE	186 SF
E	ELEVATOR	77 SF
		7131 SF

PROJECT NAME

CONGREGATE LIVING FACILITY

PROJECT ADDRESS

5 REDLANDS RD  
WEST ROXBURY, MA 02132

PROJECT PHASE

PERMITTING

ARCHITECT



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CONSULTANT(S)

APPROVALS

REGISTERED PROFESSIONAL



SHEET NAME

SECOND FLOOR PLAN

SHEET USE

DATE 7/15/25

SCALE As indicated

REVISION

REV ISSUE

A2





LEVEL 2 ROOM SCHEDULE			
#	NAME	GROSS AREA	
207	SUITE	266 SF	
207.1	1/2 BA	44 SF	
208	SUITE	178 SF	
209	SUITE	182 SF	
209.1	1/2 BA	19 SF	
210	SUITE	182 SF	
210.1	1/2 BA	19 SF	
211	SUITE	182 SF	
212	SUITE	182 SF	
213	SUITE	182 SF	
213.1	1/2 BA	19 SF	
214	SUITE	182 SF	
214.1	1/2 BA	19 SF	
215	SUITE	182 SF	
216	SUITE	182 SF	
217	SUITE	182 SF	
217.1	1/2 BA	19 SF	
218	SUITE	182 SF	
218.1	1/2 BA	19 SF	
219	SUITE	183 SF	
220	SUITE	186 SF	
		7131 SF	

# A3

## IBC / IEBC Alteration Summary

5 Redlands Rd, Boston, MA  
Prepared by Vanko Studio Architects  
Date: May 26, 2025



### 1. Existing & Proposed Use

Description	Classification	Code Reference
Current Use	I-2	Institutional – Nursing / Convalescent (2021 IBC §308.3)
Proposed Use	I-1 (Condition 1)	Congregate Living Facility – capable of self-preservation (2021 IBC §308.2)
MA Interpretation	I-1, R-1 or R-2	Transient/non-transient mix (IEBC MA §302.1, §1012.1)

### 2. Scope of Work

- IEBC Compliance Path: Work Area Method (Chapter 5)
- Work Classification: Level 1 Alteration
- Work Description: Cosmetic finishes only, no reconfiguration or new systems.
- Occupancy Change: Yes (requires evaluation under IEBC Chapter 10)

### 3. Construction Type

Existing Construction: Type VB (Unprotected Wood Frame)

Fire Resistance Summary:

- Primary structural frame: 0 hr
- Interior/exterior bearing walls: 0 hr
- Sleeping unit separation (new walls/ceilings only): ½ hr

#### 4. Life Safety Implications of Use Change

Requirement	I-2	I-1 (Proposed)	Compliance Notes
Smoke Compartments	Required	✗ Not Required	Eliminated
Sprinklers	Required	Required	Existing system to remain
Fire Alarm	Required	Required	Maintain & test system
Egress Width	High	Similar or reduced	No change in hazard index
Risk Category	III	II	Decreased hazard (IBC Table 1604.5)
Accessibility	Fully accessible required	Same	Triggered based on cost

#### 5. IEBC Chapter 10: Change of Occupancy Review

- Hazard Category: Remains the same (Hazard Category 2 → 2)
- Vertical Openings: Existing stairs & shafts may remain (IEBC §1011.8)
- Means of Egress: No upgrade required; configuration is compliant
- Energy Code: No increase in demand; no IECC triggers
- Mechanical Ventilation: Comparable use – no increase
- Structural Loads: No live load or risk category increase (IEBC §1006.1)

#### 6. Accessibility Requirements (521 CMR / IEBC §305)

Accessible Features Triggered:

- Extended accessible entry ramp

#### 7. Summary

- Downgrade from I-2 to I-1 reduces risk and life safety burden.
- Level 1 Alteration appropriate for scope: cosmetic changes only.
- Complies with 2021 IBC/IEBC (as amended by Massachusetts).
- Supports updated Certificate of Occupancy with minimal intervention.

## DEFINITIONS

point within a *story* to that point where the occupants have separate access to two *exits* or *exit access* doorways.

**COMMON USE.** Interior or exterior *circulation paths*, rooms, spaces or elements that are not for public use and are made available for the shared use of two or more people.

**[F] COMPRESSED GAS.** A material, or mixture of materials, that:

1. Is a gas at 68°F (20°C) or less at 14.7 pounds per square inch atmosphere (psia) (101 kPa) of pressure; and
2. Has a *boiling point* of 68°F (20°C) or less at 14.7 psia (101 kPa) which is either liquefied, nonliquefied or in solution, except those gases which have no other health- or physical-hazard properties are not considered to be compressed until the pressure in the packaging exceeds 41 psia (282 kPa) at 68°F (20°C).

The states of a compressed gas are categorized as follows:

1. Nonliquefied compressed gases are gases, other than those in solution, which are in a packaging under the charged pressure and are entirely gaseous at a temperature of 68°F (20°C).
2. Liquefied compressed gases are gases that, in a packaging under the charged pressure, are partially *liquid* at a temperature of 68°F (20°C).
3. Compressed gases in solution are nonliquefied gases that are dissolved in a solvent.
4. Compressed gas mixtures consist of a mixture of two or more compressed gases contained in a packaging, the hazard properties of which are represented by the properties of the mixture as a whole.

### → [BS] CONCRETE.

**Carbonate aggregate.** Concrete made with aggregates consisting mainly of calcium or magnesium carbonate, such as limestone or dolomite, and containing 40 percent or less quartz, chert or flint.

**Cellular.** A lightweight insulating concrete made by mixing a preformed foam with Portland cement slurry and having a dry unit weight of approximately 30 pcf (480 kg/m<sup>3</sup>).

**Lightweight aggregate.** Concrete made with aggregates of expanded clay, shale, slag or slate or sintered fly ash or any natural lightweight aggregate meeting ASTM C 330 and possessing equivalent fire-resistance properties and weighing 85 to 115 pcf (1360 to 1840 kg/m<sup>3</sup>).

**Perlite.** A lightweight insulating concrete having a dry unit weight of approximately 30 pcf (480 kg/m<sup>3</sup>) made with perlite concrete aggregate. Perlite aggregate is produced from a volcanic rock which, when heated, expands to form a glass-like material of cellular structure.

**Sand-lightweight.** Concrete made with a combination of expanded clay, shale, slag, slate, sintered fly ash, or any natural lightweight aggregate meeting ASTM C 330 and possessing equivalent fire-resistance properties and natural sand. Its unit weight is generally between 105 and 120 pcf (1680 and 1920 kg/m<sup>3</sup>).

**Siliceous aggregate.** Concrete made with normal-weight aggregates consisting mainly of silica or compounds other than calcium or magnesium carbonate, which contains more than 40-percent quartz, chert or flint.

**Vermiculite.** A light weight insulating concrete made with vermiculite concrete aggregate which is laminated micaceous material produced by expanding the ore at high temperatures. When added to a Portland cement slurry the resulting concrete has a dry unit weight of approximately 30 pcf (480 kg/m<sup>3</sup>).

**CONGREGATE LIVING FACILITIES.** A building or part thereof that contains *sleeping units* where residents share bathroom or kitchen facilities, or both.

**[F] CONSTANTLY ATTENDED LOCATION.** A designated location at a facility staffed by trained personnel on a continuous basis where alarm or supervisory signals are monitored and facilities are provided for notification of the fire department or other emergency services.

**[A] CONSTRUCTION DOCUMENTS.** Written, graphic and pictorial documents prepared or assembled for describing the design, location and physical characteristics of the elements of a project necessary for obtaining a building *permit*.

**CONSTRUCTION TYPES.** See Section 602.

**Type I.** See Section 602.2.

**Type II.** See Section 602.2.

**Type III.** See Section 602.3.

**Type IV.** See Section 602.4.

**Type V.** See Section 602.5.

**[F] CONTINUOUS GAS DETECTION SYSTEM.** A gas detection system where the analytical instrument is maintained in continuous operation and sampling is performed without interruption. Analysis is allowed to be performed on a cyclical basis at intervals not to exceed 30 minutes.

**[F] CONTROL AREA.** Spaces within a building where quantities of *hazardous materials* not exceeding the maximum allowable quantities per control area are stored, dispensed, *used* or handled. See the definition of “Outdoor control area” in the *International Fire Code*.

**CONTROLLED LOW-STRENGTH MATERIAL.** A self-compacted, cementitious material used primarily as a backfill in place of compacted fill.

**CONVENTIONAL LIGHT-FRAME CONSTRUCTION.** A type of construction whose primary structural elements are formed by a system of repetitive wood-framing members. See Section 2308 for conventional light-frame construction provisions.

**CORNICE.** A projecting horizontal molded element located at or near the top of an architectural feature.

**CORRIDOR.** An enclosed *exit access* component that defines and provides a path of egress travel.

**CORRIDOR, OPEN-ENDED.** See “Open-ended corridor.”

**CORRIDOR DAMPER.** A *listed* device intended for use where air ducts penetrate or terminate at horizontal openings in the ceilings of fire-resistance-rated corridors, where the

Project Info				
Project Name	Jurisdiction	Code Year	Export Date	Description
5 Redlands Road	Massachusetts	2024	7/15/2025	Congregate living facility

Building Data

Story	Name	Occupancy Group	Function of Space	Designed Area (gross)	Area Per Story
1	Office	B	Business areas	6,478 ft. <sup>2</sup>	7,491 ft. <sup>2</sup>
	Assembly	B	Business areas	653 ft. <sup>2</sup>	
	First Floor Corridor	B	Business areas	240 ft. <sup>2</sup>	
	Stair 1	B	Business areas	120 ft. <sup>2</sup>	
2	Congregate Living	I-1 Condition 1	Sleeping areas	7,131 ft. <sup>2</sup>	7,371 ft. <sup>2</sup>
	Stair 1	I-1 Condition 1	Sleeping areas	120 ft. <sup>2</sup>	
	Stair 2	I-1 Condition 1	Sleeping areas	120 ft. <sup>2</sup>	
3	Congregate Living	I-1 Condition 1	Sleeping areas	7,131 ft. <sup>2</sup>	7,371 ft. <sup>2</sup>
	Stair 1	I-1 Condition 1	Sleeping areas	120 ft. <sup>2</sup>	
	Stair 2	I-1 Condition 1	Sleeping areas	120 ft. <sup>2</sup>	
Total Gross Area:					22,233 ft. <sup>2</sup>

Sprinkler type	Type of Construction	Occupancy Separation	High-Rise
NFPA 13	VB	Separated Occupancies	No



Height / Areas

Building Area

Separated Mixed Occupancy

Story (See note a)	Occupancy Group	Designed Area	Allowed Area (Aa)
1	B	7,491 ft. <sup>2</sup>	31,500 ft. <sup>2</sup>
2	I-1	7,371 ft. <sup>2</sup>	15,750 ft. <sup>2</sup>
3	I-1	7,371 ft. <sup>2</sup>	15,750 ft. <sup>2</sup>

Factor Increase was determined by interpolation  
Refer to Table 508.4 [↗](#) for separation requirements in order for buildings / portions of buildings to be considered as separate occupancies.  
Unlimited Area Building exemptions of Section 507 have not been checked.

Building Height in Feet

Separated Mixed Occupancy

Occupancy Group	Highest Elevation Above Grade Plane Occupancy Appears On
B	7.0 ft.
I-1 Condition 1	25.0 ft.

Average Roof Surface Height Above Grade Plane	Highest Allowable Elevation Above Grade Plane
30.0 ft.	60 ft.

Accessory occupancies are not included in these calculations per Section 508.2 [↗](#).  
Elevations shown are to top of story height for that occupancy group.

Building Height in Stories

Separated Mixed Occupancy

Occupancy Group	Highest Story Above Grade Plane Occupancy Appears On	Highest Allowable Story Above Grade Plane
B	1	3
I-1 Condition 1	3	3

Accessory occupancies are not included in these calculations per Section 508.2 [↗](#).

Egress

Occupant Loads

Building Code							
Story	Name	Occupancy Group	Function of Space	Designed Area (gross)	Designed Area (net)	OLF	Occupant Load
1	Office	B	Business areas	6,478 ft. <sup>2</sup>	-	150	44
	Assembly	B	Business areas	653 ft. <sup>2</sup>	-	150	5
	First Floor Corridor	B	Business areas	240 ft. <sup>2</sup>	-	150	2
	Stair 1	B	Business areas	120 ft. <sup>2</sup>	-	150	1
2	Congregate Living	I-1	Sleeping areas	7,131 ft. <sup>2</sup>	-	120	60
	Stair 1	I-1	Sleeping areas	120 ft. <sup>2</sup>	-	120	1
	Stair 2	I-1	Sleeping areas	120 ft. <sup>2</sup>	-	120	1
3	Congregate Living	I-1	Sleeping areas	7,131 ft. <sup>2</sup>	-	120	60
	Stair 1	I-1	Sleeping areas	120 ft. <sup>2</sup>	-	120	1
	Stair 2	I-1	Sleeping areas	120 ft. <sup>2</sup>	-	120	1

Life Safety Code							
Story	Name	Occupancy Classification	Function of Space	Designed Area (gross)	Designed Area (net)	OLF	Occupant Load
1	Office	Business	Business use	6,478 ft. <sup>2</sup>	-	100	65
	Assembly	Business	Business use	653 ft. <sup>2</sup>	-	100	7
	First Floor Corridor	Business	Business use	240 ft. <sup>2</sup>	-	100	3
	Stair 1	Business	Business use	120 ft. <sup>2</sup>	-	100	2
2	Congregate Living	Residential	Board and care, large	7,131 ft. <sup>2</sup>	-	200	36
	Stair 1	Residential	Board and care, large	120 ft. <sup>2</sup>	-	200	1
	Stair 2	Residential	Board and care, large	120 ft. <sup>2</sup>	-	200	1
3	Congregate Living	Residential	Board and care, large	7,131 ft. <sup>2</sup>	-	200	36
	Stair 1	Residential	Board and care, large	120 ft. <sup>2</sup>	-	200	1
	Stair 2	Residential	Board and care, large	120 ft. <sup>2</sup>	-	200	1

Min. Exits or Exit Access Doorways per Space

More than one exit or exit access doorway must be provided if the space occupant load or maximum common path of egress travel distance are exceeded. More may be required under high occupant load or other special conditions (see notes below).

