

NOTICE TO ALL OCCUPANTS

Date: [Insert Date]

Subject: Fire Alarm and Sprinkler System Testing

Dear Residents/Tenants,

Please be advised that the annual inspection and testing of the fire alarm and sprinkler systems are scheduled to take place on the following date(s) and time(s):

- **Date(s):** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time]

During this period, technicians will be testing the sirens, strobe lights, and sprinkler components. You should expect the following:

- Intermittent ringing of fire alarm bells and horns.
- Flashing strobe lights throughout the building.
- Technicians requiring access to individual units/suites to test smoke detectors and sprinkler heads.

Action Required: Please ensure that all pets are secured and that any sensitive electronic equipment is protected. You do not need to evacuate the building during these tests unless instructed to do so by onsite personnel or if a continuous alarm sounds outside of the testing window.

We apologize for any noise or inconvenience this necessary safety inspection may cause.

If you have any questions, please contact [Insert Contact Name/Property Management] at [Insert Phone Number].

Sincerely,

[Your Name/Company Name]
[Building Management]