

## Inspection Form for International Protection Accommodation Services

### EOI & Emergency Contracts

The purpose of this inspection is to ensure that the accommodation provider is providing an accommodation service as contracted.

This template applies to centres on EOI & Emergency contracts.

Items **in yellow** apply to centres where families are present only.

**Fill in this page prior to inspection:**

Accommodation Service Name (Centre):	Westside Apartments
Address:	Pearse Road, Letterkenny, Co.Donegal
Eircode:	F92 PT82
Contractor (Company):	JMA Ventures
Manager:	James McCarville
Contracted Capacity:	262
Profile (e.g. singles/families):	Families/Single Females
Previous issues checked. Note made of any issues that were not addressed.	N/A
Every bedroom on register checked against bedroom list (on residents register)	Yes

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Date of Inspection:	18/09/23
Arrival Time:	10.45
Departure Time:	14.19
Inspector:	Okan Ozseker
IPPS/IPAS/QTS:	IPPS

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#### Previous Inspection

Date of last inspection:	N/A
Last Inspector:	N/A
Last inspection carried out by: IPPS/IPAS or QTS	N/A

**Summary of issues from last inspection and confirmation of actions from contractor:**

Note to inspector: Please check on this inspection that these items have been addressed.

N/A

## Part 1: Fire & Documentation

Request & review the following items:

- Copy of Resident Register on day of inspection. ☒
- Note the occupancy on day of inspection: 183
- Copy of staff list from day of inspection. ☒
- Note the name of person on duty today: Aidan Cannon
- Copy of catering menu from day of inspection (where relevant). **N/A**
- View list of emergency numbers. ☒
- Date of last Environmental Health Officer Inspection (if applicable) N/A
- If there has been any pest control issues, a copy of most recent report. **N/A**

### Security

- Is 24 hour supervision provided? ☒
- Is security provided by external company? ☒  
**The centre has its own security and external security.**
- Name of security provider Steven Hegarty
- Does the centre have CCTV? ☒

### Fire Register

- Confirm that the centre is using the register as provided by the Department. ☒
- Check the following. Copy the 2 most recent entries under each heading:

#### Emergency Lighting Inspection Schedule

Date	Inspected by: Company Name/Staff Member (position)	Comments
05/06/2023	Shaun McCollum Electrical Services	N/A

#### Fire Alarm & Detection System Inspection Schedule

Date	Inspected by: Company Name/Staff Member (position)	OK? (Y/N)	Defect	Remedial Action Taken (Y/N)	Sign Off (Y/N)
05/09/23	Paddy Ryan- Fire Drill Training (McEnaney Group)	Y	N	N	Y
18/09/23	Paddy Ryan	Y	N	N	Y

**Fire Fighting Equipment Inspection Schedule** (Include all fire extinguishers, hose reels and fire blankets.)

Date	Inspected by: Company Name/Staff Member (position)	OK? (Y/N)	Defect	Remedial Action Taken (Y/N)	Sign Off (Y/N)
05/09/23	Paddy Ryan	Y	N	N	Y

**Fire Exit Doors / Means of Escape Inspection Schedule**

Date	Inspected by: Company Name/Staff Member (position)	OK? (Y/N)	Defect	Remedial Action Taken (Y/N)	Sign Off (Y/N)
05/09/23	Paddy Ryan	Y	N	N	Y
18/09/23	Paddy Ryan	Y	N	N	Y

**Fire Drill Procedure Inspection Schedule**

Date & Time	Number of staff involved in drill	Number of residents present in centre	Number of residents evacuated	Evacuation time (length of time it took to evacuate)	Comments
05/09/23	2	70	70	5 minutes	1 block of residents
18/09/23	2	35	35	1 hour and 30 minutes	All blocks

**Staff Instruction and Training (Fire Safety)**

Staff member(s)	Course	Instructor	Duration	Date
Hugh Cannon – Liason Person	Fire Training & Safety	Paddy Ryan	1.5 hrs	05/09/23
Eyad McShael – Intercultural Officer	Fire Training & Safety	Paddy Ryan	1.5 hrs	05/09/23

**Fire Exits, Emergency Lighting, Smoke Alarms, Fire Notices** (check as you are going around)

Are fire exits clear from obstruction?	Y
Are they unlocked?	Y
Are fire exits clearly posted throughout the building?	Y
Are all fire doors kept closed?	Y
Are fire evacuation instructions clearly displayed in the centre?	Y
Are fire extinguishers clearly visible?	Y



Is there emergency lighting system in place?	Y
Comments:	N/A

## Part 2: Accommodation Units & Communal Facilities

Please note that the setup of the centre can either be own door units or bedrooms with communal facilities (or a mix). In the case of own door units, please check each unit against the bedroom, kitchen facilities, dining and living space requirements.

