



# **ANNUAL FIRE ALARM INSPECTION**

## **ALL UNITS MUST PROVIDE ACCESS**

**\*\*TUESDAY, APRIL 25, 2023 &  
THURSDAY, APRIL 27, 2023\*\***

Dear The Mills at Cortez Hill Residents,

Please be advised that The Mills at Cortez Hill must complete the annual Fire Alarm Inspection to recertify their fire alarm system for the building compliance by fire code. We are under required orders from the fire marshal to complete this work, so this is mandatory for all units. This will require all units to provide access for an in-unit fire alarm inspection. The fire alarm will be inspected by Low Voltage, and the inspector will notate any deficiencies in the alarm that needs correction during a return trip. **Please be advised that the fire alarms will be intermittently going off throughout the scheduled dates & times, this is required as part of the testing.** Please ensure that you provide access based on the set schedule on the back of this notice. We will **NOT** be accepting keys/lockbox codes for this project – Low Voltage requires that someone be available to provide access to the unit during your scheduled time, so we recommend having a family member or friend assist with this if you cannot be home. In addition, Low Voltage will not enter into any units if someone over the age of eighteen (18) is not present, or if there are dogs loose. Any unit that misses the inspection date will require a return trip, in which the owner of the unit is responsible for paying the return trip fee. It is highly encouraged you plan to have a point of contact at your unit for your inspection date and time. For any questions regarding this project, please contact [jpoulton@actionlife.com](mailto:jpoulton@actionlife.com).

For the Board of Directors,

Justine Poulton, CMCA  
Community Manager

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<b>6<sup>TH</sup> AVE. BUILDING</b>		<b>TUESDAY, APRIL 25, 2023</b>	
<b>Floor</b>		<b>Time</b>	
5 <sup>th</sup> Floor		8:00am – 8:30am	
4 <sup>th</sup> Floor		8:30am – 9:00am	
3 <sup>rd</sup> Floor		9:00am – 9:30am	
2 <sup>nd</sup> Floor		9:30am – 10:00am	
1 <sup>st</sup> Floor & Commercial Units		10:00am – 10:30am	

<b>7<sup>TH</sup> AVE. BUILDING &amp; COMMON AREAS</b>		<b>THURSDAY, APRIL 27, 2023</b>	
<b>Floor</b>		<b>Time</b>	
5 <sup>th</sup> Floor		8:00am – 8:30am	
4 <sup>th</sup> Floor		8:30am – 9:00am	
3 <sup>rd</sup> Floor		9:00am – 9:30am	
2 <sup>nd</sup> Floor		9:30am – 10:00am	
1 <sup>st</sup> Floor & Common Areas		10:00am – 10:30am	