Building Code							
Story	Space Name	Occupancy Group	Function of Space	Cum. Occupant Load of Space	Max Single Exit Cumulative Load of Space	Min. Number of Exits per Space	Max. Common Path of Egress Allowed for Single Exit
3	Congregate Living	I-1	Sleeping areas	60	10	2	75 ft.
2	Congregate Living	I-1	Sleeping areas	60	10	2	75 ft.
1	Office	B	Business areas	44	49	1	100 ft.
	Assembly	B	Business areas	5	49	1	100 ft.

Min. Exits per Story

Building Code

Story	Total Occupancy Load by Story	Minimum Number of Exits or Exit Accesses	Max Exit Access Travel Distance for Single Exit
3	60	2	n/a
2	60	2	n/a
1	49	1	100 ft.

Max. Exit Access Travel Distance

Maximum exit access travel distance serving each space should be at a maximum the values below for each occupancy group.

Building Code

Occupancy Group	Max Exit Access Travel Distance
B	300 ft.
I-1	250 ft.

Life Safety Code

Occupancy Classification	Use Case	Distance From Furthest Point To Exit	Distance From Furthest Point To Exit Access Or Corridor Door	Distance From Corridor Door To Exit	Distance From Corridor Door To Exit (Exterior Route)	Reference Section
Business	-	300 ft.	-	-	-	39.2.6 <a href="#">↗</a>
Business	-	300 ft.	-	-	-	39.2.6 <a href="#">↗</a>
Business	-	300 ft.	-	-	-	39.2.6 <a href="#">↗</a>
Business	-	300 ft.	-	-	-	39.2.6 <a href="#">↗</a>
Residential: Board and Care	Small Facilities	-	-	-	-	-
Residential: Board and Care	Large Facilities	-	125 ft.	200 ft.	200 ft.	33.3.2.6 <a href="#">↗</a>
Residential: Board and Care	Small Facilities	-	-	-	-	-
Residential: Board and Care	Large Facilities	-	125 ft.	200 ft.	200 ft.	33.3.2.6 <a href="#">↗</a>
Residential: Board and Care	Small Facilities	-	-	-	-	-
Residential: Board and Care	Large Facilities	-	125 ft.	200 ft.	200 ft.	33.3.2.6 <a href="#">↗</a>
Residential: Board and Care	Small Facilities	-	-	-	-	-
Residential: Board and Care	Large Facilities	-	125 ft.	200 ft.	200 ft.	33.3.2.6 <a href="#">↗</a>
Residential: Board and Care	Small Facilities	-	-	-	-	-
Residential: Board and Care	Large Facilities	-	125 ft.	200 ft.	200 ft.	33.3.2.6 <a href="#">↗</a>
Residential: Board and Care	Small Facilities	-	-	-	-	-
Residential: Board and Care	Large Facilities	-	125 ft.	200 ft.	200 ft.	33.3.2.6 <a href="#">↗</a>



Max. Dead-End Corridor Length

Dead-end corridors within each occupancy group should be at a maximum the length given below.

Building Code

Occupancy Group	Max Dead-end Corridor Distance
B and I-1 Condition 1	50 ft.

Life Safety Code

Occupancy Classification	Max Dead-end Corridor Distance (new)	Max Dead-end Corridor Distance (existing)
Business	50	50 ft.
Business	50	50 ft.
Business	50	50 ft.
Business	50	50 ft.
Residential	30	30 ft.
Residential	30	30 ft.
Residential	30	30 ft.
Residential	30	30 ft.
Residential	30	30 ft.
Residential	30	30 ft.

Dead-end corridor length limits only apply where more than one exit or exit access doorway is required  
Dead-end corridor length is not limited where the length of the dead-end corridor is less than 2.5 times of its least width

Min. Corridor Width

Building Code

Story	Corridor	Occupancy Groups Served	Cum. Occupant Load	Capacity Factor	Min. Design Corridor Width
1	First Floor Corridor	B	22	0.2	36" PRESCRIPTIVE

Life Safety Code

Story	Corridor	Occupancy Classifications Served	Cum. Occupant Load	Capacity Factor	Min. Design Corridor Width
1	First Floor Corridor	Business	22	0.2	36" PRESCRIPTIVE

The minimum width of corridors shall be unobstructed except where allowed by Section 1005.7 [↗](#). Fully opened doors shall not reduce the required width by more than 7 inches, and in no position may reduce the required width by more than one-half.  
The corridor capacity shall be not less than the required capacity of the exit to which the corridor leads.

Min. Stairway Width

Building Code

Story	Stairway	Min. Calculated Value	Min. Value per Sec. 1011.2 <a href="#">↗</a>	Final Min. Stairway Width
1	Stair 1	4.80	36"	36"
2	Stair 1	0.30	36"	36"
	Stair 2	0.30	36"	36"
3	Stair 1	9.30	36"	36"
	Stair 2	9.30	36"	36"

Occupancy Classification	Use Case	Distance From Furthest Point To Exit	Distance From Furthest Point To Exit Access Or Corridor Door	Distance From Corridor Door To Exit	Distance From Corridor Door To Exit (Exterior Route)	Reference Section
Residential: Board and Care	Large Facilities	-	125 ft.	200 ft.	200 ft.	33.3.2.6 <a href="#">↗</a>
Residential: Board and Care	Small Facilities	-	-	-	-	-
Residential: Board and Care	Large Facilities	-	125 ft.	200 ft.	200 ft.	33.3.2.6 <a href="#">↗</a>
Residential: Board and Care	Small Facilities	-	-	-	-	-
Residential: Board and Care	Large Facilities	-	125 ft.	200 ft.	200 ft.	33.3.2.6 <a href="#">↗</a>

Fire Ratings

Interior Building Element Ratings

Story	Interior Building Element Type	Min. Fire Resistance Ratings (hrs.)
All	Primary structural frame	0
	Interior Bearing Walls	0
	Interior Nonbearing walls and partitions	0
	Floor construction and associated secondary structural members	0
	Roof construction and associated secondary structural members	0

The primary structural frame shall include all of the following structural members:

1. The columns.
2. Structural members having direct connections to the columns, including girders, beams, trusses and spandrels.
3. Members of the floor construction and roof construction having direct connections to the columns.
4. Bracing members that are essential to the vertical stability of the primary structural frame under gravity loading shall be considered part of the primary structural frame whether or not the bracing member carries gravity loads.

Min. Fire Area Separation Ratings

Occupancy Group	Min. Fire Area Separation Rating (hrs.)
B	2
I-1	2

Where a building is divided into separate fire areas, so as to eliminate the need for an automatic fire sprinkler system, the fire walls, fire barriers, horizontal assemblies, or the combination thereof must be constructed in accordance with Table 707.3.10 [↗](#). In a mixed occupancy the higher rating must be used.

Min. Corridor Fire-Resistance Ratings

Each corridor must meet the minimum fire resistance ratings below

Story	Corridor	Occupancies Served	Corridor Rating (hrs.)
1	First Floor Corridor	B	0 (See note a)

Required Occupancy Separations

Required Separation of Occupancies (hours)

Occupancy	B	I-1
B	N	1 <sup>a</sup>
I-1	1 <sup>a</sup>	N <sup>a</sup>

N = No occupancy separation requirement

Accessory occupancy B is not included in these calculations per Section 508.2 [↗](#).



## Zoning Analysis Summary

5 Redlands Rd, Boston, MA 02132

Zoning Analysis Report

May 26, 2025

### Executive Summary

This report provides a zoning analysis for the property located at 5 Redlands Rd, Boston, MA 02132. The site is developed with a commercial building currently operating as a nursing/convalescent facility. The parcel is located in the Neighborhood Shopping (NS) subdistrict of West Roxbury. The building appears generally compliant with floor area ratio (FAR) limitations, though dimensional and parking compliance requires further verification.

### Property Details

Field	Details
Address	5 Redlands Rd, Boston, MA 02132
Parcel ID	2005903000
Lot Size	25,033 sq ft
Building Size	23,514 sq ft (Living Area)
Current Use	Nursing / Convalescent Home
Year Built	1963
Zoning District	Neighborhood Shopping (NS)
Overlays	None
Floodplain Status	To be verified via FEMA

### Zoning Requirements & Compliance

Parameter	Allowed (NS Zone)	Existing	Proposed
Use	Commercial (Permitted or Conditional)	I-2 Congregate Living Facility	I-2 Congregate Living Facility
FAR	2.0	0.94	No change
Height	35 ft	~30'-0"	No change
Front Setback	None	9'-8"	No change
Side Setback (Left)	None	8'-8"	No change
Side Setback (Right)	None	20'-0"	No change
Rear Setback	40 ft	20'-0"	No change
Open Space	50 sf/dwelling unit (if residential)	N/A	N/A
Parking	1 space per 4 beds (typ.)	Per prior zoning variance – 3 spaces provided	No change
Floodplain	To be confirmed via FEMA	No	No change