**Reception Area** – *(The following are not mandatory for EOI/Emergency Contracts however should be noted as part of the assessment).*

- Reception area has a staff member present. ☒
- First aid kits are available ☒

Posters/information are visible, take note of what can be supplied to provider by IPPS	Present	To be provided
Up to date House Rules – confirm that residents are brought through the house rules on arrival	Y	
IPAS Code of Practice		Y
Complaint Forms	Y	
Accident/ Incident procedure	Y	
HSE Breastfeeding Posters		Y
Designated Liaison Person details (Child Protection)	Y	
Safety Statement/Child Safety Statement	Y	
Supervision of children notice		Y
IOM Voluntary Return Posters		Y
Anti-human trafficking Posters	Y	
'No to Violence & Harassment' Posters		Y

- There is a visitor meeting area in the vicinity of the reception where residents can welcome guests. It is clean, functional, fixtures and fittings are in good condition and fit for purpose. ☒
- There is evidence that a visitor sign in and child safety procedure for visitors is in place. ☒
- There is a public toilet in the vicinity of the reception which is open, clean (evidence of a cleaning list in bathroom), soap, hand drying facilities, toilets are functional and fit for purpose. ☒

- Note the heating arrangements.

**Note any issues seen in reception area/visitor meeting room/public toilet:**

**No issues noted.**

**Note the heating arrangement (for whole centre):**

**Oil, gas, electric. Residents have control in each apartment.**

**The centre is comfortably heated throughout.**

## WiFi

- Connect to the WiFi that residents use.
- Check the connection at various points throughout the inspection.
- Ask a few residents if the WiFi connection is sufficient.

**Note results of speed tests and locations:**

**88.6 Mbps Download - 18.7 Mbps Upload. Reception and Block 1 corridor.**

## Kitchen Facilities for Residents to Cook for themselves (*if Independent Living*):

Can be either communal or within each accommodation unit. Note the set up in this centre:

The kitchen facilities are in each accommodation unit.

- Are the cooking stations clean and functional? ☒
- Are there sufficient cooking utensils? ☒
- Is there a separate cooking station & utensils for halal cooking? **N/A**
- Check that a food safety management system is in place in fridge/freezers/dry storage areas.  
**N/A**
- Do residents have 24/7 access to a Residents Canteen including sink, microwave, kettle, fridges, hot and cold water, cutlery and crockery? ☒

**Note any issues observed in or comments on residents' kitchen:**

**No issues noted.**

### **Dining Area**

Can be either communal or within each accommodation unit.

- The dining area is clean and functional. ☒
- There is sufficient furniture including tables, chairs. ☒
- Availability of high chairs. ☒
- Tea, coffee, drinking water, fruit and snacks available to residents. ☒
- Furniture, fixtures and fittings are in good condition and are fit for use. ☒

**Note any issues observed in or comments on the dining area:**

**There are some refreshments available in the Donegal Intercultural Platform. This is within walking distance from the apartments.**

**The residents receive an extra allowance from the provider.**

**There is a refreshment station in the office/meeting room.**

### **Communal Spaces – N/A**

These are communal spaces, not used as a bedroom for families. *(Not applicable if centre is completely made up of own-door units).*

Please check the following in each living room:

- Room is exclusively used as a communal space room ☐
- Room is furnished as a living room including TVs & other recreational facilities. ☐
- Furniture, fixtures and fittings are in good condition and are fit for use. ☐

- No CCTV in living rooms. (Even inactive CCTV cameras are not acceptable). ☐

**Note any issues observed in or comments on living rooms (note the number of living rooms): N/A**

Check the following:

