

WHO DOES WHAT WHILE GREG IS IN TOKYO

Two documents, one phone call.

Taji owns the building on 9/23. Steven owns the invoice. Greg sends one email tonight and then stays out of it.

9/17

Form emailed. De Anda called.

9/19

Greg flies to Tokyo.
Alarm cert answered.

9/23

Re-inspection window
opens 08:00.
Someone is on site.

9/25

30-day compliance
clock ends. CFC
110.3.2.



Call Andrew De Anda 424-581-5195



Send the three texts



Filled change-of-ownership form



The failed report

📅 Four to do, one done. Sprinklers: no system, De Anda marks it N/A on the call.

TAJI

410-615-6327



Fire alarm annual test certificate

OPEN

DUE 9/18 • no vendor
identified yet

1. Photograph the **alarm panel label** at 1660 9th. The monitoring company's name and number are printed on it.
2. No panel, no label: **Steven asks the landlord** on [310-556-6614](tel:310-556-6614) whether the alarm is on the Banks Trust's contract. His staged text covers it.

TAJI

410-615-6327



Knox box, does SMFD even require one here

UNVERIFIED

DUE 9/18 • ask the inspector,
do not guess

1. The report cites **CFC 506.2**, which governs keys inside an existing box. The remark reads "Keys/Code needed to building??", which may only be the no-access note.
2. Taji said on 9/16 that no Knox box exists. **Nobody has checked the front elevation.** Walk it and

3. Still nothing: [Bay Cities Fire Equipment 310-828-4883](#) serviced our extinguishers and refers alarm testing.
4. Ask the vendor for **the most recent annual test certificate, NFPA 72, dated within 12 months**. Ask them to email a PDF.
5. If 1660 9th has **no fire alarm system at all**, that is the answer. Get De Anda to mark it N/A on the record like the sprinklers.

 Bay Cities

 De Anda

 CFC 901.6 item

photograph both sides of the door.

3. Ask De Anda directly: does 1660 9th require a key box, which model, mounted where, and does he want it before 9/23 or is a plan enough.
4. Order only on his answer, from [knoxbox.com](#), which needs SMFD to authorize the order.

 De Anda

 [knoxbox.com](#)

GREG

draft
ready

Change of ownership and billing form

NEEDS GREG'S SEND

DUE 9/17 · tonight, before the flight

1. The [form is filled and attached to a Gmail draft](#) on the SMFD thread. It is not sent.
2. Goes to [sm.fireprevention@santamonica.gov](#) Fire Prevention, 333 Olympic Dr 2nd Fl, Santa Monica 90401.
3. **No fee on the form.** SMFD's own text warns that not updating it adds late fees to the annual inspection.
4. Building owner stays the Banks Trust. What changes is the occupant name and where the invoice goes.

STEVEN

510-422-
8637



Invoice SMA-INV-2026-0003493, wrong name, wrong address

OPEN

DUE 9/19 · after the form lands

1. It is billed to "Arata Music Recording" care of the Banks Trust at 1880 Century Park East #1600. Neither is us.
2. Once the form is filed, call [310-458-8915](#) and ask them to reissue to **The Recording Club by Tiny Room Studios**, SM business license account #250231.
3. Ask for the amount and the due date in writing. **Nobody has seen the invoice yet.**
4. On the same call to the landlord ([brimondo@mac.com](#), [310-556-6614](#)): the invoice is coming to his office by mail, and is the building's fire alarm on his contract.

 The filled PDF

 Fire Prevention 310-458-8915

 Fire Prevention

 Landlord

TAJI

done 9/10

Extinguisher annual service tags

DONE

SERVICED 9/10 • PAID 9/14

1. Bay Cities Fire Equipment serviced and tagged every unit on 9/10. This clears one SMFD fail and the Fullsteam insurance item.
2. **Bring the paid invoice and be able to point at a tag date on 9/23.** The inspector never saw them, so on paper the item is still failed.

 Bay Cities 310-828-4883

The call to De Anda, word for word

TAJI CALLS. TODAY. HIS CELL, NOT THE FRONT DESK, WHICH GOT IT WRONG ON 9/14.

OPEN

"Andrew, this is Taji Harris at 1660 9th Street, The Recording Club. You inspected us on August 26 and couldn't get in. I'm the facilities lead and I'm your contact from here."

Give him one name and one number. The 8/26 failure was nobody on site and nobody calling back.