## Zoning Visuals and Site Context



Figure 1: Zoning Map - Parcel Boundaries and NS District Overlay





Figure 2: Google Earth Aerial View - Northeast Perspective

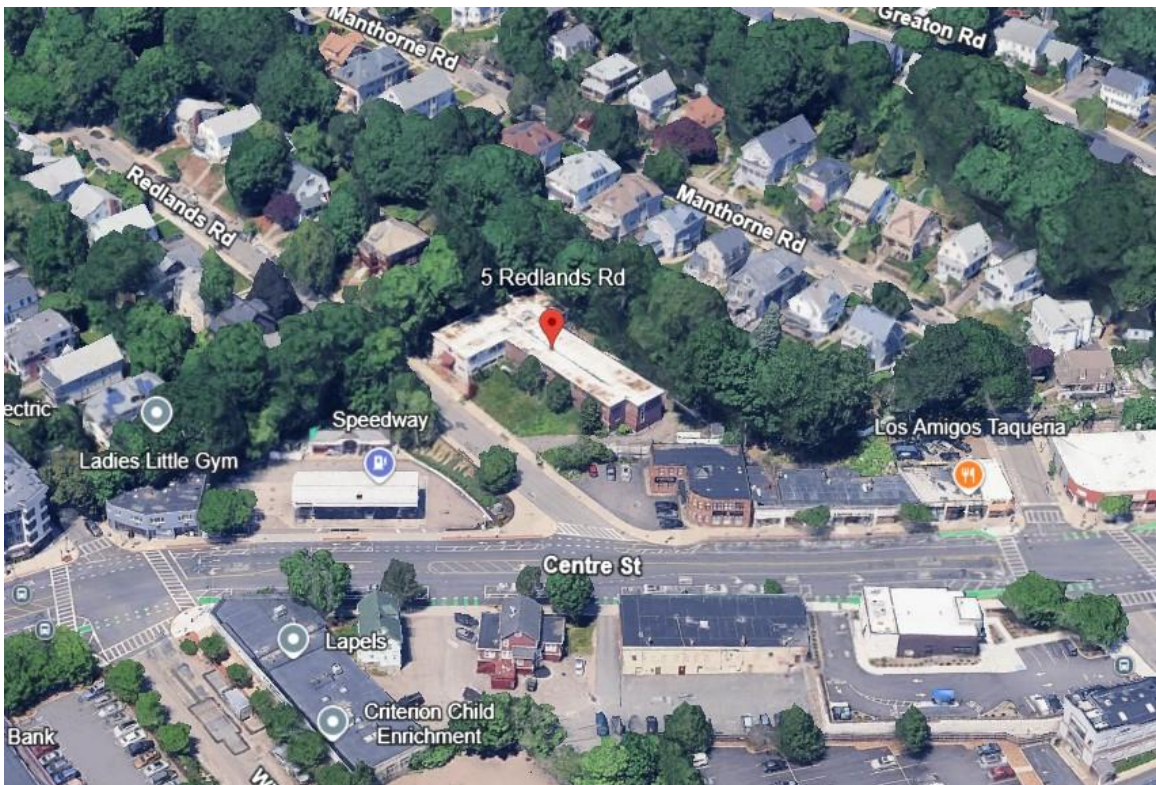
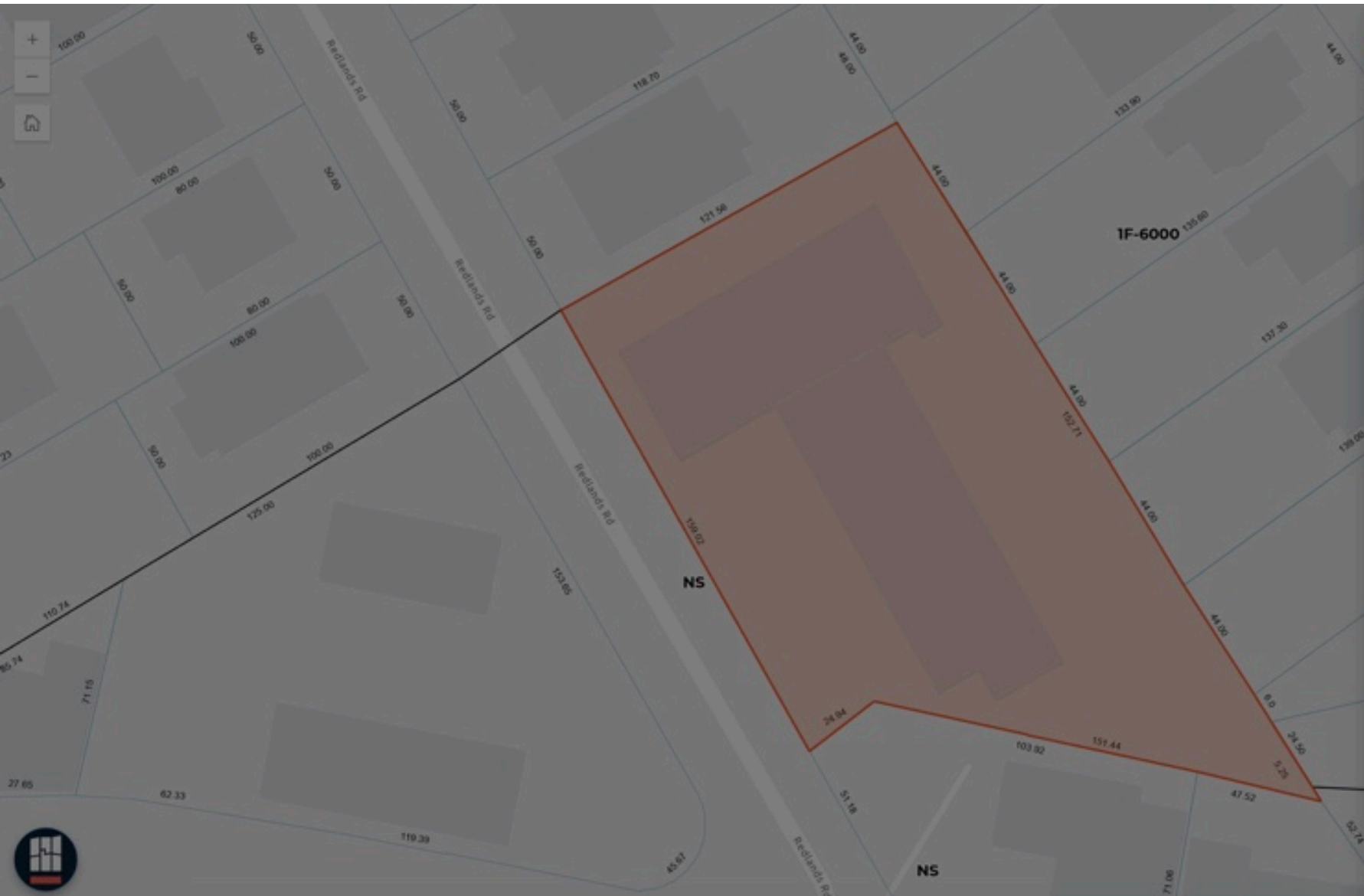


Figure 3: Google Earth Overhead View - Parcel and Adjacent Uses







2005903000



Regulations may apply  
more detail.



SEE STREET VIEW B



ASSESSING

PARCEL ID

ADDRESS

OWNER

ASSESSOR'S REPORT

PROPERTY VIEWER



ZONING

ZONING DISTRICT

ZONING SUBDISTRICT

SUBDISTRICT TYPE

Commercial

ZONING OVERLAYS

No Overlays

MAP NO.

11A-11E

ARTICLE



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/01/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> E.M. Freedman Insurance Agency, Inc. 20 Scanlon Drive  Randolph MA 02368		<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b>	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> Harleysville Worcester Insurance Company	
		<b>INSURER B:</b> Commerce	
		<b>INSURER C:</b> Hartford Underwriters Insurance Company	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES****CERTIFICATE NUMBER:** CL1911626104**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>COMMERCIAL GENERAL LIABILITY</b>			SPP00000057312J	05/09/2025	05/09/2026	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000				
			MED EXP (Any one person) \$ 5,000				
			PERSONAL & ADV INJURY \$ 1,000,000				
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
B	<b>AUTOMOBILE LIABILITY</b>			BDJN05	11/29/2024	11/29/2025	COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO		BODILY INJURY (Per person) \$ 250,000				
	<input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS		BODILY INJURY (Per accident) \$ 500,000				
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		PROPERTY DAMAGE (Per accident) \$ 100,000				
	<b>UMBRELLA LIAB</b>						EACH OCCURRENCE \$
	<b>EXCESS LIAB</b>		AGGREGATE \$				
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>			6S60UB0W84856224	01/23/2025	01/23/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y / N <input type="checkbox"/>	N / A				E.L. EACH ACCIDENT \$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 100,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000

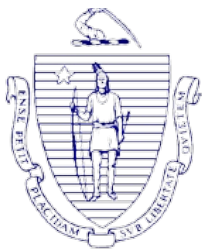
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

City of Boston  
1010 Massachusetts Ave  
Boston, MA 02118

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



*The Commonwealth of Massachusetts*  
*Department of Industrial Accidents*  
*Office of Investigations*  
*Lafayette City Center*  
*2 Avenue de Lafayette, Boston, MA 02111-1750*  
*www.mass.gov/dia*

**Workers' Compensation Insurance Affidavit: Builders/Contractors/Electricians/Plumbers**  
**Applicant Information** **Please Print Legibly**

Name (Business/Organization/Individual): Aspen Consulting, Inc

Address: 11 Walnut Hill Road

City/State/Zip: Chestnut Hill, MA, 02467 Phone #: (617) 590-4054

**Are you an employer? Check the appropriate box:**

- |   |  |
|---|--|
| <p>1. <input checked="" type="checkbox"/> I am a employer with <u>7</u> employees (full and/or part-time).*</p> <p>2. <input type="checkbox"/> I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required.]</p> <p>3. <input type="checkbox"/> I am a homeowner doing all work myself. [No workers' comp. insurance required.] †</p> | <p>4. <input type="checkbox"/> I am a general contractor and I have hired the sub-contractors listed on the attached sheet. These sub-contractors have employees and have workers' comp. insurance.‡</p> <p>5. <input type="checkbox"/> We are a corporation and its officers have exercised their right of exemption per MGL c. 152, §1(4), and we have no employees. [No workers' comp. insurance required.]</p> |
|---|--|

**Type of project (required):**

6. ☐ New construction
7. ☒ Remodeling
8. ☐ Demolition
9. ☐ Building addition
10. ☐ Electrical repairs or additions
11. ☐ Plumbing repairs or additions
12. ☐ Roof

\*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

† Homeowners who submit this affidavit indicating they are doing all work and then hire outside contractors must submit a new affidavit indicating such.

‡ Contractors that check this box must attached an additional sheet showing the name of the sub-contractors and state whether or not those entities have employees. If the sub-contractors have employees, they must provide their workers' comp. policy number.

***I am an employer that is providing workers' compensation insurance for my employees. Below is the policy and job site information.***

Insurance Company Name: HARTFORD UNDERWRITERS INS CO

Policy # or Self-ins. Lic. #: 6S60UB0W84856225 Expiration Date: 01/23/2026

Job Site Address: 5 Redlands Road City/State/Zip: Boston MA 02132

**Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).**

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

***I do hereby certify under the pains and penalties of perjury that the information provided above is true and correct.***

Signature: [Signature] Date: 05/01/2025

Phone #: (617) 590-4054

***Official use only. Do not write in this area, to be completed by city or town official.***

City or Town: \_\_\_\_\_ Permit/License # \_\_\_\_\_

**Issuing Authority (check one):**

1 ☐ Board of Health 2 ☐ Building Department 3 ☐ City/Town Clerk 4 ☐ Electrical Inspector 5 ☐ Plumbing Inspector 6 ☐ Other \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_



## Construction & Demolition Safety Ordinance - Site Safety Plan Affidavit

*The undersigned Permittee ("Permit Holder") certifies the following under the pains and penalties of perjury:*

*The Permit Holder hereby acknowledges the City's concerns regarding safety at project worksites, and that the City has implemented new regulations to reduce accidents on and around worksites. The Permit Holder agrees that it has read and understands the City of Boston Code, Ordinances, Chapter 16-65, Ordinance Governing Construction and Demolition Operations in the City of Boston ("the Ordinance") and will conduct its operations in strict compliance with all applicable obligations, guidelines, and requirements imposed by said Ordinance.*

*The Permit Holder understands that it is the Permit Holder's responsibility to develop, maintain, and follow a written project-specific Safety Plan specifying how it will meet its obligations.*

*The Permit Holder acknowledges that no provision of the Ordinance requires the Inspectional Services Department, or any other City entity, to interpret or enforce any existing Occupational Safety and Health Administration ("OSHA") health and safety regulation that governs the safety of persons employed in construction or demolition operations and that compliance with OSHA regulations is the sole responsibility of the Permit Holder.*

*The Permit Holder certifies that it has created and implemented a Site Safety Plan for the site subject to the permit that complies with, and will satisfy, all regulations obligations, guidelines, and requirements imposed by the Ordinance. Specifically, the Permit Holder certifies that the Safety Plan for this site defines planned protections from the potential hazards to people on the project site, the public, and property from construction and demolition operations and meets the applicable requirements defined by the Department, as set forth in Commissioner's Bulletin CB2023-04. The Permit Holder also certifies that each Subcontractor, Sub-subcontractor, and other parties that will perform work on the Project worksite will also comply and will satisfy these requirements. The Permit Holder acknowledges that it is their sole responsibility to ensure that its subcontractors comply with the Ordinance.*

*The Permit Holder certifies that it will comply with all applicable operational requirements of the Ordinance and the associated Commissioner's Bulletin's administrative procedures, including Site Safety Orientations, Annual Refreshers, Pre-Shift Safety Meetings, keeping of relevant logs and records, making required notifications, and providing required documentation, pursuant to the Ordinance, upon request by the Inspectional Services Department and/or its Inspectors and Building Officials.*

*The Permit Holder acknowledges and agrees that non-compliance with any of the requirements above, including failure to abide by its own Site Safety Plan, may result in suspension or termination of work in progress or revocation of the City's permit for such work; provided, however that the City reserves the right to allow the Permit Holder the opportunity to immediately correct or cure violations prior to the City issuing a suspension or termination of work in progress or revocation of the City's permit for such work.*

Robert Burk

04/01/2025

Name of Permit Holder

Signature

Date

5 Redlands Road, Boston MA 02132

Project Address



# MATTOCKS-HIGGINS AFFIDAVIT OF WORKPLACE SAFETY

I, Robert Burk, do hereby declare the following to be true and accurate to the best of my knowledge.

**I. Occupational Safety and Health Administration (OSHA) ☒ has not issued / ☐ has issued**  
any notice or violation against my company, as a sole proprietorship, limited partnership, and/or limited liability partnership/corporation, and/or any affiliated business or subsidiary of which I am an owner, manager, officer and/or director in the last five (5) years.

