

NOTICE OF FIRE ALARM AND EXTINGUISHER INSPECTION

Date: [Insert Date]

Dear Resident,

This letter is to inform you that a mandatory inspection of the fire alarm systems and fire extinguishers will be conducted in your building.

Inspection Date: [Insert Date]

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

Staff and/or fire safety technicians will require access to your unit to test the smoke detectors and inspect the fire extinguishers for safety compliance. You do not need to be present during the inspection, but please ensure that all pets are secured and that access to the equipment is not blocked.

Please note that fire alarms may sound briefly throughout the building during testing. We apologize for any noise or inconvenience this may cause.

If you have any questions or concerns, please contact the management office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation in keeping our building safe.

Sincerely,

[Management Name]

[Building Name/Address]