



FLOOR WARDEN INFORMATION SHEET

COMPANY: _____ **SUITE/FLOOR:** _____ **DATE:** _____

Floor Warden(s): _____ Phone Number(s): _____

Stairwell Exit Warden(s): _____ Phone Number(s): _____

Elevator Safety Monitor(s): _____ Phone Number(s): _____

Searcher(s): _____ Phone Number(s): _____

Special Assistant(s) For Persons with Disabilities: _____ Phone Number(s): _____

NOTE: Each suite/floor should assign one (1) Floor Warden per 10,000 square feet of occupied area. In addition, Stairwell Exit Wardens should be assigned for each suite. Each Floor Warden shall appoint an Assistant Floor Warden to assume his/her duties and responsibilities in their absence. Stairwell Exit Wardens, Elevator Safety Monitors, Searchers and Special Assistants can be assigned and directed by the Suite Warden(s). As changes in personnel occur, this form must be updated and submitted to the Property Management Office.