



IMPORTANT NOTICE – PLEASE READ

Dear Element Residents,

This is a notice that Element has contracted with COSCO Fire Protection to inspect the Fire Sprinkler & Alarm Systems on **Thursday, November 3, 2022**. Access to each unit is **required**. Please see schedule below:

8th Floor (8-9am)

7th Floor (8:30 – 9:30am)

6th Floor (9 – 10am)

5th Floor (9:30 – 10:30am)

4th Floor (10 – 11am)

3rd Floor (10:30 – 11:30am)

2nd Floor (11 – 12pm)

1st Floor & Commercial (11:30 – 12:30pm)

It will be necessary to enter ALL units/offices/other areas to inspect sprinkler heads for the purpose of performing the Test & Inspection for the Annual Certification of the Automatic Fire Sprinkler & Alarm System per (Title 19, State Fire Marshal's Code).

This will be a test of all alarms throughout the building, in which each unit will have its' own horn. As such, each unit will be entered to have their fire sprinklers visually inspected and listen/inspect the horn.

The inspection process should only take about **5 minutes per unit**, and is done in sequence from one floor to the next, until all have been inspected. **Additionally, please make sure that all pets are secured. If you are not home to provide access, your unit will be rescheduled for a later day. Owners will be charged back for this reschedule expense.**

Every attempt will be made to minimize the time to complete this task.

Thank you for your anticipated cooperation. If you have additional questions, please email jpoulton@actionlife.com.

Sincerely,

Justine Poulton, CMCA
Community Manager
Element Owners Association