

Floor Warden Personnel Form

Date: _____

Please complete a separate form for each suite your firm occupies and return to the Property Management Office.

Company Name: _____ Suite: _____

The Floor Warden is the person(s) you have designated to be responsible for taking charge in an emergency situation. Floor Wardens should appoint and train Alternate Floor Wardens in the implementation of emergency procedures. All listed on this form **MUST** participate in the annual Floor Warden Training and Fire Drill given by 201 California Street.

Floor Warden: _____ Email: _____

Alternate Warden: _____ Email: _____

Alternate Warden: _____ Email: _____
(if applicable)