Brooks Pocket Price Guide

Have you checked out our Pocket Price Guide yet? The Brooks Pocket Price Guide was created to allow you to access your product pricing electronically—desktop/laptop or mobile device. That means it is easy to access anywhere, anytime. Plus it is fast, accurate, and totally comprehensive with all of the products you’ve come to count on us for.

“...the Pocket Price Guide includes product details, with enlarged images, in addition to their prices.”

Designed to complement our Brooks Digital Catalogs, the Pocket Price Guide includes product details, with enlarged images, in addition to their prices. And once you have found the item you are looking for, you can click the Brooks Website tab to place your order. But before you can take advantage of this time-saving tool, you will need to sign up for it.

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Clean Agent Extinguishers—Your Best Choice for High-Dollar Electronics

Effective and inexpensive, dry chemical extinguishers are a popular choice for fire protection. However, they are not always the best choice, especially for protecting areas with sensitive, high-value electronics. From computer rooms and medical facilities to robotics manufacturing, laboratories, and even the NY Stock Exchange, relying on dry chemical extinguishers for protecting sensitive electronics can be an extremely expensive mistake.

Even the National Fire Protection Association recognizes the danger. According to NFPA 10, dry chemical extinguishers shall not be installed for the protection of delicate electronic equipment. The biggest reason? Dry chemical can damage delicate electronics—even more so than heat or fire. And there lies possibly the biggest rub—downtime—a high-dollar value lost in revenue, should it happen in the right setting. So what, if not dry chemical? Clean agents. Let me repeat this. Use Clean Agent Extinguishers for protecting high-dollar electronics!

There are two important clean agents approved for fire extinguishers—Halon 1211 and halocarbons, including Halotron I. More expensive than dry chemical units, they are nevertheless the gold standard for protecting electronic equipment to eliminate loss of continuity, communication, data, and revenue.

Small and lightweight, Halotron® I and Halon 1211 extinguishers use a liquid stream discharge, so extinguisher users can deliver the extinguishing agent directly to what is burning while keeping at a safe distance. They are highly effective, too, evaporating quickly, leaving no residue to clean up. They do not conduct electricity either, making them an excellent match for protecting electronics.

So the next time you are faced with protecting critical electronic equipment, be sure to choose a clean agent extinguisher. They may cost more than dry chemical units, but they are nowhere near the cost of covering lost revenue, due to downtime for cleanup or damaged equipment from prolonged exposure to dry chemical. ♦

Halon 1211 is approved for use in portable fire extinguishers, as currently allowed by the Montreal Protocol. However, it should only be used on fires, never for training.

Halotron® is a registered trademark of American Pacific Corporation.

Applying for PPP Loan Forgiveness

The Paycheck Protection Program (PPP) was designed to provide “forgivable” loans to keep you in business and your workers on the payroll. There were several rounds of funding in 2020 including March 17 Coronavirus Aid, Relief, and Economic Securities (CARES) Act, June 5 PPP Flexibility Act, and most recently Economic Aid Act on December 27 which allows you to apply for a first or second forgivable loan. So even if you already got a PPP loan, apply for a second loan if you qualify and need the money! The deadline for applications is March 31, 2021.

Your PPP loan can be forgiven as long as you complied with the rules and used 60% of the money for payroll purposes, and the remainder on mortgage interest, rent, and utilities (within the covered period). Here is information to help you understand how to apply and get your PPP loan forgiven.

All PPP loans are intended to be forgivable, meaning they do not have to be repaid. But you must comply with the Small Business Administration (SBA) rules in order for your loan to be forgiven. Also forgiveness is not automatic.

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Brooks Pocket Price Guide

Start by logging onto the Brooks Website. From our home page, click the “Brooks Catalog” tab at the top. Select Brooks Pocket Pricing from the drop-down menu.

You will be taken to a Sign-In/Sign-Up page.

If you have already signed up, select “Sign In” and enter your email and password. If you have not already registered for the Pocket Pricing Guide, select “Sign Up” and follow the instructions. You will receive a confirmation email with your unique password to be used with your email address to access our Pocket Price Guide.