If you selected “**has issued**”, please disclose the following information:

Company \_\_\_\_\_ Date of Violation \_\_\_\_\_  
 Address of Violation \_\_\_\_\_ Total Fines, if any \_\_\_\_\_  
 Check if: ☐ Serious ☐ Willful ☐ Repeat ☐ Failure to Abate  
 Named violation: \_\_\_\_\_

Company \_\_\_\_\_ Date of Violation \_\_\_\_\_  
 Address of Violation \_\_\_\_\_ Total Fines, if any \_\_\_\_\_  
 Check if: ☐ Serious ☐ Willful ☐ Repeat ☐ Failure to Abate  
 Named violation: \_\_\_\_\_

\*\*Attach additional pages if necessary

*If any violations are categorized as Willful or Repeat, affidavit must be accompanied by a copy of the Site Safety Plan for the project seeking permit.*

**II.** Is the company currently on the OSHA Severe Violator Enforcement Program (SVEP) Log?  
☐ Yes ☒ No

*Companies in the SVEP are not eligible to receive a permit from the City of Boston*

**III. Company's Experience Modification Rating:** 1.29  
*Available from the MA Workers Compensation Rating and Inspection Bureau*

*The Licensed Contractor must disclose any subcontractor's OSHA violation history or SVEP designation to the permit reviewing department.*

Signed under penalties of perjury:

04/01/2025	Robert Burk	Aspen Consulting
Date	Name	Company

**The Permit Reviewing Authority, or designee, shall have the discretion to issue a stop work order for any open permits and/or deny the issuance of a permit due to failure to disclose any and all OSHA violations or demonstrated history of unsafe, hazardous or dangerous practices.**

# Rating Information

Last Updated: 3/24/2025 1:30 AM

Combo ID : 000264469  
FEIN : 043358873  
Coverage ID : 0264469

Aspen Consulting Inc  
11 Walnut Hill Rd  
Chestnut Hill, MA 02467

EFF DATE	EXP DATE	FACTOR	ARAP	RATING RESULT	RATING STATUS	STATUS DATE	RATING TYPE
01/23/2025	01/23/2026	1.29	1.25	CAL	ISS	08/13/2024	N
01/23/2024	01/23/2025	0.92	1.00	CAL	ISS	08/10/2023	N
01/23/2023	01/23/2024	0.93	1.00	CAL	ISS	08/09/2022	N

**RATING TYPE KEY**

- N : Normal
- C : Contingent (missing USR data)
- P : Preliminary (pending rate revision)
- B : Both Preliminary and Contingent

**RATING RESULT KEY**

- DNQ : Did not qualify
- MER : Merit Rating
- CAL : Experience rating mod or ARAP was calculated
- ENT : Entered Manually

**RATING STATUS KEY**

- ISS : Issued
- NCC : No Current Coverage

<< Search Results

New Search

As of Tuesday, May 31, 2011 - Interstate Ratings are no longer available from this site. Interstate Ratings and Massachusetts ARAP factors associated with interstate Ratings are available from NCCI

Inspectional Services Department  
1010 Massachusetts Avenue  
Boston, Massachusetts  
02118

## Lessons Learned

### To Whom It May Concern:

We would like to provide some background regarding the recent increase in our Experience Modification Rate since it is above 1.0. As a company deeply committed to safety and continuous improvement, we take pride in maintaining a strong track record of workplace safety and compliance. Unfortunately, during the past rating period, our EMR was impacted by an isolated incident that did not reflect our overall safety culture or practices.

The isolated incident involved a ladder accident caused by an improper angle during setup, which resulted in an injury and subsequent claim. In response, we immediately engaged our team in a renewed safety initiative, including hands-on ladder safety training and a deeper focus on jobsite awareness. Furthermore, we required employees to complete OSHA 30 certification courses to reinforce safe practices across all areas of operation. These efforts reflect our ongoing commitment to fostering a culture where safety remains the top priority.

We are confident that these proactive measures will result in safer outcomes and a stronger EMR moving forward.

Thank you for your attention to this matter.



## Licensee Details

### Demographic Information

Full Name:	ROBERT BURK
Owner Name:	

### License Address Information

City:	CHESTNUT HILL
State:	MA
Zipcode:	02467
Country:	United States

### License Information

License No:	CS-075589	License Type:	Construction Supervisor
Profession:	Building Licenses	Date of Last Renewal:	1/3/2025
Issue Date:	1/5/2011	Expiration Date:	1/5/2027
License Status:	Active	Today's Date:	5/1/2025
Secondary License Type:			
Doing Business As:	Aspen Consulting Inc.,		
Status Change Reason:	License Renewal		

### Prerequisite Information

No Prerequisite Information
-----------------------------

No Available Documents
------------------------



Commonwealth of Massachusetts  
Division of Occupational Licensure  
Board of Building Regulations and Standards

Construction Supervisor

CS-075589

Expires: 01/05/2027

ROBERT BURK  
11 WALNUT HILL RD  
CHESTNUT HILL MA 02467



Commissioner

*Sam R. Wilkinson*

Construction Supervisor

Unrestricted - Buildings of any use group which contain less than  
35,000 cubic feet (991 cubic meters) of enclosed space.

Failure to possess a current edition of the Massachusetts State  
Building Code is cause for revocation of this license.  
Contact OPSI: (617) 727-3200 or visit [www.mass.gov/dpl/opsi](http://www.mass.gov/dpl/opsi)



Construction Cost Budget  
5 Redlands, Boston, MA 02132

Permits: SF1701644 SF1670985 SF1733065 ALT1707934 A1735353	
Encompassing: MEPPFA Interior cosmetics	
Total	\$127,500

-Office uses 2.0 spaces required/1,000gsf of floor area >7300gsf = 8 spaces  
dwelling units- 16 spaces plus office use= **24 total spaces required.**  
'dNO WORK to be performed ON THIS PERMIT per scope of work. SEE ward  
inspector Anne Malito and Deputy Commissioner Marc Joseph overseeing **ALL**  
780 CMR Building code compliance requirements on site requirements and on  
on other issued permits



11 Walnut Hill Rd  
Chestnut Hill, Ma 02467  
Phone 617-590-4054  
*Email Robburk1@aol.com*  
Fax 617-323-3624

## Date: 05/2025

Client:		Subject Address:	
Company:	Berkshire Investments LLC	Name	
Name:	11 Walnut Hill Road	Task:	5 Redlands
Address:	Chestnut Hill, MA 02467		Boston MA 02132
City/State/Zip			

--

[illegible]

# PROJECT FIRE SAFETY PROGRAM

## ZADE

ZADE ASSOCIATES L.L.C.  
Consulting Engineers  
Mohammed Zade Ph.D., P.E.  
Muzaffer Muctehitzade M.Sc., P.E., LEED AP



140 BEACH STREET, BOSTON MA 02111

PHONE: (617) 338-4406 FAX: (617) 451-2540 EMAIL: [ZADE@ZADEENGINEERING.COM](mailto:ZADE@ZADEENGINEERING.COM)

5 REDLANDS RD.  
BOSTON, MA 02132

# NFPA-241 FIRE SAFETY PROGRAM

## PREPARED BY:

ZADE Engineering LLC  
1 Billings Rd.  
Quincy, MA 02171  
617-338-4406  
Zade@ZadeEngineering.com

## Submitted To:

Boston Fire Prevention & Inspectional Services  
1010 Massachusetts Ave.  
Boston, MA

## Enforcing Contractor:

Aspen Consulting, Inc

---

Alexander Burk

---

1 Fairmount Ct, Hyde Park, MA 02136 (617) 851-5222

---

PROJECT CONTACT

CONTACT	COMPANY	NAME	PHONE
Fire Protection Program Manager (FPPM)	Aspen Consulting, Inc	Alexander Burk	(617) 851-5222
Alternate FPPM			

**Construction Project**  
**Fire Prevention Program Manager**

In conformance with 527 CMR, 780 CMR and NFPA 241.

To be completed by the Fire Prevention Program Manager appointed for the construction project located at: *(Please print all fields except signature)*

Regardless of what is indicated in this plan all work shall be done in full accordance with OSHA regulation and all local jurisdictional construction requirements.

(Address of Property) 5 REDLANDS RD.

(When Applicable- Specify Location within the Property -i.e. floor number) ALL FLOORS / ENTIRE BUILDING SITE

Signature of FPPM

Date

  
\_\_\_\_\_

4/25/2025  
\_\_\_\_\_

Signature of Alternate FPPM

Date

\_\_\_\_\_

\_\_\_\_\_





NATIONAL FIRE PROTECTION ASSOCIATION

# TRAINING CERTIFICATE

OF COMPLETION

This certificate is presented to

**Alexander Burk**

Fire Prevention Program Manager Online Training Series

ID #: 2144145827  
Completion Date: 04/25/2025  
CEUs: 0.5



  
President, National Fire Protection Association



NATIONAL FIRE PROTECTION ASSOCIATION

# TRAINING CERTIFICATE OF COMPLETION

This certificate is presented to

**Alexander Burk**

Fire Prevention Program Manager Online Training Series

ID #: 2144145827  
Completion  
Date: 04/25/2025  
CEUs: 0.5



*J. P. ...*  
President, National Fire Protection Association

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## **ANNEX**

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EMERGENCY TRAINING  
EVACUATION PLANNING  
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# 1. PLAN ADMINISTRATION/APPLICABLE CODE

## **1.1 OVERVIEW**

This MASTER NFPA-241 PLAN/FIRE PROGRAM has been developed to address the responsibilities required per NFPA-241 for safeguarding during construction and includes site safety requirements to be adhered to throughout construction

This NFPA-241 report is intended to be a live document and will require the FPPM, owner, general contractor and authorities having jurisdiction to provide updates throughout construction in order to remain current.



**FIRE PREVENTION PROGRAM MANAGER ACKNOWLEDGEMENT FORM**

(In conformance with 527 CMR, 780 CMR, and NFPA 241)

- Every construction, alteration, or demolition project requiring a Construction Safety Permit will require a Fire Prevention Program Manager (FPPM) to oversee the NFPA 241 Plan.
- Any project that has an existing standpipe or will be installing one must email this completed form with the NFPA 241 Plan to [bfd241@boston.gov](mailto:bfd241@boston.gov)
- This form shall be completed by the FPPM appointed by the owner to oversee the NFPA 241 Plan and signed by the licensed builder associated with the Boston ISD building permit at the following location:

5 Redlands Road, Boston MA 02132

Address of the property

Floors 1-3

Specify location of the project within the property, as applicable ( i.e. floor #)

Blue Rock / Robert Burk / RobBurk1@aol.com / (617) 590-4054

Building Owner/Authorized Representative's Name, email, and mobile phone #

Aspen Consulting / Alexander Burk / AlexBurk1@aol.com / (617) 851-5222

Fire Prevention Program Manager's Name, email, and mobile phone #

Alternate Fire Prevention Manager's Name, email, and mobile phone #

By signing this acknowledgement form, I am confirming that my project understands the application of NFPA 241 to this project. To assist in regular compliance, we employ a FPPM that is dedicated to this project. I understand that failure to have the FPPM (or their designated alternate) present on the construction site to enforce NFPA 241 compliance could result in monetary fines and/or a stop work order. The FPPM and myself have reviewed the NFPA 241 Plan for the above address with the author of plan. I attest to the fact that the project FPPM (and any alternate(s)) have completed the online NFPA Fire Prevention Program Manager course. If the FPPM is not present on site, an alternate will assume all duties and responsibilities. I understand that failure to have an FPPM present on the construction site to enforce NFPA 241 compliance could result in a stop work order.

Robert Burk / RobBurk1@aol.com / (617) 590-4054

Licensed Builder's Name, email, and mobile phone # (signature)

4/25/2025

Licensed Builder's (signature)

Date

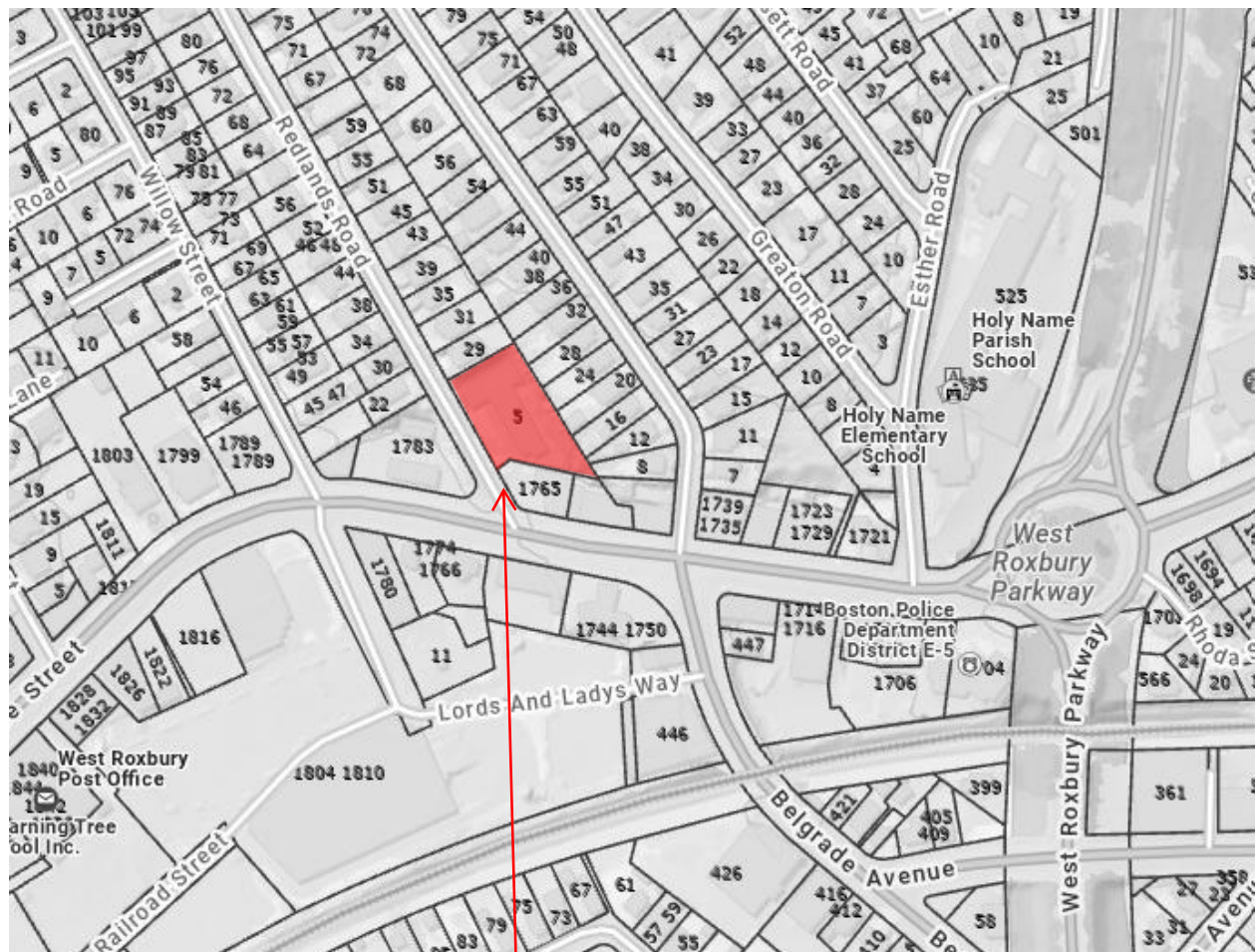
THE NFPA 241 PLAN IS A WORKING DOCUMENT THAT SHOULD BE UPDATED AS CONDITIONS CHANGE.

