

**Date:** [Insert Date]

**Subject: Notice of Routine Fire Safety Equipment Maintenance**

Dear Residents/Tenants,

Please be advised that we will be conducting routine maintenance and testing of the fire safety equipment throughout the building. This is a scheduled inspection to ensure all systems are functioning correctly and comply with safety regulations.

**Maintenance Details:**

- **Date(s):** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Equipment Involved:** [e.g., Smoke detectors, fire alarms, extinguishers, sprinklers]

During this period, you may hear the fire alarms sounding intermittently. Please note that these are **tests only**; no evacuation is necessary unless a continuous alarm sounds or you are instructed otherwise by site staff.

**Access Requirements:**

[Optional: Technicians may require access to individual units to inspect smoke detectors. If you will not be home, please ensure [Insert Instruction, e.g., keys are left with management].]

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

Sincerely,

[Your Name/Signature]  
[Your Title/Company Name]  
[Contact Phone Number]