Once you are logged in, you will see groups of products segmented by catalog section as well as a “Search Bar” at the top.

At this point, you can click on one of the product groups to browse and click the various items in that group or you can use the “Search” function with a keyword or part number for immediate results.

Either choice will take you to the product page itself, showing you the product, quantity, and price as well as details about the product itself.

With our new Pocket Price Guide at your fingertips, finding what you need at Brooks does not get any faster or easier! ✨

https://www.brooksequipment.com/PocketPrice/

CUSTOMERS ARE SAYING...

“ It’s convenient.”

“ It’s user friendly.”

“ I like how responsive it is.”

“ It’s easy to sign up.”
You must apply for forgiveness with the bank or lending institution where you got your PPP loan. Forgiveness is dependent on compliance with the rules, but the rules are different depending on when you got your loan (on or before June 5, 2020 – CARES Act; or after June 5 – PPP Flexibility Act). New rules are expected for 2021 loans. The key to getting your PPP loan forgiven is to understand which SBA application to use and then to apply for forgiveness with the bank where you got your PPP loan. You will be applying electronically through your bank's PPP loan portal. All of the information on the SBA forms will have been loaded onto your bank’s website. So familiarization with the SBA forms will make it easier for you to understand the information that your bank needs. Simply put, your bank will need the same information as the SBA forms. Here is some information to help you determine which form to use.

**Form 3508S**

PPP Loan Forgiveness Application Form 3508S is only one page. You are allowed to use this form if your loan amount is $50,000 or less. There are no calculations to perform. You must read and agree to 7 certifications. If you agree, you electronically initial each one and then electronically sign it (online with your bank). NOTE: The Economic Aid Act of December 27, 2020 increased the allowable maximum from $50,000 to $150,000. It is anticipated that SBA will either revise this form or replace it to reflect the higher amount.

**Form 3508EZ**

PPP Loan Forgiveness Application Form 3508EZ is a short-form application for PPP Loan Forgiveness. To be eligible to use Form 3508EZ, you must meet one of the following criteria:

- You are self-employed and have no employees; OR
- You did not reduce the salaries or wages of your employees by more than 25%, AND did not reduce the number or hours of your employees; OR
- You experienced reductions in business activity as a result of health directives related to COVID-19, AND did not reduce the salaries or wages of your employees by more than 25%.

Form 3508EZ is only slightly more complex than 3508S. It is a two-page application with some very simple calculations at the bottom of page 1. The certifications are similar to 3508S, and you will have to certify one of the above bullet items.

**Form 3508**

PPP Loan Forgiveness Application Form 3508 is the long-form application for PPP Loan Forgiveness. This is the form that is required if you do not qualify to use form 3508S or 3508EZ. Your bank will have a questionnaire once you logon, using your PPP loan username and password. The answers you provide will lead you to the right SBA form (3508S, 3508EZ, or 3508).

**How Brooks Makes the Process Easy for You**

To make it easier for you, we have loaded all 3 forms and the instructions for each on our COVID19 webpage. We have also developed PPP Loan Forgiveness webinars that explain how the SBA rules apply to a typical fire equipment distributor (FED). We have taken time to explain how the rules apply to you, including full-time equivalents (FTEs), compensation, safe harbors, and exceptions for certain circumstances.

**Answers to Your Questions**

Here are five essential questions and the answers that will help you with the PPP Loan Forgiveness process.

**Q.** Why do I need to know about SBA Forms 3508S, 3508EZ, and 3508, if I am applying electronically through my bank?  
**A.** Your bank uses the information on those forms as the basis for electronic submittals. Familiarization with the forms helps you make informed decisions and enables you to maximize your PPP Loan Forgiveness amount.  

**Q.** How does my bank get me to the right form?  
**A.** Once you are logged onto your bank’s webpage, you will answer a series of questions. Based on your answers, you will then be electronically completing form 3508S, 3508EZ, or 3508.  

