

DATE: [Insert Date]

TO: All Residents/Tenants of [Insert Building Name]

RE: NOTICE OF FIRE ALARM AND SYSTEM TESTING

Dear Residents,

Please be advised that we will be conducting mandatory testing and inspection of the fire alarm and life safety systems in the building. This maintenance is required to ensure the safety of all occupants and compliance with local fire codes.

Testing Schedule:

- **Date:** [Insert Date of Testing]
- **Time:** From [Start Time] to [End Time]

What to Expect:

- Intermittent ringing of fire bells and sirens throughout the building.
- Flashing strobe lights in common areas and/or individual units.
- Technicians may require access to your unit to test smoke detectors and heat sensors.
- Elevators may be recalled to the lobby or grounded temporarily during the test.

Important Action Required:

Since this is a scheduled test, you do **not** need to evacuate the building when you hear the alarms during the hours listed above, unless instructed otherwise by staff or emergency personnel on-site.

We apologize for any noise or inconvenience this may cause. If you have any questions or have pets that may be sensitive to loud noises, please contact the Management Office at [Insert Phone Number].

Thank you for your cooperation.

Sincerely,

[Your Name/Property Manager]

[Company Name]

[Contact Information]