



**TENANT FIRE WARDENS CONTACT SHEET**

To ensure that all occupants of a building can safely be evacuated from the structure in case of an emergency we request that each office provide us with the names of two (2) individuals (per suite) who will be responsible for emergency evacuation procedures. Larger tenants may need additional Fire Wardens. These “Tenant Fire Wardens” should be able to lead all office personnel safely from the building and be available for emergency preparedness training.

Your cooperation in this matter is extremely important. Our goal is to implement some basic procedures that will prevent panic situations and establish personnel accountability.

**Tenant Name:** \_\_\_\_\_ **Suite #:** \_\_\_\_\_  
**Location:** \_\_\_\_\_  
\_\_\_\_\_

<b>Employee Name:</b>	<b>Email:</b>	<b>Phone#:</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Employees with First Aid, CPR, or other Medical Training:**

<b>Employee Name:</b>	<b>Email:</b>	<b>Phone#:</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Number of Employees you HAVE on site:** \_\_\_\_\_

**FORM COMPLETED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COMPLETE AND RETURN TO:** GRUBB & ELLIS MANAGEMENT SERVICES, INC., 38701 SEVEN MILE ROAD, STE.190, LIVONIA, MI 48152

or FAX TO 734.462.2050