

NOTICE: MANDATORY FIRE SPRINKLER AND ALARM INSPECTION

Date: [Insert Date]

To All Residents/Tenants of [Insert Property Name/Address],

Please be advised that the annual mandatory inspection of the fire sprinkler and alarm systems is scheduled for the following date(s) and time(s):

- **Date:** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time]

Required Access:

The inspection team and building management must enter every unit to test individual sprinkler heads and smoke detectors. Please ensure that all pets are secured and that any areas containing fire equipment are accessible.

What to Expect:

During the inspection, the fire alarm bells and sirens will be activated intermittently. You do not need to evacuate the building when the alarms sound during the designated inspection hours unless instructed otherwise by staff.

Compliance:

This inspection is required by local fire codes and insurance regulations. Your cooperation is necessary to ensure the safety of all occupants. If you will not be home, [Insert Instruction: e.g., management will use a master key to enter].

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

Thank you for your cooperation.

Sincerely,

[Insert Name/Title]

[Insert Property Management Name]