**Q.** Does EIDL Advance get deducted from PPP loan forgiveness?  
**A.** As of December 27, EIDL Advance is no longer deducted. If you already applied for forgiveness and EIDL Advance was deducted, your bank is required remit that amount to you.  

**Q.** An employee voluntarily resigned, refused an offer to be rehired, and I was not able to find a suitable replacement. Will I be penalized for that situation?
**A.** No, you will not need to take a reduction in your loan forgiveness amount for that situation. You will also not need to take a reduction if an employee was fired for cause and no suitable replacement was found.

**Q.** What happens if part of my PPP Loan is not forgiven?

**A.** It remains a loan and must be repaid. Loans issued on or before June 5 have a maturity of 2 years. Loans issued after June 5 have a maturity of 5 years. PPP loans have an interest rate of 1%. Payments are deferred 10 months after the end of the covered period (either 8 weeks or 24 weeks).

**Q&As Developed by SBA**

The SBA has also developed two question and answer (Q&A) documents. Although one is PPP Loans and the other is PPP Loan Forgiveness, both Q&A documents provide valuable information that will help you understand the intricacies of PPP Loan Forgiveness. Both of these Q&As are now available to download from our COVID19 webpage. The Brooks COVID19 webpage is intended to be a one-stop-shop.

Remember, you will be applying for forgiveness through the bank where you received your PPP Loan and not directly with the SBA. You have probably received an email from your bank informing you that they have begun accepting PPP Loan Forgiveness applications. But before you apply, check out the articles, video webinars, SBA forms, and other information on the Brooks COVID site www.brooksequipment.com/COVID19/. We have developed and collected the resources that you will need to get forgiveness for your PPP Loan, provided you have complied with the SBA rules.


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**Employee Spotlight**

**Meet Ken Madura, Branch Manager Elk Grove Village Warehouse**

In 1986, and an unemployed Auto Worker, Ken made the best call of his working career—accepting a position with Brooks at their Elk Grove Village warehouse in Illinois. Back then, this was a very small Brooks location, just 3,500 square feet. But both the warehouse and Ken’s duties would grow in time.

Starting out as an order picker, bagging and packing parts and products, Ken also coupled fire hose—up to 50 lengths per day! Labor intensive and time consuming, Ken kept at it until he advanced to Branch Manager. Five warehouse-moves later—each one bigger than the last—he’s learned to handle just about anything Brooks can throw his way.

Asked what’s the best part about working for Brooks, he grins and says, “Moving.” He laughs and says, “I’m just kidding! It’s the people… customers and coworkers alike that I see and talk to daily that are best part of my job!” He’s made a number of good friends through work and at work and enjoys coming in every day—putting the key in the door and turning the knob to a new day—even after nearly 35 years!

And when it comes to customers, Ken takes no shortcuts. “I always try to go the extra mile to help them anyway I can,” he says. Professional to the core, Ken keeps things friendly with his customers, listening to them talk about their families and about other things going on in their lives. “I treat people the way I’d like to be treated,” he insists.

An athletic fellow, Ken grew up participating in all kinds of sports. So it’s no wonder that away from work, Ken was very active in tournament softball, including many years of coaching his daughters’ softball teams—from park district through travel ball. But as his daughters outgrew softball, and his aches and pains grew greater with age, he gravitated to something a little easier on the body—bowling. He’s no novice either, having bowled in national events in various states and still enjoys leagues.

Ken’s got a lot to be thankful for, too—two wonderful daughters, good health, great friends, an outstanding girlfriend, and almost 35 years in a great job, with a great company—Brooks.
Maintaining Fire Extinguishers in Reliable Working Order

Portable fire extinguishers are installed throughout buildings for use by building occupants. In order for fire extinguishers to work properly, they need to be maintained. Here is what you need to know to make sure the fire extinguishers in your building are working properly and are ready to use during a fire.

