

NOTICE: UPCOMING FIRE ALARM SYSTEM TESTING AND INSPECTION

Date: [Insert Date of Notice]

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

Please be advised that the annual fire alarm system testing and inspection is scheduled to take place on the following date(s) and time(s):

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

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

During this period, the fire alarm bells and sirens will be activated intermittently. You do not need to evacuate the building when you hear the alarms during these specific times, unless otherwise instructed by on-site staff or emergency personnel.

What to expect:

- Intermittent loud sirens and flashing strobe lights.
- Technicians may require access to individual units to test sensors and speakers.
[Optional: Please ensure someone is home or provide access instructions].
- Elevators may temporarily return to the main floor and be out of service for short intervals.

We apologize for any inconvenience this noise may cause. These tests are mandatory to ensure the safety of all occupants and to comply with local fire codes.

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.

Sincerely,

[Insert Name/Property Management Name]

[Insert Contact Information]