

Tenant Warden Information Sheet

Date _____

Company Name _____

Building _____ Suite _____

Tenant Warden(s)

1. Name _____ Phone # _____

Email _____

Assistant Tenant Warden _____

2. Name _____ Phone # _____

Email _____

Assistant Tenant Warden _____

3. Name _____ Phone # _____

Email _____

Assistant Tenant Warden _____

Stairway Monitors _____

Searchers _____

Note:

A Tenant Warden must be assigned for each suite. Generally, a tenant occupying approximately 7,000 square feet should have two (2) Tenant Wardens. Tenants occupying a full floor or more should have three (3) Tenant Wardens per floor. Each Tenant Warden shall appoint an Assistant Tenant Warden to assume his/her duties in his/her absence. As changes in personnel occur, this sheet must be updated and forwarded to the Management Office.