

NOTICE OF FIRE ALARM AND SPRINKLER SYSTEM TESTING

Date: [Insert Date of Notice]

To: All Tenants and Occupants

Property Address: [Insert Building Address]

Dear Tenant,

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

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

What to expect during the test:

- The fire alarm bells and sirens will sound intermittently throughout the building.
- Technicians may require access to your unit to inspect sprinkler heads and smoke detectors.
- Visual strobe lights will flash during the testing period.

Action required:

You do not need to evacuate the building when you hear the alarms during this scheduled maintenance window. However, if you have pets, please ensure they are secured. If access to your unit is required and you will not be home, building management will accompany the technician using a master key.

We apologize for any noise or inconvenience this may cause. These tests are mandatory to ensure the safety of all residents 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/Property Manager Name]
[Company Name]
[Contact Information]