### **1.3 BUILDING SUMMARY**

This building is currently vacant and cosmetic updates are ongoing.



## 1.4 BOSTON ZONING INFORMATION



5 REDLANDS RD.  
WEST ROXBURY, MA

## **2. TEMPORARY CONSTRUCTION & STORAGE**

### **2.1 TEMP FENCING**

All construction fencing is to be minimum 7'-0 tall chain link with privacy fabric. Gates and openings in the fence will be clearly marked with standard signage black lettering on white background. Project contact information and building permit shall be posted at main gate entrance. If temporary security fencing impedes pedestrian traffic in any way the FPPM shall amend this plan to include those provisions accommodating access.

### **2.2 TEMPORARY Site Structures**

In the event a temporary structure is required it shall be separated from the new building by a minimum of 20 feet and per Table 4.2.1 All material used to construct temporary structure, partition, doors, ramps, platforms or similar built to aid in construction must be noncombustible/FRT plywood/framing

Table 4.2.1 Separation Distances

Temporary Structure Exposing Wall Length		Minimum Separation Distance	
m	ft	m	ft
6	20	9	30
9	30	11	35
12	40	12	40
15	50	14	45
18	60	15	50
>18	>60	18	60

### **2.3 SITE SECURITY MEASURES**

The general contractor is responsible for the integrity of the building throughout construction. The FPPM will, at their discretion may require additional measures to secure the building during renovation than is currently provided.

The building must be made secure at the end of each working day and inspected for suspicious activity at the start of each working day.

### **2.4 CONSTRUCTION DEBRIS STORAGE DURING CONSTRUCTION**

FPPM or their designee will walk the project daily to make sure there are no significant fire loads being generated by construction activity

No substantial quantity of combustible material will be allowed stored inside the building

All dumpsters where required must be emptied on a daily basis. Dumpsters cannot be left overnight >75% filled



## **3. PROCESSES & HAZARDS**

### **3.1 FALL PROTECTION**

All work which takes place at a height of 6'-0 or over greater comply with the requirements of 3.1. Work not exceeding a height of 6'-0 but occurring in close proximity to hazardous areas shall comply with this section.

No work shall occur within 6'-0 of a leading edge without the use of handrails or personal fall arrest systems.

Guardrail systems will be a min. of 42" tall and be provided at all vertical openings

All roof work will be assessed prior to work by the FPPM. Fall arrest systems will be required for all roof work.

All employees performing roof work must be OSHA certified for that type of work.

Requests for Controlled Access Zones (CAZ) shall be reviewed with the FPPM

### **3.2 PPE REQUIREMENTS**

All workers will be required to wear protective equipment while on the site. At minimum workers will not be permitted into and will be asked to leave in the event are not wearing approved eye protection, hardhat, appropriate footwear, long pants and shirts and ear plug. The FPPM is responsible for enforcing the PPE requirements and worker dismissal will be at the FPPM discretion

All workers on the site are required to have a face covering at all times, anyone not wearing a face covering or wearing a face covering improperly will be ejected from the site.

### **3.3 HOT WORK REQUIREMENTS**

Any construction activity which involves the use of high heat elements or produces spark, laser or flame shall comply with this section and the requirements of the Boston Fire Department; No hot work is allowed without direct approval and sign off from the FPPM. Any required fire watch shall be provided by the contractor whose work its required for. All hot work shall be in accordance with NFPA-51b

NO HOTWORK will be allowed without proper permitting from Boston Fire Dept. FPPM will coordinate shut downs of existing life safety systems with contractors, alarm-company & Boston Fire Department

### **3.4 SMOKING**

FPPM will enforce a strict no smoking policy on and around the property.

## **1.5 APPLICABLE CODE**

This document is prepared in accordance with the requirements of the following codes and standards.

NFPA-10 Standard for Portable Fire Extinguishers

NFPA-13 Standard for Installation of Automatic Sprinkler Systems

NFPA-30 Flammable and Combustible Liquids

NFPA-31 Standard for Installation of Oil Burning Equipment

NFPA-51B Standard for Fire Prevention During Welding, Cutting, and Other Hot Work

NFPA-70 National Electric Code

NFPA-70E Standard for Electrical Safety in the Workplace

NFPA-72 National Fire Alarm and Signaling Code

NFPA-80 Standard for Fire Doors and Other Opening Protectives

NFPA-101 Life Safety Code

NFPA-241 Safe Guarding during Construction, Alteration & Demolition

International Building Code

International Fire Code

International Energy Conservation Code

Code of Massachusetts Regulations 780 MSBC 9th ED.

Code of Massachusetts Regulations 521 AAB

### 3.5 SPECIAL CIRCUMSTANCES

To be determined by FPPM.

## 4. FIRE PROTECTION

### 4.1 RESPONSIBILITIES

The developer/General Contractor is responsible for implementing this NFPA-241 safety plan and designating the FPPM who will enforce the plan. The FPPM will communicate any changes in the plan during construction and will modify this document as required and update Boston Fire Prevention with any changes

The FPPM is Alexander Burk and is responsible for walking the project site in its entirety each morning for security breach or unsafe material storage. Confirm no large quantities of debris are stored inside or outside the building, review work areas for conformance with this plan, maintain active permit log, maintain active hot works log, maintain weekly safety check list (*Annex E*)

Each worker allowed onto the job site is responsible for their own personal safety and being versed with the project specific NFPA-241 provided by the general contractor safety plan. Workers must be OSHA certified where required for their work and have on their person the required PPE outlines in section 3.2

### 4.1 PRE-INCIDENT PLANNING

FPPM will be familiar with all aspects of the project and provide any requested information to Boston Fire Prevention & Boston Inspectional Services

Reliable communication devices will be provided by the FPPM to all foreman from each subcontractor

Post emergency contact list next to building permit visible from exterior of building

At any time the conditions on site drastically change or any changes are made to this plan the Boston Fire Dept. shall be provided an updated copy without having to request it.

Approved first aid kits will be provided in central location

FPPM shall perform pre-emergency planning before starting field activities and will coordinate any emergency response with onsite parties, vendors & local emergency response teams. In event of emergency the FPPM will meet the responders at the designated muster point and provide situational analysis.

### 4.3 FIRE DEPARTMENT SITE ACCESS

Emergency response vehicles will enter the site via Redlands Rd. fire lanes are existing. See *Annex B* for the emergency access plan  
primary entrance is via front entrance knock box

#### **4.4 EMERGENCY MUSTER POINTS**

In the event of an emergency all workers are instructed to evacuate via the nearest exit and assemble at one of two designated emergency muster points. No person shall be permitted to leave the site during evacuation until permitted by the FPPM. See *Annex B* for emergency muster points

#### **4.5 EXISTING LIFE SAFETY SYSTEM**

During construction the building shall employ fire extinguishers throughout per PIP plans

#### **4.6 SITE FIRE ALARM NOTIFICATION**

Shall be via air horn located on site. Upon activation of the air horn alarm all workers inside the building will proceed to muster point A unless instructed otherwise by the FPPM

#### **4.7 FIRE COMMAND POST**

Located on ground floor of 5 REDLANDS RD. command post will contain;

- EMERGENCY CONTACT LIST
- SET OF CURRENT FLOOR PLANS
- KEY ACCESS IF REQUIRED
- PROVIDE "FIRE COMMAND POST" SIGNAGE

## **5. SAFEGUARDING FOR CONSTRUCTION**

#### **5.1 EMERGENCY PROTOCOL**

In the event of an emergency all workers will be instructed to evacuate the building and assemble at one of the muster points. FPPM will meet emergency responders at entrance to site and provide a situation briefing.

##### **FIRE EMERGENCY**

Fire extinguishers will be provided throughout the site to be used in the event of a small incident, for larger hazards the first action shall be to evacuate the building and call 911 once outside. No worker shall re-enter the building until permitted.

##### **MEDICAL EMERGENCY**

General Contractor is responsible for providing trained personnel per OSHA standards In general; do not move the victim but make them comfortable until trained responders arrive

## **5.2 TRAINING**

FPPM shall be responsible for training all workers on emergency response and preparedness as outlined in the plan. All workers shall be aware of evacuation routes and emergency protocol. Each contractor will be responsible for tool box talks at the start of each work day, and update workers on any changes to this plan.

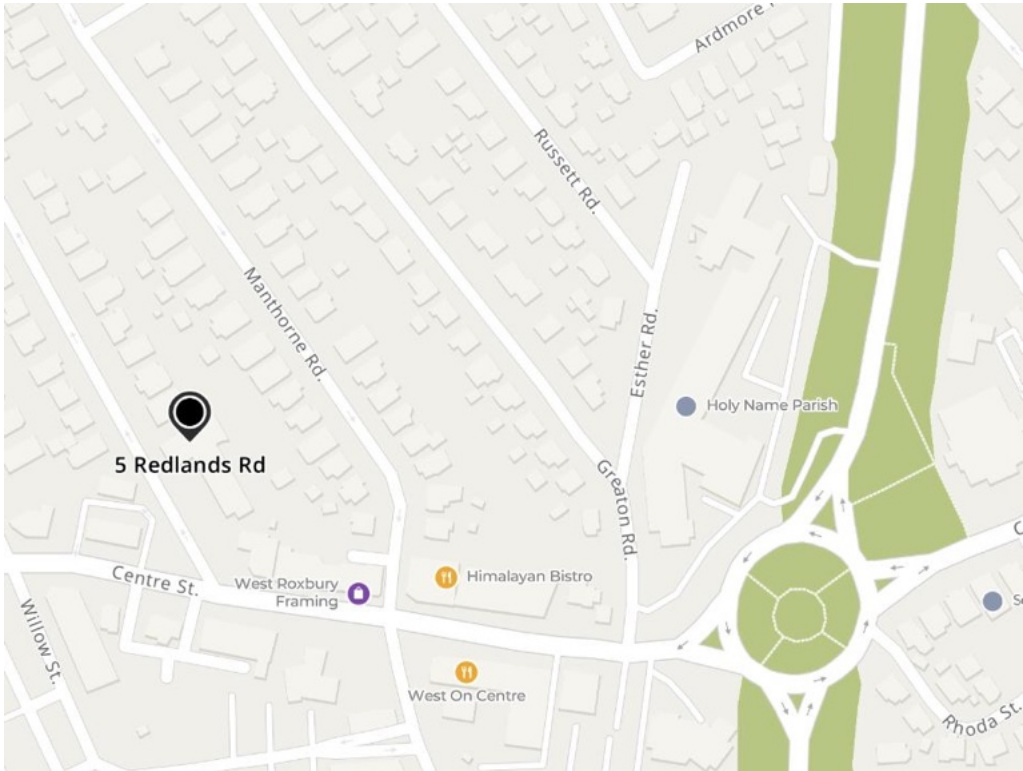
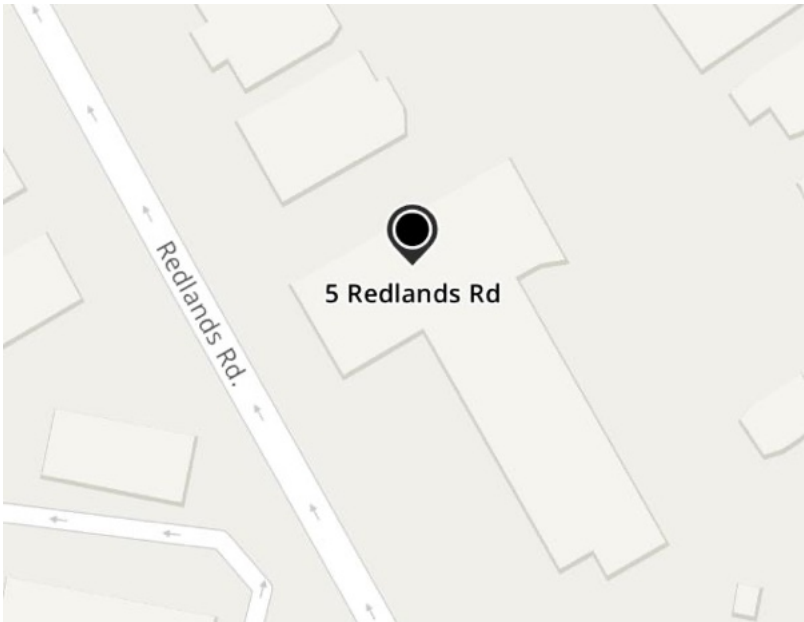
## **5.3 EVACUATION PLANS**

