



TENANT CONTACT INFORMATION GUIDE SHEET

The following descriptions are to be used as a guide when filling out the attached forms. Please note that one individual may serve as the contact in several areas. It is also important to remember that the Primary Contact must be located in 88 Kearny Street.

1. **PRIMARY CONTACTS**: These individuals are authorized by your firm to provide us with information regarding after-hours activity in your space, i.e. moves, deliveries, special events, signage orders, authorizing access cards and changes to the designated contacts for your company. Please list them in the order in which they are to be called in the event that we need to call for authorization for access or other situations.
 - a. **ACCOUNTING/BILLING CONTACT**: This individual is responsible for your office location with authorization to receive and process notifications regarding rent/lease issues and approving daily invoices.
2. **AUTHORIZED REQUESTORS**: These individuals are authorized by your firm to call in day-to-day maintenance requests, as well as special or overtime services, i.e. key requests, after-hours HVAC services and additional janitorial or security services. They should be authorized to place requests, which may involve a bill-back charge to your company. These individuals are our contacts for day-to-day communication and should be limited to one or two people to ensure that we are able to respond to your requests effectively. These requestors will also be authorized to complete the Vendor/Contractor/Move Access Request Form.
3. **EMERGENCY CONTACTS**: These individuals are designated as the primary contacts in the event of a building emergency, i.e. earthquake, fire, bomb threat, etc. at 88 Kearny Street. Due to the extreme importance of fast and efficient notification, it is imperative that this information is current and accurate. The names you provide should have the authority to make decisions on Building relocations and any other life safety measure mandated by the situation. If there is more than one emergency contact, please list them in the order that we need to contact them.
4. **EMERGENCY RESPONSE TEAM**: These individuals are designated by your firm to respond effectively and assist other employees in the event of an emergency situation. These individuals should have attended a life safety seminar provided by the Building Management Office, and have a special orange jacket to identify them in an emergency. For multiple floor/suite tenants: An emergency response team should be set up for each floor or suite.
5. **EMERGENCY VENDOR INFORMATION (i.e.: HVAC, Telecom/IT, Security System)**: These are emergency contractors that are hired by your firm and could potentially need access to your suite. You will need to provide and maintain a current COI for these vendors (server room, supplemental HVAC and telephone).
6. **PROPERTY REMOVAL AUTHORIZATION**: These individuals are authorized to sign for Property Removal Passes for the removal of equipment and property from your suite.

Please keep a copy of the attached forms for your records. Please send any changes in information to the Property Management Office at 88 Kearny Street, Suite 1350 San Francisco, CA 94108.

Thank you for your cooperation. If you have any questions, please call the Property Management Office at 415.675.7990.



TENANT CONTACT INFORMATION

Please **fill out** on your computer and **SAVE** this form on your computer for your records and future updates. **Return form** via email to **88kearny@am.jll.com**.

Tenant Name		Date		# of Employees	
Building Name	88 Kearny Street	Address 1	88 Kearny Street		
Suite Number		Address 2			
Main Phone		City, State, Zip	San Francisco, CA 94108		
Main Fax		Company Website			

PRIMARY CONTACTS

Please provide the names and *daytime* telephone numbers of the following individuals:

Office Manager, Daily Contact		Direct Phone	
Title		Mobile/Cell	
Email (primary method of contact)			
Executive Contact		Direct Phone	
Title		Mobile/Cell	
Email			
Accounting/Billing Contact		Direct Phone	
Mailing Address			
Email			

BUILDING MEMOS

All building memos should be sent to these individuals:

Name		Name	
Email		Email	
Name		Name	
Email		Email	
Name		Name	
Email		Email	
Name		Name	
Email		Email	



REQUESTOR INFORMATION

Please **fill out** on your computer and **SAVE** this form on your computer for your records and future updates. **Return form** via email to **88kearny@am.jll.com**.

Tenant Name		Date	
-------------	--	------	--

AUTHORIZED REQUESTORS

Please list individuals who are *authorized to request services and visitor access*. The service contact person(s) shall be authorized to incur charges on behalf of the tenant for all building services (except construction services). Work orders via **Building Engines**, visitor requests via **Building Engines**, and contractor access forms will only be accepted from those listed below. Email address and telephone number are required for requestors.

Requestor #1		Direct Phone	
Email			
Requestor #2		Direct Phone	
Email			
Requestor #3		Direct Phone	
Email			



EMERGENCY INFORMATION

Please **fill out** on your computer and **SAVE** this form on your computer for your records and future updates. **Return form** via email to **88kearny@am.jll.com**.

