



TENANT CONTACT INFORMATION

SECTION 1 – TENANT INFORMATION

DATE: _____

Tenant Name _____

Suite Number _____

Phone _____ Fax _____ E-Mail _____

Contact _____ Contact Number _____

SECTION 2 – AFTER HOURS EMERGENCY CONTACT

Contact # 1 Name	Work No.	Home No.
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Contact # 2 Name	Work No.	Home No.
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Contact # 3 Name	Work No.	Home No.
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SECTION 3 – FULL EVACUATION DESIGNATED AREA

If there is a full evacuation of the building, what is your company's designated evacuation area? The designated evacuation area must be 200 feet from the building.

Designated Evacuation Area _____

SECTION 4 – COMPUTER OPERATION

Do you have a 24-Hour Computer Operation? _____



SECTION 5 – EMPLOYEE DATA

Total Number of Employees _____
Total Number of Physically Challenged Employees _____

SECTION 6 – ACCOUNTING INFORMATION

Contact Name _____
Address _____
Phone _____ Fax _____ E-Mail _____

SECTION 7 – FLOOR SAFETY WARDEN INFORMATION

Name _____ Floor # _____ Phone/Ext. _____
Name _____ Floor # _____ Phone/Ext. _____
Name _____ Floor # _____ Phone/Ext. _____

SECTION 8 – ADDITIONAL EMERGENCY PERSONNEL LIST

Name _____ Floor # _____ Phone/Ext. _____
Emergency Responsibilities _____



SECTION 9 – HOLIDAY SCHEDULE

Calendar Year _____		
	OPEN	CLOSED
New Year's Day	_____	_____
Martin Luther King Jr. Day	_____	_____
President's Day	_____	_____
Memorial Day	_____	_____
Independence Day	_____	_____
Labor Day	_____	_____
Columbus Day	_____	_____
Veterans Day	_____	_____
Thanksgiving Day	_____	_____
Christmas Day	_____	_____

To update any of the above information, please forward your request to:

- laurie.snyder@cushwake.com (Office)
- sarah.wadkins@cushwake.com (Retail)