CONFIRM THE DATE

"The report says re-inspection on or after September 23 at 8am. Can we lock a time on the 23rd? I'll be there from 7:45."

Write down the time he gives and text it to the group the same minute.

SPRINKLERS

"The sprinkler 5-year cert is on the report. The building has no sprinkler system. How do you want that recorded so it stops coming up?"

ALARM CERT

"On the fire alarm annual test cert, what exactly do you need to see, and does it apply if there's no alarm system in the building?"

He has to mark it N/A. Do not let this ride another year.

This is the one item with no vendor and no paperwork. His answer decides the next call.

KNOX BOX

"Do we need a Knox box at this address? If yes, which model and where do you want it, and is an order placed before the 23rd enough?"

Ordering the wrong box is \$300 and still a fail.

CLOSE

"Extinguishers were serviced and tagged September 10, I'll have the invoice on site. Anything else you'll want in hand on the 23rd?"

Then repeat his answers back, and send him the list by email so it exists in writing:

Andrew.deanda@santamonica.gov.

✓ 9/23 on site, for Taji, or the one person he names

ONE NAMED PERSON. DOORS UNLOCKED 07:45. NOT A GROUP RESPONSIBILITY.

☐ 07:45 on site, phone on loud

The only failure mode that has actually happened here is nobody being there.

☐ Every door and the roof hatch unlocked

He walks the whole envelope. A locked room is another no-access line.

☐ Binder in hand

Extinguisher invoice and tag dates, alarm test cert if it exists, business license #250231, this page.

☐ Walk him to the alarm panel first

It answers the one open item faster than any phone call.

☐ Answer only what he asks

We are a recording studio. No public events, no food service, nothing that invites a second agency.

☐ Ask for the result before he leaves

"Are we passing today, and is anything still open?" Get it in writing if he offers.

☐ Post in the group inside 15 minutes

Pass or fail, what he said, what is left. Greg is 16 hours ahead and asleep.

🕒 The 48-hour rule, until this is closed

WHO

Taji posts. Not Elijah, not Greg chasing.

HOW OFTEN

WHERE

Every 48 hours from 9/17, plus the same day as any contact with SMFD.

The Greg + Taji + Elijah thread, and the [EOD post at staff.therecording.club/#/eod](https://staff.therecording.club/#/eod).

WHAT

One line per open item: item, status, next date. Post it even when nothing moved.

IF HE DOESN'T CALL BACK

24 hours after a voicemail, call [310-458-8915](tel:310-458-8915), then the inspection line [310-458-8669](tel:310-458-8669). Never treat a front-desk answer as the inspector's answer.

ESCALATE TO GREG

Only if the 23rd is at risk, or the 30-day clock will be missed. Text, do not email.

? Nobody has verified these

Open fact	Confidence	Who settles it, and how
Whether 1660 9th has a fire alarm system at all	UNKNOWN	Taji, by looking at the panel. Everything about that fail item depends on the answer.
Whether a Knox box exists, or is required	MODERATE	Taji's 9/16 statement that there is none was never checked on site, and De Anda was never asked.
The amount and due date of SMA-INV-2026-0003493	UNKNOWN	The invoice has not arrived. SMFD said one would follow. Steven asks for it in writing.
The re-inspection fee	LOW	\$402.95 came from the FY26-27 fee schedule read on 9/11, never checked against a TRC invoice.
Whether TRC or the landlord owes the fire inspection fee	UNKNOWN	Nobody has read the lease on this point. Steven checks before paying anything.
The exact date TRC took occupancy in 2024	MODERATE	Entered as 06/2024 on the form from memory. Correct it on the PDF if the lease says otherwise.
Whether SMFD accepts an emailed form, or wants it mailed	MODERATE	Their own email says "via email or mail". The draft emails it back on the same thread.
Who is on site on 9/23	TAJI BY DEFAULT	Taji, unless he names someone else in the thread by 9/18.

🔥 Built 2026-09-17 from the [9/16 comms post-mortem](#), the [SMFD FY26-27 inspection report](#) and the SMFD Fire Prevention email of 9/15. Andrew De Anda, Fire Code Enforcement Officer II, cell 424-581-5195, Andrew.deanda@santamonica.gov. SM Fire Prevention 310-458-8915, inspection line 310-458-8669, 333 Olympic Dr 2nd Fl, Santa Monica 90401.