

DATE: [Insert Date]

TO: All Residents and Tenants

FROM: [Insert Building Management/Property Name]

SUBJECT: Annual Fire Safety System Testing Notification

Dear Residents and Tenants,

Please be advised that the annual inspection and testing of the fire safety systems for [Insert Building Name/Address] is scheduled to take place on the following date(s):

Date(s): [Insert Date of Testing]

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

This mandatory inspection ensures that all fire alarms, smoke detectors, sprinklers, and emergency systems are functioning correctly and comply with local fire codes.

What to expect during the testing:

- Intermittent ringing of fire alarm bells and sirens.
- Testing of strobe lights and voice communication systems.
- Technicians may require access to individual units to test smoke detectors.
- Elevators may be grounded or limited during certain phases of the test.

Please note that you do **not** need to evacuate the building when you hear the alarms during these specific hours unless otherwise instructed by onsite staff or emergency personnel.

If you have pets that are sensitive to loud noises, please take the necessary precautions during the testing window.

We apologize for any noise or inconvenience this may cause and thank you for your cooperation in keeping our building safe.

Sincerely,

[Your Name/Signature]

[Title]

[Contact Phone Number]