Tenant Name		Date	
-------------	--	------	--

EMERGENCY CONTACTS

Who should we contact in the event of an emergency *during and after hours*? Please list in the order in which you would like us to attempt to reach the below Emergency Contacts.

Emergency Contact #1		Direct Phone	
Title		Mobile Phone	
Email			
Home Phone		Other Phone	
Emergency Contact #2		Direct Phone	
Title		Mobile Phone	
Email			
Home Phone		Other Phone	
Emergency Contact #3		Direct Phone	
Title		Mobile Phone	
Email			
Home Phone		Other Phone	



The following table outlines the roles and responsibilities of the Emergency Response Team members. All of the following roles are appointed by you, the tenant.

Emergency Response Roles	Description	Responsibilities
Floor Wardens <i>(2 per full floor, 1 for ½ floor or smaller office)</i>	<ul style="list-style-type: none"> Manages the evacuation of the assigned suite and common areas of the floor. Appointed by the tenant. 	<ul style="list-style-type: none"> Organizes and directs the Tenant Emergency Response Team for the assigned suite and common areas of the floor. Ensures all areas on their assigned floor are evacuated. Keeps Property Team informed of any change to the list of individuals requiring special assistance, as well as any absences or changes of the Tenant Emergency Response Team for their suite(s).
Searchers <i>(4 for full floor, 2 for ½ floor or smaller office)</i>	<ul style="list-style-type: none"> Ensures no one is left behind. Appointed by the tenant for each suite. 	<ul style="list-style-type: none"> Searches and evacuates all rooms in the assigned suite. Searches and evacuates common areas on the assigned floor. Informs the Floor Warden when assigned area is fully evacuated.
Stairwell Monitors <i>(2 for full floor, 1 for ½ floor or smaller office)</i>	<ul style="list-style-type: none"> Manages stairwell evacuation inside suites and common areas. Appointed by the tenant for each suite. 	<ul style="list-style-type: none"> Ensures that the stairwell door is not hot to the touch and there is no smoke in the stairwell. Holds the stairwell doors, keeps talking to a minimum, does not allow food and drink into the stairwell and ensures those evacuating stay on the right side of the stairwell. Directs traffic flow and encourages evacuees to remain calm and quiet.
Elevator Monitors <i>(2 for full floor, 1 for ½ floor or smaller office)</i>	<ul style="list-style-type: none"> Prevents use of elevators. Appointed by the tenant for each suite. 	<ul style="list-style-type: none"> Ensures that no one uses the elevators in an emergency. Redirects occupants to stairwells.
Special Assistants <i>(2 for full floor, 1 for ½ floor or smaller office)</i>	<ul style="list-style-type: none"> Aid persons requiring special assistance. Appointed by the tenant for each floor/suite. 	<ul style="list-style-type: none"> Ensures that those needing special assistance are evacuated safely. Two Special Assistants are required for each individual requiring assistance.

Names of individuals requiring special assistance in your suite (s):



TENANT EMERGENCY RESPONSE TEAM

Please **fill out** on your computer and **SAVE** this form on your computer for your records and future updates. **Return form** via email to **88kearny@am.jll.com**. **Please submit a form per tenant floor/space.**

Tenant Name		Date	
-------------	--	------	--

Floor Warden #1		Direct Phone	
Email			

Floor Warden #2		Direct Phone	
Email			

Searcher #1		Direct Phone	
Email			

Searcher #2		Direct Phone	
Email			

Searcher #3		Direct Phone	
Email			

Searcher #4		Direct Phone	
Email			

Stairwell Monitor #1		Direct Phone	
Email			

Stairwell Monitor #2		Direct Phone	
Email			

Elevator Monitor #1		Direct Phone	
Email			

Elevator Monitor #2		Direct Phone	
Email			

Special Assistant #1		Direct Phone	
Email			

Special Assistant #2		Direct Phone	
Email			



EMERGENCY VENDOR INFORMATION

Please **fill out** on your computer and **SAVE** this form on your computer for your records and future updates. **Return form** via email to **88kearny@am.jll.com**.

TENANT VERIFICATION STILL REQUIRED

Tenant Name		Date	
-------------	--	------	--

HVAC Vendor – Server Room/IT	
Company Name	
Phone Number	
COI Expiration Date	
Telecom/IT Vendor – Phone System/Server Room	
Company Name	
Phone Number	
COI Expiration Date	
Internal Access Card/Security System	
Company Name	
Phone Number	
COI Expiration Date	
Other	
Company Name	
Phone Number	
COI Expiration Date	
Other	
Company Name	
Phone Number	
COI Expiration Date	



PROPERTY REMOVAL AUTHORIZATION

Tenant Name		Date	
-------------	--	------	--

Name	Signature