

Date: [Insert Date]

To: All Residents/Tenants

Property: [Insert Property Name/Address]

Subject: NOTICE OF ANNUAL FIRE ALARM AND SPRINKLER SYSTEM MAINTENANCE

Dear Residents,

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

Date(s): [Insert Date]

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

During this period, technicians will be testing the smoke detectors, heat sensors, and sprinkler heads. Please note the following:

- **Audible Alarms:** The fire bells and sirens will be sounded intermittently throughout the day. Please disregard these alarms unless otherwise notified by staff.
- **Unit Access:** Technicians [will/will not] require access to individual apartments to test equipment. If access is required, a staff member will accompany the technician.
- **Pets:** If you have pets, please ensure they are secured in a safe area or crate during the inspection window.

This maintenance is a mandatory legal requirement to ensure the safety of all residents and to remain in compliance with local fire codes.

We apologize for any noise or inconvenience this may cause and thank you for your cooperation.

Sincerely,

[Your Name/Signature]

[Property Management/Building Owner]

[Phone Number]