

Date: [Insert Date]

To: All Residents / Tenants / Staff

Subject: Notice of Mandatory Fire Safety Equipment Inspection

Dear Occupants,

Please be advised that a mandatory inspection of all fire safety equipment is scheduled for the following date and time:

- **Date:** [Insert Date of Inspection]
- **Time Window:** [Insert Start Time] to [Insert End Time]

The purpose of this inspection is to ensure that all fire safety systems are in proper working order and comply with local fire codes. The inspection will include, but is not limited to:

- Smoke and Carbon Monoxide Detectors
- Fire Extinguishers
- Sprinkler Heads
- Emergency Lighting and Exit Signs

Access Requirements:

Authorized personnel and fire safety technicians will require access to all units and common areas. Please ensure that all fire safety equipment is easily accessible and not blocked by furniture or personal belongings.

Testing Procedures:

During the inspection, fire alarms may be sounded briefly. Please do not be alarmed, as this is a necessary part of the testing process. No evacuation is required unless an actual emergency occurs.

Failure to provide access may result in a follow-up inspection at the occupant's expense or a violation notice. If you have pets, please ensure they are secured for the duration of the visit.

Thank you for your cooperation in keeping our building safe.

Sincerely,

[Your Name/Company Name]

[Building Management]

[Contact Phone Number]