



## Designated Floor Warden Form

The Property Management Staff would appreciate receiving the following information from your organization. Please complete this electronic form and email it to the Property Manager. For questions about the form, please contact your Property Management Team.

### GENERAL COMPANY INFORMATION

<b>Company:</b>			
<b>Building Address:</b>			
<b>Suite # / Floors:</b>		<b># of Employees:</b>	
<b>Telephone #:</b>		<b>Fax #:</b>	

*NOTE: Please include the area code with all telephone numbers.*

### FLOOR WARDEN CONTACT – Floor Warden<sup>1</sup>

<b>Company/Address:</b>			
<b>Name:</b>			
<b>Email Address:</b>			
<b>Telephone #:</b>		<b>Other #:</b>	

### FLOOR WARDEN CONTACT – Deputy Warden<sup>2</sup>

<b>Name:</b>			
<b>Email Address:</b>			
<b>Telephone #:</b>		<b>Other #:</b>	

### FLOOR WARDEN CONTACT – Deputy Warden

<b>Name:</b>			
<b>Email Address:</b>			
<b>Telephone #:</b>		<b>Other #:</b>	

### FLOOR WARDEN CONTACT - Searcher<sup>3</sup>

<b>Name:</b>			
<b>Email Address:</b>			
<b>Telephone #:</b>		<b>Other #:</b>	

### FLOOR WARDEN CONTACT - Searcher

<b>Name:</b>			
<b>Email Address:</b>			
<b>Telephone #:</b>		<b>Other #:</b>	

<sup>1</sup> Floor Warden - responsible for training the warden team and maintaining an updated list of all team members with phone numbers and e-mail addresses

<sup>2</sup> Deputy Warden - assists the Team Leader in carrying out the duties of the Floor Warden Team

<sup>3</sup> Searcher - check store rooms, copy rooms, restrooms and all areas of the floor to make sure everyone hears and responds to the alarm

FLOOR WARDEN CONTACT - Searcher

<b>Name:</b>			
<b>Email Address:</b>			
<b>Telephone #:</b>		<b>Other #:</b>	

FLOOR WARDEN CONTACT – Stairwell Monitor<sup>4</sup>

<b>Name:</b>			
<b>Email Address:</b>			
<b>Telephone #:</b>		<b>Other #:</b>	

FLOOR WARDEN CONTACT – Stairwell Monitor

<b>Name:</b>			
<b>Email Address:</b>			
<b>Telephone #:</b>		<b>Other #:</b>	

FLOOR WARDEN CONTACT – Stairwell Monitor

<b>Name:</b>			
<b>Email Address:</b>			
<b>Telephone #:</b>		<b>Other #:</b>	

FLOOR WARDEN CONTACT – Elevator Monitor<sup>5</sup>

<b>Name:</b>			
<b>Email Address:</b>			
<b>Telephone #:</b>		<b>Other #:</b>	

FLOOR WARDEN CONTACT – Elevator Monitor

<b>Name:</b>			
<b>Email Address:</b>			
<b>Telephone #:</b>		<b>Other #:</b>	

FLOOR WARDEN CONTACT – Elevator Monitor

<b>Name:</b>			
<b>Email Address:</b>			
<b>Telephone #:</b>		<b>Other #:</b>	

FLOOR WARDEN CONTACT – Helper Warden<sup>6</sup>

<b>Name:</b>			
<b>Email Address:</b>			
<b>Telephone #:</b>		<b>Other #:</b>	

FLOOR WARDEN CONTACT – Helper Warden

<b>Name:</b>			
<b>Email Address:</b>			
<b>Telephone #:</b>		<b>Other #:</b>	

<sup>4</sup> Stairwell Monitor – checks stairwells for smoke, holds stairwell doors open, and directs the safe and efficient flow of traffic in the stairwells

<sup>5</sup> Elevator Monitor – directs people away from the elevators and to the nearest safe exit stairwell

<sup>6</sup> Helper Warden - help those with either permanent or temporary mobility challenges.

<b>Tenant Primary Assembly Area</b>	
<b>Tenant Secondary Assembly Area:</b>	