- Social space is furnished appropriately, furniture is in good condition and fit for purpose. ☒
- Social space includes TV, computers and other recreational facilities which are functional and available to residents. ☒
- Fixtures and fittings of social space(s) are in good condition. ☒
- There is a clean, functional and appropriately equipped indoor children's play area. **No**
- There is a safe, outdoor, clean outdoor children's play area. **In progress.**

- There is a communal space which has TV & other recreational facilities. These are functional and clean. **N/A**

**Note any issues with or comments on social spaces (including if any of the above spaces are not being provided, and note where additional facilities are being provided):**

**There is an outdoor children's play area in progress.**

### **Meeting Rooms**

Please check the following in each meeting room:

- Minimum of 5 chairs and a table. ☒
- Furniture, fixtures and fittings in good condition. ☒
- Room is bookable by residents. ☒
- Room has a lockable door (from inside) ☒
- No CCTV in the meeting room. (Even inactive CCTV cameras are not acceptable). ☒

**Note any issues observed in or comments on meeting rooms:**

**No issues noted.**

**Food Hall if applicable- (Onsite Shop) – N/A**

- There is a price list displayed for residents. ☐
- Epos system in operation. ☐
- Records of food delivery. ☐
- Records of refrigerator temperature checks. ☐
- Take samples (at least 5) of food items for sale, the expiration date, price.

Item for sale	Expiration Date	Points Value

**Note date of last inspection by Environmental Health Officer:**

**Note any issues observed in food hall:**

### Shopping off-site (card/voucher system in place)

Please tick:

- Is a card/voucher system in place for residents to shop in the local area? ☒
- Has an agreement been reached with a local shop(s)? ☒
- Is the system fully functional? ☒
- Do the residents have sufficient credit to buy necessary items? ☒

**Note any issues observed with or comments on card/voucher system for external shopping:**

**No issues noted.**

### Catering Service if applicable

Please tick:

- Centre has an onsite kitchen providing a catering service? ☐
- Catering service is provided through external service? ☐
- There is no catering service? ☒
- Check that menu provides for all dietary requirements and is nutritionally appropriate.
- Check for any evidence of pest/rodent activity.

HACCP checks	Notes
Food temperature	
Food storage (fridge temperature)	
Food storage (freezer temperature)	
Food safety management system	



**Note any issues with or comments on catering service:**

**Laundry Facility**

- Laundry Service in Place? ☒
- Sufficient self-service machines for number of residents? ☒
- All machines are functional? ☒
- Opening hours are reasonable? Yes
- Area is clean and clear of hazards? ☒
- Supply of washing powder available to residents? ☒

**Note any issues with or comments on laundry area:**

**The laundry facilities are in each apartment. No issues noted.**

**Building Exterior/Grounds:**

- Grounds are well kept? ☒
- Pathways are free from hazards? ☒
- Paintwork is in good condition? ☒
- Windows appear clean and in good repair? ☒

- Any other applicable considerations.

**Note any issues with or comments on building exterior/grounds:**

**There are works ongoing regarding the building exterior/grounds of the centre.**

#### **Corridors**

- All corridors throughout maintained. ☒
- Is the area generally clean? ☒
- Any issues requiring attention? ☒

**Note any issues with or comments on corridors:**

**No issues noted.**

### Stairways

- All stairways kept clear & maintained. ☒
- Is the area generally clean? ☒
- Any issues requiring attention? (*e.g., fire exit signs, hazards, lighting, notices, décor, etc.*) ☒

**Note any issues with or comments on stairs/stairwells:**

**No issues noted.**

## Bedrooms

Check each bedroom against the below list. If there are any issues, please note the room number and issue in the box below. In each bedroom, check the following:

### Occupancy:

- Number of residents to a room.
- If residents are present, and it is appropriate to engage with them, ask if there are any issues with the accommodation that they would like to discuss (*see Part 3 below*).

