

Date: [Insert Date]

To: All Residents and Tenants

Location: [Insert Building Name/Address]

NOTICE: FIRE ALARM TESTING AND MAINTENANCE

Dear Occupants,

Please be advised that we will be conducting essential fire alarm testing and maintenance on the following date(s) and time(s):

- **Scheduled Date(s):** [Insert Date, e.g., Wednesday, October 25th]
- **Scheduled Time:** Between [Insert Start Time] and [Insert End Time]

During this period, the fire alarm bells and sirens will sound intermittently. You may also see flashing strobe lights throughout the building. This is a controlled test of the system to ensure building safety and compliance with fire regulations.

What you need to do:

- You do **not** need to evacuate the building when the alarm sounds during the specific window mentioned above.
- If the alarm sounds continuously for an extended period outside of the scheduled window, please treat it as a genuine emergency and evacuate immediately.
- Please ensure any pets are secured, as the loud noise may cause them distress.

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

If you have any questions or concerns regarding this schedule, please contact Management at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Signature]
[Title/Company Name]
[Building Management]