

**Date:** [Insert Date]

**To:** All Residents / Tenants / Staff

**Subject: Mandatory Fire Safety Equipment Maintenance**

Dear [Name/Occupant],

This letter is to notify you that the annual mandatory inspection and maintenance of fire safety equipment is scheduled for your building/unit.

**Schedule Details:**

- **Date:** [Insert Date]
- **Time:** [Insert Time Range, e.g., 9:00 AM to 5:00 PM]

**Scope of Work:**

Authorized technicians will be testing and servicing the following equipment:

- Smoke and Heat Detectors
- Fire Sprinkler Systems
- Fire Extinguishers
- Emergency Lighting and Exit Signs
- Fire Alarm Control Panels

**Access Required:**

Technicians will require access to all areas, including individual units and common rooms. Please ensure that all fire safety devices are accessible and not blocked by furniture or storage. If you have pets, please ensure they are secured during this time.

**Alarms Testing:**

Please be advised that the fire alarms may sound intermittently during the inspection. You do not need to evacuate the building unless a continuous alarm sounds or you are instructed to do so by staff.

Compliance with fire safety regulations is mandatory for the safety of all occupants. We appreciate your cooperation in this matter.

If you have any questions, please contact [Management Name/Department] at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]

[Your Title]

[Building Management/Company Name]