### Physical Aspects:

- Furniture (Beds, wardrobes/ sufficient personal storage, other furniture) are in good condition and fit for use. ☒
- Access to a television (mandatory for EOI, reasonable access in common areas will suffice for Emergency). ☒
- Fixtures and fittings (floor covering, curtains, blinds, light fittings, paintwork, window openers **including child restrictors**) are properly maintained and are fit for use. ☒
- Heating and safety equipment do not present issues (e.g. is smoke alarm uncovered, does the room feel warm enough, any fire hazards). ☒

### Bathroom

- Sufficient bathroom facilities for number of residents ☒
- Check for mould or other sanitary issues. Note if deep cleaning is required.
- All fixtures are in good condition and fit for use. ☒

**Note any issues seen in or comments on any bedrooms (include room number):**

**Block 1**

**Apartment 9 - Mould present in bedroom in corner of ceiling/wall. Bathroom ceiling needs to be replastered.**

**Apartment 23 - Mildew/Mould present in bathroom in corner of ceiling/wall.**

**Apartment 39 -Mildew/Stain present on bathroom wall. Need tile above bathroom sink. The shower has a missing knob.**

**Apartment 8 -Room 1 – The wardrobe has a screw missing.**

**Block 2**

**Apartment 32 - Room 1 – No access, residents were out. Mildew/stain present on bathroom ceiling.**

**Block 3**

**Apartment 2 - Mildew/Stain present on bathroom wall. Room 1 – No access, residents were out.**

**Apartment 15 - Mildew/stain present on bathroom wall.**

**Apartment 16 - Room 1 – No access**

**Apartment 44 - Room 2 – No access**

**Apartment 12 - Room 2 and 3 - No access. Mildew present on kitchen wall.**

**Apartment 14 - Room 2- No access**

**Apartment 27 - Mildew/stain present on bathroom wall.**

**Apartment 43 - Bathroom ceiling needs to replastered.**

**Block 4**

**Apartment 26 - Room 1 - Mildew/Stain present (ensuite) at the top of the wall.**

**Apartment 25 - Kitchen wall needs to be replastered. Mildew/Mould present on bathroom wall and ceiling.**

**Block 5**

**Apartment 6 - Mildew/Stain present on bathroom wall**

**Apartment 19 - Room 2 – no access**

**Apartment 20 – Mildew present on bathroom wall.**

**Note any issues seen in or comments on any bedrooms (include room number):**

**Apartment 35 – Door lock is broken.**

**Apartment 12 – Room 1 – Mildew present on wall and ceiling.**

**Apartment 14 – Mildew/stain present on bathroom wall.**

**Apartment 18 – Room 1 – latch needs to be tightened on wardrobe.**

**Apartment 24 – Mildew present on bathroom wall.**

**Block 8**

**Apartment 48 – Window in the living room not closing properly. There is an issue with the latch.**

**Bathroom light is not working. Lightbulb in hallway is flicking on and off.**

**No issues noted in other apartments.**

## **Summary of Issues**

Fill in after inspection. This, along with the report, will be sent to the contractor, and the next inspector will use this section to verify that issues have been addressed on the next inspection.

### **Block 1**

**Apartment 9 - Mould present in bedroom in corner of ceiling/wall. Bathroom ceiling needs to be replastered.**

**Apartment 23 - Mildew/Mould present in bathroom in corner of ceiling/wall.**

**Apartment 39 -Mildew/Stain present on bathroom wall. Need tile above bathroom sink. The shower has a missing knob.**

**Apartment 8 -Room 1 – The wardrobe has a screw missing.**

### **Block 2**

**Apartment 32 - Room 1 – No access, residents were out. Mildew/stain present on bathroom ceiling.**

### **Block 3**

**Apartment 2 - Mildew/Stain present on bathroom wall. Room 1 – No access, residents were out.**

**Apartment 15 - Mildew/stain present on bathroom wall.**

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### **Block 4**

**Apartment 26 - Room 1 - Mildew/Stain present (ensuite) at the top of the wall.**

**Apartment 25 - Kitchen wall needs to be replastered. Mildew/Mould present on bathroom wall and ceiling.**

**Block 5**

**Apartment 6 - Mildew/Stain present on bathroom wall**

**Apartment 19 - Room 2 – no access**

**Apartment 20 – Mildew present on bathroom wall.**

**Apartment 35 – Door lock is broken.**

**Apartment 12 – Room 1 – Mildew present on wall and ceiling.**

**Apartment 14 – Mildew/stain present on bathroom wall.**

**Apartment 18 – Room 1 – latch needs to be tightened on wardrobe.**

**Apartment 24 – Mildew present on bathroom wall.**

**Block 8**

**Apartment 48 – Window in the living room not closing properly. There is an issue with the latch. Bathroom light is not working. Lightbulb in hallway is flicking on and off.**

**The provider should have key to all apartments and all rooms.**

Issues above should be well resolved by the issuing of this report as discussion was had with centre manager on exiting the centre.



