

# 271 17<sup>th</sup> Street

## Exhibit E: Tenant Warden Assignment Sheet

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_  
Bldg/Suite #: \_\_\_\_\_

Tenant Wardens (Primary /Deputy)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Assistance Tenant Wardens:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** One Tenant Warden should be assigned for every 20 employees. Each person assuming this role should have a Deputy. The Deputy will assume the role of tenant warden in the event that the primary warden is absent during a real emergency or a practice drill. As changes in personnel occur, this sheet must be updated and forwarded to the Property Management Office.