

Date: [Insert Date]

To: All Residents and Tenants of [Insert Building Name/Address]

Subject: Notice of Fire Alarm and Safety Equipment Inspection

Dear Residents and Tenants,

Please be advised that a mandatory inspection and testing of the fire alarm system and safety equipment is scheduled for the following date(s) and time(s):

Date(s): [Insert Date(s)]

Time Window: [Insert Start Time] to [Insert End Time]

This routine inspection is required to ensure that all life safety systems are functioning correctly and comply with local fire codes. The inspection will include:

- Testing of smoke and heat detectors
- Testing of fire alarm bells and sirens
- Inspection of fire extinguishers and fire hoses
- Testing of emergency lighting and exit signs

What to expect during the inspection:

- The fire alarm bells/horns will sound intermittently throughout the day. Please do not evacuate the building unless a continuous alarm sounds or you are instructed to do so by staff.
- Technicians [will/will not] require access to individual units. If access is required, a staff member will accompany the technician.
- Please ensure that any pets are secured during the inspection window.

We apologize for any noise or inconvenience this may cause and thank you for your cooperation in keeping our building safe.

If you have any questions, please contact the Management Office at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Property Manager Name]
[Building Management Company]