The owner and FPPM will coordinate an acceptable emergency evacuation plan based on the circumstances in the field and post updated evacuation egress maps on letter size paper throughout construction area

## **5.5 EVACUATION SIGNALING & EGRESS REQUIREMENTS**

FPPM to maintain clear and unobstructed egress passage at all times during construction activity, all paths to be clearly lit with and emergency lighting provided throughout construction

ANNEX A- Building Overview



## ANNEX B- FIRE HYDRANT LOCATIONS



FIRE HYDRANT



MASTER BOX

## ANNEX C- Permit Log

## ACTIVE PERMIT LOG

FPPM will update this log throughout construction. Each log entry will contain at minimum;

- Name of Contractor
  - Location of work
  - Description of work
  - Hazard Analysis of work

[illegible]



## ANNEX E- Fire Code Checklist

### Fire Code of Massachusetts Weekly Checklist

Date \_\_\_\_\_ BUILDING PERMIT No. \_\_\_\_\_  
 Name \_\_\_\_\_

#### Weekly Checklist

IFC	DESCRIPTION	Y/N; N/A
1403.1	Temporary Heating Equipment: Listed and Labeled	
1403.6	Temporary Heating Equipment: Supervised	
1404.1	Smoking: Approved Areas Designated	
1404.1; 310	Smoking: No Smoking Signs Posted	
1404.2	Waste Disposal: Combustible Waste Removed Daily	
1404.5	Fire Watch: When Required by Code Official	
1404.6; 1408.5	Hot Work per BFD Policy	
1404.7	Electrical: Temporary Wiring per Building Code Ch. 27	
1405.1	Flammable & Combustible Liquids: Storage per FC3404	
1405.2	F/C Liquids: Class I & II per FC 3406.2	
1405.4	F/C Liquids: Sources of Ignition and Smoking Prohibited	
1405.4	F/C Liquids: Signs Posted per FC 310	
1405.5	F/C Liquids: Class I & II in Safety Containers	
1406.1	Flammable Gases: Per FC Chapter 35	
1408.1	Fire Protection: Fire Prevention Superintendent designated	
1408.2	Fire Protection: Develop & Maintain Pre-Fire Plan	
1408.3	Fire Protection: Training of Personnel	
1408.4	Fire Protection: Fire Protection Devices Maintained	
1408.6	Fire Protection: Impairments per FC 901	
1408.7	Fire Protection: Temporary Covering of Devices	
1409	Fire Alarm Reporting: Emergency Telephone Available	
1409	Fire Alarm Reporting: Address & Phone Number Posted	
1410.1	Access for Fire Fighting: Access Roads Available	
1410.1	Access for Fire Fighting: Key Box Provided	
1411.1	Means of Egress: One Lighted Stairwell Required	
1411.2	MOE: Maintained During Construction/Demolition	
1412.1	Water Supply for Fire Protection: Provided	
1413	Standpipes	
1414	Fire Sprinkler: Approved Prior to Occupancy	
1415	Fire Extinguishers: Each Stairway – All Floors	
1415	Fire Extinguishers: Each Storage Shed	
1415	Fire Extinguishers: At Special Hazards	
1416.1	Motorized Equipment: Internal Combustion Powered	
1417	Roofing: Asphalt and Tar Kettles per FC 303	
1417.3	Roofing: Fire Extinguishers. Per FC 906	

# ANNEX D- NFPA-241 Safety List

## NFPA-241 Weekly Checklist

Date \_\_\_\_\_  
Name \_\_\_\_\_

BUILDING PERMIT No \_\_\_\_\_

NFPA 241	DESCRIPTION	Y/N; N/A
4.2	Temporary Offices and Sheds. Separation Distances per details of Table 4.2.1	
4.3.4	Fire Extinguishers. Travel distance < 50'.	
4.4.1	Equipment. Internal combustion engines. Exhaust discharge away from combustible materials.	
5.1.1	Hot Work. Per NFPA 51B; BFD Policy	
5.1.3.1	Fire Watch. Fire watches shall be assigned no other duties.	
5.2.1	Temporary Heating Equipment. Listed and used per manufacturer's instructions.	
5.2.8	Temporary Heating Equipment. Monitored for safe operation.	
5.4.1	Waste Disposal. Removed daily.	
5.4.4.1	Trash Chute Safety Plan.	
5.5.1	Flammable & Combustible Liquids & Flammable Gases. Storage of Class I & II Liquids. Max. 60 gallons.	
5.5.1.5	F/C Liquids & F Gases. Posted "no smoking"	
6.1.1	Electrical. Per NFPA 70 National Electrical Code	
6.1.1.2	Electrical. Extension cords free from damage.	
6.1.2	Electrical. Temporary wiring. Branch circuits shall originate in approved outlet or panelboard.	
6.1.2.3	Electrical. Temporary wiring. Conductors protected by overcurrent devices.	
7.1	Fire protection. Fire safety program.	
7.2.3.1	Fire protection. Prefire plans developed with fire department.	
7.2.3.3	Fire protection. Prefire plans. Provisions for on-site visits by the fire department.	
7.2.4.4	Weekly self-inspection program.	
7.4.1	Fire alarm reporting. Fire alarm box.	
7.4.1	Fire alarm reporting. Telephone service.	
7.5.4	Access for fire fighting. Key box required.	
7.5.6	Stairs. One stair shall be provided.	
7.5.6.3	Stairs. Stairway shall be lighted.	
7.5.6.5	Stairs. Exit stairs to be provided with stair identification signs (floor level, stair designation, exit path direction).	
8.6.2.2	Temporary separation walls. One hour rating.	



# PRESTIGE ALARM & SERVICE



April 7, 2025

Boston Fire Department  
Fire Prevention  
1010 Mass Ave, 4<sup>th</sup> Floor  
Boston MA, 02118



## Fire Alarm & Detection System Narrative: 5 Redlands Rd, Boston MA 02130

### SECTION 1 - Building Description

- a) Building Occupancy Type: Residential R-2, S-2
- b) Building modification scope: 1st, 2nd, 3rd Floors
- c) Building construction type: Most closely resembles that of Type IIIB
- d) Number of floors above grade: Three (3)
- e) Number of floors below grade: None
- f) Hazardous Material usage and storage: None.
- g) High storage of commodities within the building over 12 ft.: None.
- h) Site accesses arrangements for Emergency Response Vehicles are through Fire Lanes on Redlands Rd

### SECTION 2 - Applicable Laws, Regulations and Standards

- a) 780 CMR, the *Massachusetts State Building Code*, 9<sup>th</sup> Edition, which is an amended version of the 2015 International Building Code (IBC)
- b) 780 CMR, Chapter 34, the *Massachusetts Existing Building Code*, which is an amended version of the 2015 International Existing Building Code (IEBC)
- c) 527 CMR 1.00, *Massachusetts Comprehensive Fire Safety Code*, which is an amended version of the 2021 Edition of NFPA 1, Fire Code
- d) Boston Fire Prevention Order 11-1 (BFPO 11-1)
- e) Boston Fire Prevention Code (BFPC)
- f) 527 CMR 12.00, *Massachusetts Electrical Code*, which is an amended version of the 2023 Edition of NFPA 70, the National Electrical Code
- g) NFPA 72, National Fire Alarm and Signaling Code, 2013 Edition

### SECTION 3 - Design Responsibility for Fire Protection Systems

- a) Design and installation to be accomplished by Prestige Alarm & Service in accordance with MGL 112, Section 81R. Sign and Seal provided per 780 CMR, Section 107.1.1.
- b) Design and installation composed in accordance with 780 CMR, Section 901.2.1.
- c) Design and installation per drawings dated 4/7/2025, to be approved by AHJ.

### SECTION 4 - Fire Protection Systems to be installed/modified

- a) Level 2 Alteration to be accomplished in space to accommodate new scope of work in accordance with 780 CMR, Chapter 34, Section 804.4.
- b) Work Area compliance method to be implemented within scope of work per 780 CMR, Chapter 34, Section 301.1.2. Manual fire alarm & detection system to be modified to accommodate new devices solely for Phase I Elevator Recall functionality.

- c) New system-type smoke detection to be provided in elevator lobbies within 21' of the centerline of elevator lobby doors per NFPA 72, Section 21.3.5 as well as in the elevator machine room.
- d) Additional emergency control function interface relays to be provided for Phase I elevator recall functions as well per NFPA 72, Section 21.3.14. Functions to be provided for Primary Recall, Alternate Recall, and Fire Hat interfaces per ASME A17.1, Section 2.27.3.2.
- e) The system shall continue to transmit alarm, supervisory, and trouble signals via the existing Starlink DART located in the Ground Floor Tel/Data closet.

#### SECTION 5 - Sequence of Operation

##### Alarm:

The activation of a fire alarm initiating device (Manual Pull Station, Smoke Detector, Heat Detector, Sprinkler Waterflow Switch) indicates the report of an emergency within the building and requires the need for immediate attention. Activation of any alarm initiating device will be annunciated and commence the below sequence of operations within 10 seconds of the device activation in accordance with NFPA 72, §10.12.1 throughout the building:

- a) Change of status on the Fire Alarm Control Unit and remote annunciator identifying signal received, zone description, location, and audible/ visual annunciation.
- b) General evacuation tone will then be annunciated throughout the building over audible/ visual notification appliances. Visual notification appliances will flash.
- c) Unlock all exit doors integrated to the fire alarm system as applicable.
- d) Alarm signals will be transmitted to the Listed Central Station via the FACU DART.
- e) Exterior Strobe Light will be activated.
- f) Exterior Sprinkler Bell will be activated upon the receipt of a waterflow switch activation.

Activation of a smoke or heat detector provided for Phase I elevator recall functions will accomplish the sequence of operations identified above in addition to the following:

- a) If the smoke/ heat detector is activated on the level of primary recall, the elevator will be sent to the alternate recall floor as designated by the applicable AHJ. The firefighter's hat indicator in the elevator cars associated with the Phase I recall activation will illuminate steadily.
- b) If the smoke/ heat detector is activated on any level other than the level of primary recall, the elevator will be sent to the primary recall floor as designated by the applicable AHJ. The firefighter's hat indicator in the elevator cars associated with the Phase I recall activation will illuminate steadily.
- c) If the smoke/ heat detector is activated in the elevator machine room/ control area, the elevator will be sent to the primary recall floor as designated by the applicable AHJ. If the elevator machine room/ control area is located on the primary recall floor, the elevator will be sent to the alternate recall floor. The firefighter's hat indicator in the elevator cars associated with the Phase I recall activation will illuminate intermittently

##### Supervisory:

The activation of a supervisory initiating device (sprinkler tamper switch, sprinkler low pressure switch) indicates an off-normal status of a piece of equipment that should be attended to immediately. Activation of any supervisory signal initiating device will be annunciated and commence the below sequence of operations within 90 seconds of the device activation in accordance with NFPA 72, §10.14 throughout the building:

- a) Change of status on the Fire Alarm Control Unit and remote annunciator identifying signal received, zone description, location, and audible/ visual annunciation.
- b) Supervisory signal will be transmitted to the Listed Central Station via the FACU DART.

##### Trouble:

The activation of a trouble signal indicates a component, system, or wiring fault impeding correct system operations and functions. Trouble signals are generated due to system opens, shorts, grounds, low batteries, or component faults.

Activation of any trouble signal will be annunciated and commence the below sequence of operations within 200 seconds of the device activation in accordance with NFPA 72, §10.15 throughout the building:

- a) Change of status on the Fire Alarm Control Unit and remote annunciator identifying signal received, zone description, location, and audible/ visual annunciation.
- b) Trouble signal will be transmitted to the Listed Central Station via the FACU DART.

#### SECTION 6 - Testing Criteria

- a) System Installer will test 100% of the new devices, components, and equipment for BFD review and conformance. Additionally, 10% of initiating devices, up to a maximum of 50, that are not directly impacted by the scope of work shall be tested and verified for correct operation and functionality per NFPA 72, Section 14.4.2.4(2).
  - a. Equipment and Tools
    - i. During the preliminary and Final Testing of the System, following Equipment and Tools will be provided at the site by the Contractor.
      - 1. Manufactures instructions
      - 2. Sound Meters
      - 3. Voltage Meters
      - 4. Magnets
      - 5. Communication Radios (minimum of two)
      - 6. Ladder as required to reach high mounted devices.
  - b. Testing and Installation Procedures
    - i. Fire Alarm System Installation shall be in accordance with NFPA 72 and 527 CMR 12.00.
    - ii. Initiating Device Circuit Wiring and Emergency Control Function Interface Circuit wiring shall be Class "B", Survivability Level "0".
    - iii. Fire Alarm System shall be tested according to NFPA 72, Table 14.4.3.2.