**End of inspection checklist (while onsite):**

- Date of last Environmental Health Officer Inspection (if applicable)
- Resident Register from day of inspection
- Staff list and name of person on duty on day of inspection
- Catering menu from day of inspection (if applicable)
- If there has been any pest control issues, get a copy of most recent report.
- Manager has signed the declaration.

**Follow up:**

- Check sample foodhall prices against the IPAS Points and Products list, note any discrepancy.
- Create the summary of issues sheet
- Scan report, register, staff list, menus (*if applicable*) to IPPS. Include the confidential issues page.
- The report can be scanned handwritten, no need to type it if it is legible and appropriate for publication.

**Manager Declaration (for IPPS/IPAS inspections)**

**Manager should be asked to sign this declaration.**

This inspection, by a Department official, is primarily to examine how the terms of the Contract are being complied with in the centre.

The manager accepts that the person carrying out the inspection is not charged with certifying the centre is in compliance with all fire safety regulations. The manager agrees that the information provided above is correct.

Signed: Aida Pan

Position: S Manager

Date: 18/9/23

**From:** [Paddy Ryan](#)  
**To:** [Seamus McEnaney](#); [Foleys Bar Info](#); [Marija Jokic \(DCEDIY\)](#)  
**Subject:** Follow up inspection - Westside Apartments, Letterkenny, Co Donegal  
**Date:** Wednesday 13 December 2023 17:38:48  
**Attachments:** [Westside Apartments - Inspection Report - IPPS - 18.09.23 .pdf](#)

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**To the relevant officer at IPAS - Inspection at Westside Apartments, Letterkenny, Co Donegal - 13/12/23**

**Centre Name - Westside Apartments, Letterkenny Co Donegal**

**Manager - Aidan Cannon**

In relation to the IPAS inspection carried out on the 18/9/23 by Okan Ozeker.

I can confirm, I inspected the premises today and all points raised have been addressed.

I have attached photos for your convenience

**Points raised**

**No 1 - Fire Register** - I have attached all relevant fire book entries for your convenience. Fire books are used daily at all our centres - **All fire panels were checked and in working order.**

**No 2 - Posters** - In the report attached it mentions two posters / notices

**Child Supervision notice --- HSE breastfeeding notice.**

Can you forward both notices when available and i'll ensure they are displayed at all centres, please

I can confirm that this centre has a **Child Safeguarding Statement** displayed and it is in the process of being approved by Tulsa

**No 3 - High-chairs** - I can confirm that management has purchased a number of high-chairs and they are available for use - They are located at a number of apartments where infants are present.

**No 4 - Window restrictors** - I can confirm that all windows on the upper levels have window restrictors in place and did so on the time of inspection

**No 5 - Maintenance - photos attached**

90% of the issues raised in this report relate to ventilation. This is a common issue at all centres and being reviewed, particularly during the colder months with the over reliance of heat appliances

I have also spoken to both residents and management about the importance of ventilation and allowing air to circulate in their respective apartments to avoid the concentration of mildew.

Management has employed two cleaners to maintain issues with ventilation going forward. I checked all 5 x blocks today and ventilation has and is being addressed - I have attached some photos for your convenience

I have also spoken to management and will ensure access can be gained to all apartments going forward during inspections. Management has spare keys to all apartments in the event of an emergency and welfare checks

**No 6 - Indoor & Outdoor play areas for kids**

Both points are under review and designated areas will be chosen in early courses. Management has a state of the art office available to cater for residents needs which includes a private meeting room. Tea and coffee facilities are also available here, on request

**Attached**

**\*\* Photos of relevant points \*\***

I would like to thank IPAS for their assistance to date and I will ensure that high standards are maintained at this centre.

There is a dedicated management team in place to cater for all residents' needs.

