

NOTICE: ROUTINE FIRE SPRINKLER AND ALARM TESTING

Date: [Insert Date]

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

Please be advised that we will be conducting routine inspections and testing of the fire sprinkler and fire alarm systems. This maintenance is required to ensure the safety of all occupants and compliance with local fire codes.

Testing Schedule:

- **Date(s):** [Insert Date(s)]
- **Time:** [Insert Start Time] to [Insert End Time]

What to Expect:

- Fire alarm bells and sirens will sound intermittently throughout the testing period.
- Technicians [will / will not] require access to individual units to inspect sprinkler heads and smoke detectors.
- No action is required on your part when the alarms sound during these specific hours.

We apologize for any noise or inconvenience this may cause. Your safety is our priority.

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/Property Management Name]
[Building Management]