#### In General:

- a) Battery Test shall be one visually and by Discharge test per Manufactures Specifications
- b) Stand-by Power Supply Test shall be done by disconnecting Primary Power supply and testing the Fire Alarm Control Unit (FACU) as described above.
- c) Public Reporting System Test shall be done by testing the current, voltage across the conductors and to ground. Any variation above 10% from normal to be investigated and corrected.
- d) Transient Suppressors shall be tested per Manufactures Specifications.
- e) Control Panel Trouble Signals shall be tested for operation and ring back feature and off-premise signal transmission. Test of the operation under multiple fault conditions.
- f) Smoke Detectors shall be tested with listed aerosol acceptable to the manufacture.
- g) Sounder/Strobe Devices shall be tested for sound levels with sound level meters.
- h) Testing Agency will have a log of Fire Protection Components and Devices with test results corresponding to each device. This log will be submitted to BFD for review and approval.
- i) Upon completion of the System, BFD and AHJ will be invited for Final Inspection.

#### SECTION 5-Approval Requirements

- a) Upon successful completion of performance of the System, Code Official will sign Record of Completion.
- b) If the System fails to perform successfully per BFD or AHJ, failed components or part of the System or function will be corrected immediately upon agreement of an acceptable correction period with BFD.
- c) Along with the above Certification, listing of Names, Addresses and Telephone Numbers of Personnel for Emergency Notification will be provided.

# **Construction Safety Plan**

Aspen Consulting Inc

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### **1) Introduction**

- a) Safety & Health Policy Statement
- b) Safety & Health Objective
- c) Project Employee Responsibilities

### **2) ASPEN CONSULTING, INC Project Site Safety**

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### **3) General Safety**

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- r) Roofing Shingles
- s) Drywall
- t) Paint Primer
- u) Elevator

**4) ASPEN CONSULTING, INC Policies**

- a) Sexual Harassment Policy
- b) Drug Free Workplace

## **SAFETY AND HEALTH POLICY STATEMENT**

Aspen Consulting, Inc believes that NO JOB OR NO TASK IS MORE IMPORTANT THAN WORKER HEALTH AND SAFETY. If a job represents a potential safety or health threat, every effort will be made to plan a safe way to do the task.

Every procedure must be a safe procedure. Shortcuts in safe procedures by either supervisor or workers will not be tolerated. If a worker observes any work activity which may pose a potential threat to their or others health or safety, he or she must inform management and management must take adequate precautions.

IF A JOB CANNOT BE DONE SAFELY, IT WILL NOT BE DONE.

OUR FUTURES ARE ONLY BUILT THROUGH OUR PEOPLE; WE AIM TO PROTECT THEM.

## **SAFETY AND HEALTH OBJECTIVES**

Aspen Consulting, Inc plans to enhance worker safety and health through the implantation of this Safety Plan and by the following:

- A. Implement & educate workers on corrective actions.
- B. Enforcing the use of safety equipment.
- C. Following safety procedures and rules
- D. Providing on-going safety orientations
- E. Enforcing safety rules and using appropriate accountability measures.

## **PROJECT EMPLOYEE RESPONSIBILITIES**

Project Manager – Must lead project team by setting an example for safety awareness as well as developing, communicating and supervising the safety program. The project manager must enforce and set the tone for all safety related issues during and prior to the planning of each project phase. They must provide leadership and show commitment to a safe and healthy environment. Responsibilities shall include addressing health and safety issues on the jobsite.

## **EMERGENCY SIGNALS AND PROCEDURES**

1. Serious Emergency: A single long blast from an air horn shall be given by the Project Manager in the event of a serious emergency on the site. These include serious or life threatening injury, severe weather or other impending natural disaster, or other emergencies not requiring immediate evacuation of the site. Please discontinue working and report to your foreman. Foremen shall report to the Project Manager for further instructions. Two quick blasts from an air horn shall signal the all clear.
2. Evacuation: Three or more long blasts from an air horn shall be given by the Project Manager in the event that total evacuation of the site is necessary. Immediately discontinue working and evacuate to a safe location (designated by Project Manager).

## **FIRE PREVENTION PROGRAM**

1. ASPEN CONSULTING, INC is committed to minimizing the threat of fire to employees, visitors, and property. It is the responsibility of the subcontractor to have their own Fire Prevention Program (FPP) and to instruct and train all employees in fire prevention and fire response.
2. Portable Heaters are discouraged from being used by subcontractors.
  - a. In the event that a portable heater is necessary, the subcontractor must request permission from the Project Manager. Subcontractors must then engage the services of a reputable vendor experienced and trained in this application and properly insured.
  - b. If utilizing equipment owned by the subcontractor, operator shall be properly instructed in its use.
  - c. All equipment shall meet all current safety standards, shall be installed and operated per manufacturers recommendations, and shall not be left unattended while in operation.
  - d. A fire extinguisher shall be located within 5' of heaters at all times.
  - e. Safe zones shall be clearly marked on the floor.
  - f. Storage or warming of materials is strictly prohibited in the safe zone.
3. When Cutting, Welding, and Open Flame Work are performed, the subcontractor shall at minimum insure the following:
  - a. All necessary hot work permits have been obtained prior to work beginning.

- b. All cutting and welding equipment is inspected and operated by competent, trained personnel.
  - c. No cutting or welding shall take place on metal walls, ceilings, or roofs built of combustible sandwich-type panel construction or having combustible covering.
  - d. A fire watch has been established.
  - e. A fire extinguisher shall be located within 10' of all cutting, welding, or other hot work.
  - f. Proper PPE must be utilized.
5. Smoking is prohibited in all ASPEN CONSULTING, INC projects. Fines may be imposed and contracts terminated for repeat offenders.
6. ASPEN CONSULTING, INC must establish and maintain a means of proper egress, and all exits must be marked by a readily visible sign.
7. Fire Extinguishers must comply with the following:
- a. Readily available every 3,000sf.
  - b. Require a monthly inspection tag. Any defective device must be removed from service immediately.
  - c. Shall be located & labeled so it can be readily seen and accessible along normal paths of travel. In multi-story buildings, at least one extinguisher must be adjacent to a stairway.

### **SAFETY RULES**

ALL ASPEN CONSULTING, INC SAFETY RULES MUST BE OBEYED. FAILURE TO DO SO WILL RESULT IN DISCIPLINARY ACTION. 1.No firearms, weapons, or explosives are allowed on the jobsite. Concealed Weapons Permits (CCW) do not apply to this jobsite. Police will be notified to remove any individual who is in violation of this policy.

2. Smoking is prohibited within project building(s), construction office(s), and all other facilities related to this project. Smoking is only allowed at locations as determined by ASPEN CONSULTING, INC supervision.

3. Hard hats, safety shoes, safety glasses, and high visibility vests or shirts are required to be worn 100% of the time while on ASPEN CONSULTING, INC jobsites. All other Personal Protection Equipment (PPE) shall be worn as required by OSHA standards.

4. Precautions should be taken to prevent burns, including sunburn. Seek medical attention for any serious burn received.
5. The use of illegal drugs or alcohol while on the project shall be cause for removal from the project. Inform your supervisor if taking strong prescription drugs that warn against driving or using machinery. The Safety/Drug Testing Policy has NOT changed due to the legalized prescription marijuana law.
6. Any worker suspected of being under the influence of drugs or alcohol, or is found to have caused an accident may be subject to screening.
7. Defacing or damaging jobsite facilities is forbidden. Anyone caught committing these acts may be prosecuted to the fullest extent of the law.
8. Do not perform work that you are physically or mentally unable to perform.
9. Lift correctly - with legs, not back. If load is too heavy, GET HELP. Stay fit. Control your weight. Do stretching exercises. Approximately twenty percent of all construction related injuries result from lifting materials.
10. Only trained operators shall be allowed to operate equipment. Operators shall provide a copy of their license to the Project Manager prior to starting work and should have it available upon request anytime thereafter. Personnel other than the operator are not allowed on equipment unless the piece of equipment is specifically designed for passengers or as dictated by OSHA standards.
11. Proper instruction in the use of power tools is required
12. Do not remove, displace, damage, or destroy any safety device or safeguard furnished or provided for use on or with the tool, nor interfere with the use thereof.
13. Gasoline powered equipment is NOT to be operated in any enclosed buildings without proper ventilation.
14. Do not enter barricade areas unless trained and authorized to do so and utilizing proper PPE. Barricade areas include, but are not limited to:
  - a. Caution or Danger tape of any color,
  - b. Guardrails
  - c. Rope or Cables
  - d. Visual markings, including signage and paint.
15. When working around operating equipment, stay in sight of the operator. If you can't see them, they can't see you.

16. It is the subcontractor's responsibility to follow all required manufacturer and OSHA guidelines when servicing, repairing, adjusting, fueling, or lubricating tools or equipment.

17. Subcontractors shall inspect all extension cords before use. Discard any damaged cords. ASPEN CONSULTING, INC reserves the right to remove any extension cords it deems unsafe.

18. GFCI shall be installed at all temporary power sources.

19. The throwing of trash, tools, material, etc. from windows is prohibited due to risk of injury to workers below.

20. Report all chemical and oil spills, and any suspected hazardous materials to ASPEN CONSULTING, INC supervision.

21. Stairwells, corridors & work areas shall be properly illuminated with either temporary or permanent lighting.

### **SAFETY DISCIPLINE**

1. First offence: ASPEN CONSULTING, INC project supervision shall give verbal warning to the offending party and record the name and company of the offender. A record of this incident should be included in the Project Manager's daily report.

2. Second offence: ASPEN CONSULTING, INC project supervision shall give written violation to offender and crew foreman, record the name and company of the offender, and send copy of written notice to the proper authority of the offending party's company with a copy to the ASPEN CONSULTING, INC project manager. A record of this incident shall be included in the Project Manager's daily report. This written violation may carry a monetary penalty that can be deducted from the subcontractors contract amount.

3. Third offence: ASPEN CONSULTING, INC project supervision shall have offending party removed from the jobsite, and this party shall be banned from this site for the duration of the project. A written report shall be sent to the proper authority of the offending party's company with a copy to the ASPEN CONSULTING, INC project manager and the company President. A record of this incident shall be included in the Project Manager's daily report. This written violation may carry a monetary penalty that can be deducted from the subcontractor's contract amount.

4. Committing unsafe acts and or practices that are considered Immediately Dangerous to Life and Health (IDLH) may result in immediate termination from the project. Aspen Consulting Company also reserves the right to immediately sanction a subcontractor. Sanctions include immediate abatement of the IDLH condition/hazard and issuance of fines to the subcontractor. Aspen Consulting

Company reserves the right to terminate a contractor for IDLH safety violations. IDLH safety violations may include, but are not limited to:

- Failure to follow fall protections requirements.
- Failure to follow open hole protection requirements.
- Removing guard rails and not putting them back in place.
- Working in an unprotected trench greater than 5 feet deep.
- Failure to wear proper respiratory protection.
- Failure to follow the Substance Abuse Policy will result in a fine and removal from the job.
- Failure to wear proper PPE including reflective vest.
- Possession of firearms, explosives or dangerous weapons.
- Violation of project security rules and procedures.
- Entering a confined space without proper training, certification and/or adherence to procedures.
- Failure to follow lock-out/tag-out procedures.

While it is not practical to detail every circumstance or type of violation, the aforementioned items tend to be the most common. However, if workers fail to follow safe work practices not covered by this policy, disciplinary action and or fine will be assessed based on Aspen Consulting Company assessment of the violation.

## **GENERAL SAFETY**

### **Personal Protective Equipment (PPE)**

1. All personal protective equipment shall be provided by subcontractors/ employees prior to the start of each job.
2. Personal protective equipment including hard hats, safety glasses, work boots and high visibility shirts must be worn 100% of the time.
3. Proper work attire consists of long pants (no shorts); a shirt with a minimum of 4

inch sleeves, and proper hard soled work shoes.

4. Fall protection is required for all trades when working at heights of 6' or more.

5. Protective gloves or clothing shall be worn when required to protect against a hazard.

6. A face shield or safety goggles are required when cutting, grinding, welding or power washing.

7. Hearing protection is required when working in areas where noise levels exceed 85 decibels, or normal conversation cannot be conducted, or when the area is posted as a noise hazard.

8. Dust masks or respirators shall be worn in all dusty environments. Pulmonary function testing, fit tests and written respiratory programs are required for respirator use.

9. All personal protective equipment must be inspected daily per OSHA standards.

### **Moving Equipment**

1. All operating equipment shall be equipped with rollover guards per OSHA standards.

2. Operating equipment shall be equipped with audible notifications, strobes and/or beacons per manufacturers requirements.

3. A spotter is required whenever a vehicle has a restricted view while operating on site.

4. Properly set-up barricades or traffic control zones when operating equipment near public roadways. When construction activities are at a peak level, the use of a spotter/traffic controller is permitted to help direct and control traffic.

5. Sub-contractors are required to conduct daily inspections of all equipment.

6. Employees assigned to traffic control duties must wear high visibility clothing.

### **Excavating/ Site Utilities**

1. The competent person must inspect the excavation:

a. Daily before work activities commences.

b. After a heavy rainfall.



