

TO: All Tenants
FROM: Management Team
SUBJECT: Emergency Situations/Handicapped Personnel

TENANT: _____
SUITE: _____ OFFICE PHONE NO: _____

DATE: _____

It is necessary for the Management Office to have on file the names and home telephone numbers of three people in your employment to contact in the case of an emergency situation in your suite. Please list them in the order you wish them to be contacted.

	<u>PERSONNEL NAME</u>	<u>TITLE</u>	<u>HOME PHONE NO.</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

It is necessary for the Management Office to have a list of handicapped personnel in your employment. Definition of Handicapped: Any individual who may need assistance in evacuating the building in an emergency situation due to a physical condition.

_____ YES, we do have handicapped personnel in our employment. The following is a list of names and a description of the nature of their handicap:

_____ NO, we do not have handicapped personnel in our employment.

In the event you should have any changes to the above information, please keep the Management Office informed.

Please return by e-mail or U.S. Mail to:
CTPF Waterfront Place Corporation
11235 SE 6th St, Suite A200, Bellevue, WA 98004
Phone: (206) 215-9880 Email: tjones@pinnacle-commercial.com