

## **NOTICE: ANNUAL FIRE ALARM AND SPRINKLER SYSTEM INSPECTION**

Date: [Insert Date]

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

Dear Resident,

Please be advised that the annual inspection and testing of the building's fire alarm and sprinkler systems will take place on the following date(s) and time(s):

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

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

During this period, technicians will be testing the sirens, bells, and strobe lights. You will hear intermittent loud alarms throughout the building. Please disregard these alarms as they are part of the required safety testing.

### **Important Requirements:**

- Technicians [will / will not] require access to individual units to inspect sprinkler heads and smoke detectors.
- If unit access is required, please ensure an adult is present or provide a key to management.
- Please keep pets secured in a crate or a separate room during the inspection window.

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

If you have any questions, please contact the Management Office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Title]

[Building Management/Company Name]