- c. At depths greater than 4' for oxygen deficiencies or hazardous atmospheres.
  - d. For failures of protective systems, equipment and adjacent structures.
2. DIG SAFE must be contacted prior to starting any excavating.
  3. When working in a trench 4 feet or more in depth, proper sloping, shoring, or other cave-in protection methods shall be utilized.
  4. Ladders shall be provided at least every 25 feet for access to trenches exceeding 4 feet in depth.
  5. Material and spoil piles shall be kept a minimum of 2 feet away from the edge of a trench.
  6. All open holes, trenches, and excavations shall be barricaded and clearly marked to alert the public and other workers in the area.
  7. Excavations and trenches may be confined spaces where air monitoring could be required.
  8. All vehicles hauling soil from site must pull into site and turn around.
  9. During construction and installation of elevator, subcontractor must properly barricade and secure pit area.

### **Crane & Rigging Safety**

1. Must be included in a Pre-Task plan.
2. All operators shall be certified and cards submitted to project supervision before start of work.
3. All cranes are to be inspected on a daily basis.
4. All cranes must have proof of annual inspection.
5. Outriggers must be manufactured and be fully extended and on stable ground.
6. The swing radius of all cranes must be properly barricaded.
7. Subcontractor must submit a copy of the crane plan (operation, swing radius, etc.) to Project Manager prior to the start of the project.

### **Fall Protection**

1. Fall protection systems are required when exposed to heights of 6' or more. Systems include:

- a. Guardrails
- b. Safety nets
- c. Personal fall arrest systems

All systems must be inspected, constructed and installed per OSHA requirements.

2. When conducting roofing work, contractors are required to submit a pre-task analysis.

3. All holes/ floor openings greater than 2" in depth or diameter are required to be properly barricaded/covered or secured, and clearly marked with high visibility paint as a "hole". All hole/openings that are barricaded and covered shall be securely/mechanically fixed in place.

4. Contractors are required to maintain all fall protection devices.

5. If an employer can demonstrate conventional fall protection methods are infeasible or present a greater hazard, a fall protection plan may be implemented. The fall protection plan must comply with OSHA standards and include the following:

- a. Site specific requirements/unique circumstances.
- b. Prepared by a qualified person.
- c. Supervised by a competent person.
- d. Explain why conventional methods are infeasible.
- e. Discuss the safety measures that will be taken to reduce or eliminate the fall hazard of the workers.
- f. Describe all controlled access zones.
- g. Require training for all employees.

### **Electrical**

1. All temporary outlets must be equipped with GFCI's and electric receptacles.

2. Cords and tools must be inspected on a daily basis. If the insulation or casing of the cord is damaged, or the ground prong is missing, the cord will be cut by project supervision.

3. All cords must be 3 prong heavy-duty cords and be protected from indoor/ outdoor traffic.

4. Portable generators must be provided with ground fault circuit interrupters.
5. Temporary lighting must be protected with safety guards.
6. Stairwells, corridors & work areas shall be properly illuminated with either temporary or permanent lighting.

### **Scaffolding Safety**

1. Must be included in a Pre-Task plan.
2. All scaffolds must be erected and inspected daily by a competent person per OSHA standards.
3. Each work level of the scaffold system shall be full planked and overhang the end supports by a minimum of 6 inches and a maximum of 12 inches. Planking which does not meet this requirement must be cleated.
4. The scaffold system must have a ladder provided for access. Climbing the bracing is not acceptable unless the system has a built-in ladder for that purpose.
5. Scaffolding height must never exceed 4 times their minimum base dimension. If this is exceeded, the scaffold must be tied into the structure.
6. All working and walking levels must be fully planked and not overloaded.
7. Planks must be scaffold grade lumber. Cracks shall not penetrate more than 12 inches.
8. Riding of wheeled scaffolding is prohibited.
9. The footing or anchorage for scaffolds must be sound, rigid and capable of carrying the maximum intended load without settling or displacement.

### **Pump-Jack Safety**

1. Pump jack scaffolds must be erected, operated, and maintained in accordance with the manufacturer's instructions.
2. No more than two workers are permitted on a pump jack scaffold at one time.
3. The maximum allowable safe working load is (500 pounds).
4. Each pump jack bracket must have two positive gripping mechanisms to prevent failure or slippage.

5. Metal poles shall
  - A. Be secured as specified by the manufacturer's instructions
  - B. Have a minimum of one brace up to 24 feet and above that height the bracing shall not exceed a maximum span of 16 feet from top to bottom
  - C. Not exceed 50 feet in height unless certified by an engineer
6. Poles must be placed on mudsills or other adequate firm foundation.
7. The work platform must be
  - A. Secured to the pump jack brackets
  - B. A minimum width of 12 inches
8. A bench platform, incorporated in the scaffold at an approximate height of 42 inches is acceptable in lieu of a top rail.

### **Ladder Safety**

1. Only type 1A ladders with a heavy-duty rating are required.
2. No painted or aluminum ladders are allowed on site.
3. All ladders must extend a minimum of three (3) feet above the landing and be secured. If the ladder cannot be secured, another worker must hold it at the bottom.
4. Keep ladder bases clear from debris, hoses, wire, materials, etc.
5. Use the "four and one" rule when positioning a ladder – one foot of base for every four feet of height.
6. Step ladders must be fully extended and locked into place. Placement shall be on stable surfaces.
7. Workers shall not straddle or stand on the top two rungs of a ladder, and shall work facing the ladder.

### **Aerial Work Platforms**

1. Must be included in a Pre-Task plan.
2. Must be inspected daily.
3. Operated by trained and authorized personnel. Employees must have operator's certification readily available.
4. All employees must wear a body harness and be tied off inside the basket when elevated at all times.

5. Lifts should only be operated in accordance with the manufacturer's manual.

### **Housekeeping**

1. Subcontractors must properly dispose of all waste materials on a daily basis.
2. Subcontractors must properly store and secure all work material and equipment.
3. Site clean-up is required on a daily basis.
4. Stairways and passageways must be kept clear of debris.

## **SITE SPECIFIC SAFETY REQUIREMENTS**

### **Site Work**

1. Employees must wear proper PPE.
2. Subcontractors must maintain a clear path through the jobsite.
3. Storing of materials and goods will be located in a way as to prevent site congestion.

### **Concrete**

1. All exposed rebar will be capped, or covered to protect against impalement or injury.
2. Employees operating equipment such as vibrators, pump nozzles, and/ or buggies will wear appropriate clothing and PPE, such as boots, eye protection and hearing protection. Long sleeve shirts will be worn to protect against the exposure of concrete.
3. Concrete contractor must appropriately barricade working area during concrete forming and after concrete has been poured.
4. Material used for formwork must be removed and properly disposed of. Subcontractor will remove all debris and conduct a cleanup of the work area daily.

### **Steel Erection**

1. Subcontractor must conduct a pre-task analysis with the Project Manager before all overhead hoisting activities take place.
2. The area of erection must be securely barricaded. If necessary, a controlled access zone may be permitted.

3. All steel erectors must wear appropriate PPE, including fall protection at heights greater than 6 feet and a facemask when welding.

4. Contractor must provide the following when using a crane

A. Crane operator certification

B. Crane plan, including staging area, swing radius and required barricades.

### **Block Masonry**

1. Mason contractor must provide, if applicable, wall bracing plan prior to start of work

2. Competent person must conduct daily inspections of scaffold equipment

3. Employees working within restricted fall zone must be trained and certified to work in restricted fall zone area.

4. Masonry block walls at heights of 8 feet or greater, not tied into the structure, must be adequately braced, per OSHA standards.

5. Restricted fall zone areas must be established prior to the construction of the wall, and will be restricted to employees who are actively engaged in constructing the wall.

### **Truss & Deck Framing**

1. All walkways and working surfaces must be clear of debris to prevent tripping hazards.

2. Employees are required to wear appropriate PPE, including fall protection at heights greater than 6 feet.

3. Contractors must establish a controlled access zone to prevent other contractors from entering work area.

4. Trusses/Joists must be adequately braced to prevent falling or tipping.

5. Contractor must barricade crane swing radius when loading and setting trusses in place.

### **Window Installation**

1. Prior to the installation of any window, the contractor must conduct a written pre-task analysis with the Project Manager.

2. All window openings require a guardrail if the windowsill measures a height

below 39" and a width greater than 18".

3. When installing windows on the upper floors, the area below (ground level) must be properly barricaded.

4. Employees are required to wear a personal fall arrest system when installing windows on the upper floors.

5. If using any lifting devices (rough terrain, aerial), employees must:

A. Wear a personal fall arrest system

B. Have operator's license to use equipment.

c. Inspect equipment daily.

### **Roofing**

1. Employees are required to use a method of fall protection. Slide guards are no longer permissible.

2. Employees are restricted from throwing material from roof. Contractor must set up a drop zone, which requires a barricade and a spotter.

3. Employees working on roofs must wear appropriate footwear that provides good traction.

4. Working surfaces must be free of tripping hazards (tools, cords, etc.) and must be clean to prevent material from falling below.

5. A written pre-task analysis is required and must be submitted to Project Manager prior to start of work.

6. Employees must have proper and safe access to roofing surface. The use of any temporary ladder must be constructed per OSHA standards and properly secured to prevent movement.

7. Employees should refrain from working on the roof during inclement weather conditions.

### **Drywall**

1. Daily cleanup is required.

2. A clear path must be maintained.

3. Proper storing methods are required.

4. Employees must wear proper PPE at all times.

### **Paint Primer**

1. Contractor must submit all required MSDS.
2. Employees must wear appropriate work attire and PPE, including face masks/ respirators when spraying paint. A written respiratory program is required as well.
3. Employees must use ladders/ lifts to reach difficult areas.
4. While painting/ priming, contractor must make sure work area is properly ventilated.
5. Contractor is permitted to set up a restricted work zone when spraying paint.
6. Properly store all paint material, and dispose of empty paint buckets daily.

### **Elevator Installation**

1. During initial construction, elevator pit area should be properly barricaded and clearly labeled with high visibility paint.
2. Guardrails must be adequately secured per OSHA standards to elevator openings.
3. Employees working near open elevator shafts are required to wear a personal fall arrest system.

## **SEXUAL HARRASSMENT POLICY**

Discrimination against any employee or applicant on the basis of the person's sex is strictly prohibited. Sexual harassment is a violation of state and federal law and will not be tolerated.

Any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. It is stated or implied that submission to such conduct is a term or condition of a person's employment; or
2. Submission to or the rejection of such conduct by a person is used as a basis for any employment decision affecting such person, such as, but not limited to, pay increases, work assignments, promotions, performance evaluation, etc. or;
3. Such conduct has either the purpose or effect of interfering with a person's work performance or creates an intimidating, hostile or offensive work environment.

Any employee or applicant who feels that he or she has been subjected to sexual



harassment should report any incidents of sexual harassment to his or her supervisor, or any member of management, without fear of reprisal.

The totality of the circumstances, the nature of the alleged harassment and the context in which the alleged incidents occurred will be investigated in determining whether alleged conduct constitutes sexual harassment. Every reasonable effort will be made to maintain confidentiality.

Violation of this policy can result in disciplinary action up to and including discharge.

### **DRUG FREE WORKPLACE**

The Drug-Free Workplace Act specifically requires Aspen Consulting, Co., Inc. to notify each employee that, as a condition of employment, each employee must:

1. Comply with the company's Drug-Free Workplace Policy; and
2. Notify Aspen Consulting, Inc. of any conviction for a drug related offense committed in the workplace, within (5) five days of the conviction.

Any employee who violates this company policy will be subject to disciplinary action, up to and including termination of employment.

It is the subcontractor's responsibility to actively maintain a drug-free workplace policy for the health and wellbeing of their employees. Any worker on ASPEN CONSULTING, INC jobsites found to violate any of ASPEN CONSULTING, INC's or the employing subcontractors drug-free policies shall be subject to the appropriate disciplinary actions, including removal from the jobsite and/or dismissal.

Aspen Consulting, Inc.'s Drug-Free Workplace Policy prohibits employees from engaging in any of the following activities:

1. The use, possession, manufacture, distribution, dispensation or sale of illegal drugs on company premises or company business, in company supplied vehicles, or during working hours;
2. Unauthorized use of possession, or any manufacture, distribution, dispensation or sale of a controlled substance on company premises or while on company business or while in company supplied vehicles;
3. Storing in a locker, desk, automobile or other repository on company premises, any controlled substance the use of which is unauthorized;
4. Being under the influence of a controlled substance on company premises on while on company business, or while in company supplied vehicles;
5. Any possession, use, manufacturer, distribution, dispensation or sale of illegal

drugs off company premises that adversely affects the individuals work performance, his own or others safety at work, or the company's regard or reputation in the community;

6. Failure to adhere to the requirements of any drug treatment or counseling program in which the employee is enrolled;

7. Failure to notify the company of any conviction under criminal drug statutes for a workplace offense within five days of the conviction;

8. Refusal to sign a statement to abide by the company's Drug-Free Workplace Policy.

**Thank You For Your Attention.**

