

NOTICE: MANDATORY FIRE SAFETY EQUIPMENT TESTING

Date: [Insert Date]

To: All Residents / Tenants / Staff

Location: [Insert Building Name/Address]

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

Date: [Insert Day and Date]

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

This inspection will include the testing of:

- Smoke and Heat Detectors
- Fire Alarm Bells/Sirens
- Emergency Lighting
- Sprinkler Systems
- Fire Extinguishers

What to expect:

- Alarms will sound intermittently throughout the testing period.
- Technicians may require access to individual units or offices.
- Elevators may be temporarily grounded during certain tests.

You are not required to evacuate the building during these tests unless an actual emergency occurs. If an actual emergency arises, the alarm will sound continuously, and instructions will be provided over the public address system.

We apologize for any inconvenience and thank you for your cooperation in ensuring the safety of our building.

Sincerely,

[Your Name/Title]

[Building Management/Company Name]

[Contact Phone Number]