Monthly Fire Extinguisher Inspections

A fire extinguisher inspection is a quick check that the extinguisher is in its designated place (on an extinguisher hanger or in an extinguisher cabinet), it has not been discharged, and there is no obvious physical damage that will prevent its operation. This visual inspection can be conducted by just about anyone with minimal knowledge of fire extinguishers, including building maintenance staff. But only a trained service technician is qualified to correct deficiencies that are discovered during inspections. For convenience, monthly inspections are typically recorded on a tag attached to the fire extinguisher.

Fire Extinguisher Servicing

The Fire Code requires annual servicing of fire extinguishers, which must be conducted by a trained service technician. The technician will perform the routine fire extinguisher maintenance according to the manufacturers’ service manual, including pressure checks and recharging as needed.

Fire Extinguisher Service Company

In addition to performing work on fire extinguishers, found to have problems during monthly inspections, fire extinguisher technicians perform the annual servicing of your extinguishers, according to the Fire Code. You can find your fire extinguisher service company by looking at the annual maintenance tag attached to any fire extinguisher on your property. The company’s phone number and other contact information is on the tag.

“"The Fire Code requires annual servicing of fire extinguishers, which must be conducted by a trained service technician.”"

Fire Extinguisher Maintenance Records

Every fire extinguisher will have a tag that provides a record of the maintenance performed on the extinguisher. To make sure your fire extinguishers are up-to-date, periodically check these tags. If you notice a fire extinguisher with an outdated annual service tag, call your service company! Only fire extinguishers that have monthly inspections and annual maintenance are considered to be reliable and ready for use in the event of a fire.

Grab the Nearest Fire Extinguisher and Use It!

No matter where you are, you should have confidence that the correct fire extinguisher is nearby. That is because the technician has evaluated each area and installed fire extinguishers to match what can burn. So in the event of a fire, grab the nearest fire extinguisher and use it! At the same time, all other building occupants should be evacuating the premises and the fire department should be notified. Remember to only use fire extinguishers for fighting fires. Makeshift means are never a substitute.

Knowing that care and servicing has been done, in accordance with your local Fire Code, will help ensure these firefighting tools will be operational when they are needed most, during a fire emergency. ✪
Brooks Tracks Codes, Legislation, and Military Extinguishers

By Mark Conroy

NFPA Standards

NFPA 10, Standard for Portable Fire Extinguishers, NFPA 13, Standard for the Installation of Sprinkler Systems, and NFPA 72, National Fire Alarm and Signaling Code are being revised. The Second Draft Reports for each document will be posted January 20, 2021. The 2022 editions of NFPA 10, 13, and 72 will be available mid-2021.

NFPA 17, Standard for Dry Chemical Systems, NFPA 17A, Standard for Wet Chemical Systems, and NFPA 96, Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations are up for revision. The first step in the revision process is to solicit for public input. The public input deadline for each of these standards is June 1, 2021, and the First Draft Report will become available online on March 22, 2022.

Washington DC and Extinguishers

The Washington, D.C. Construction Code Coordinating Board voted to approve a final emergency regulation to remove the 906.1 fire extinguisher exception from their fire code. This is the culmination of efforts by the Fire Equipment Manufacturers Association (FEMA), Government Relations Committee (GRC). Brooks is a member of FEMA/GRC.

US Military and Extinguishers

As reported earlier, Brooks and FEMA continue to push for the Department of Defense (DoD) to comply with the National Defense Authorization Act, which requires that the Uniform Facilities Criteria (UFC) to include requirements for portable fire extinguishers in the same manner, as required by state fire codes. Recent communications indicate that the DoD is getting close to complying with the law.
Why Sell/Service Exit & Emergency Lights?

Increased Profits
Most every building has or needs exit signs and emergency lights. That means increased profits for installations and service.

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NFPA’s 101 Life Safety Code, OSHA, and a host of other regulatory agencies require their installation and service in virtually all commercial, industrial, and government buildings.

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Minimal Investment
All you need are some basic tools, a modest inventory of parts and products, and a desire to increase your bottom line!

And Best of All—
Brooks Equipment has everything you need to get you started and keep you going in Exit and Emergency Light Sales and Service. And get industry-leading technician training through the FED Learning Center.

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