



JL PROPERTIES, INC.
REAL ESTATE DEVELOPMENT & MANAGEMENT

Warden Information Sheet

Date: _____

Company Name: _____ Floor #: _____

Floor Warden

Name _____ Email Address _____

Direct Telephone _____ Cell Phone _____

Assistant Floor Warden _____ Assistant's Telephone _____

Alternate Floor Warden

Name _____ Email Address _____

Direct Telephone _____ Cell Phone _____

Tenant Warden (For multi tenant floors only)

Name _____ Email Address _____

Direct Telephone _____ Cell Phone _____

Search Monitors

Name _____ Email Address _____ Cell Phone _____

Name _____ Email Address _____ Cell Phone _____

Name _____ Email Address _____ Cell Phone _____

Stairwell Monitors

Name _____ Email Address _____ Cell Phone _____

Name _____ Email Address _____ Cell Phone _____

Person's with Disability's Assistant

Name _____ Email Address _____

Direct Telephone _____ Cell Phone _____

NOTE: As changes in personnel occur, this sheet must be updated and forwarded to the management office.