The manager is also trained in child, fire and first aid

Kind Regards

Paddy Ryan,

Compliance Officer

McEnaney Group



1 X week

# 7. FIRE ALARM & DETECTION SYSTEM INSPECTION SCHEDULE

\* Attach all copies of maintenance certificates to folder

Date	Inspected by	OK	Defect	Action/By	Sign Off
Example: 1/5/07	John Doe	No	Alarm in Section 3 did not activate when triggered	Contractor to repair alarm by 15/5/07	John Doe 16/5/07
5/9/23	P. Ryan	✓	3 X Apartment blocks Bell Test	All working fine	PR 5/9/23
18/9/23	P. Ryan	✓	All panels checked Bell Test complete	No faults duplicated	PR 18/9/23
25/9/23	A. Lane	✓	All Apartment Checked	All fine	AL
4/10/23	A. Lane	✓	Blocks 1, 2, 3, 4	Tested and all ok	AL
13/10/23	P. Ryan	✓	All Blocks occupied	All Tested and ok	PR
13/10/23	P. Ryan		1 X Fault noted in Fire Panel (19-26) R-SIDE	Manager aware & Fire company notified	PR
14/11/23	Eyal Michael	✓	No Fault	No Faults	E.M 14/11/23
21/11/23	P. Ryan	✓	2 X Faults Cedar House Riverside 19-26	Power Fault Bell Test Working	P.R 21/11/23
12/12/23	Eyal Michael	✓	Power Fault only No faults	—	E.M 12/12/23



Monthly

# 8. FIRE FIGHTING EQUIPMENT INSPECTION SCHEDULE

Inspection to include all fire extinguishers, hose reels and fire blankets.

\* Attach all copies of all contractor maintenance/inspection certificates to folder

Date	Inspected by	OK	Defect	Action/By	Sign Off
Example: 1/5/07	John Doe	No	Fire Extinguisher on 2 <sup>nd</sup> floor broken	Contractor to replace by 15/5/07	John Doe 16/5/07
5/9/23	P. Ryan	35 Appliances ✓	West side Apartments Kitchen areas to be certified	LMC Fire Safety	PR Kitchen area/certified
4/10/23	H. Pinner	All OK	fire extyger	✓	Michael Carmy up
13/10/23	P. Ryan	All OK	Fine extinguisher * Kitchen areas to be completed *	LMC Fire Safety	P. Ryan
14/11/23	Euan Mesherd	ALL OK	None to Report	✓	Euan
21/11/23	P. Ryan	All OK	Apartment 27 require Fire extyger	All certified 10/24 (PR)	P. Ryan
12/12/23	E. M	ALL OK	✓	✓	Euan



DAILY

9. FIRE EXIT DOORS/MEANS OF ESCAPE INSPECTION  
SCHEDULE

Date	Inspected by	OK	Defect	Action/By	Sign Off
5/9/23	Paddy Ryan	2X Prams moved	All exits clear	Present Aidan Cannon	P. Ryan
18/9/23	Paddy Ryan	1X Bike moved	All exits cleared	Present Eyad	P. Ry
22/9/23	Alan	All OK	All exits AS ✓	Aidan + Eyad	Alan
29/9/23	Alan Janowski	✓	All OK	✓	Alan
4/10/23	Alan	1 Pram in the way	Exit Satal	Alan	AL
13/10/23	P. Ry	All OK	All exits clear	Paddy	PR
14/11/23	Eyad Mesher	All OK	clear	Eyad	;) ) )
21/11/23	P. Ry	All OK	All exits clear ✓	P. Ry	PR
12/12/23	E. W	All OK	clear	Eyad	;) ) )



4 per year (All blocks)

## 10. FIRE DRILL PROCEDURE INSPECTION SCHEDULE

[illegible]



\* Manager - Aidan Cannon

1.

## FIRE SAFETY REGISTER

### Centre Details

Premises Name

Westside Apartments

Address

Pease Road  
Lower Man St  
Letterkenny

Telephone

087 183 1204

Fax

/

E-mail

JMDAdventures@gmail.com / JMAVENTURE LTD@GMAIL.COM

Company/Owner  
Details

James McCaville

Centre Manager

Aidan Cannon

### Fire Brigade Details

Fire Officer

Letterkenny -

Fire Station  
Location

Letterkenny Fire Station

Telephone

999 / 074 4103150

\*Please note all fields are required to be completed











