

# Warden Information Sheet

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_ Suite #: \_\_\_\_\_

**Tenant Floor Wardens:**

_____	_____
_____	_____

**Backup Tenant Floor Wardens:**

_____	_____
_____	_____

**Searchers:**

_____	_____
_____	_____

**Stairwell Monitor (if required):**

_____	_____
_____	_____

**Elevator and Stairwell Monitor (if required):**

_____	_____
_____	_____

**NOTE:** Each suite will have one to two tenant wardens. Generally, a tenant occupying approximately 7,000 square feet should have two (2) tenant wardens. Tenants occupying a full floor should have three (3) tenant wardens per floor. Each tenant warden shall appoint an assistant tenant warden to assume his/her duties and responsibilities in their absence. As changes in personnel occur, this sheet must be updated and forwarded to the Management Office.