Brookfield

DATE:

Please review all information listed below so we can upate our files in our contact database. When making updates, please highlight changes in yellow.

Please mark an "X" under the LiveSafe column if that person has downloaded the App and is registered to receive a text and e-mail in the event of an emergency pertaining to Heritage Plaza (ie, building issues such as fire alarms, power outages and after hour building emergencies). (LiveSafe IS USED FOR EMERGENCY PURPOSES ONLY)

Under emergency contacts, an alternate phone number is mandatory and we ask that you please list it if it isn't currently listed on this form. If the phone number is the same for the alternate number, please indicate "same". All devices provided will receive the alert.

Mark an "X" under the Angus Work Order column if you would like that person to be able to input work orders and conference reservations.

We will send this form out on a quarterly basis and ask that you assist us in keeping this information current. To better serve you, we ask that you PLEASE inform us of any changes between these quarterly requests. All information will be kept confidential in our office.

*****MAIN CONTACT*** – This is Brookfield's main day-to-day tenant contact and the person who is authorized to approve billable items such as overtime HVAC, work tickets, etc.**

******FIRE WARDEN**** These people are responsible for checking the office space during an emergency. One certified person is needed for every 7,500 square ft. and for every tenant, certification information and training, which can be done on-line, please call John Gomez at (713)409-4237 or email John.gomez@brookfieldproperties.com. The people listed in red are not certified for your suite.**

*****OVERTIME AIR OVERRIDE*** This four digit code provides a method to turn air on immediately after hours or on holidays. Please edit the list below to receive instructions and code. Be prepared to provide a name who will associate with the code provided. Below we have indicated the employee names whom already have said access codes.**

If you have any questions, please call Myrna Espitia at 713-651-3416.

Company:	Suite Number:	Main Reception Floor:
Type of Business:	Main Number:	
# of Employees:	Fax Number:	

	NAME	TITLE	DIRECT #	EMAIL	CELL #	HOME #	LIVESAFE	ANGUS WORK ORDER ACCESS	NOTES
Main Contact(s)* Day to Day									
Main Contact(s)* Day to Day									
After Business Hours Emergency Contact #1									
After Business Hours Emergency Contact #2									

After Business Hours Emergency Contact #3									
Receptionist									
Accounting Contact(s)									
IT Contact(s)									
Parking Contact(s)									
Senior Contact #1									
Senior Contact #2									
Senior Contact #3									
Angus Access Work Orders/ Conference Rooms									
Angus Access Work Orders/ Conference Rooms									
Fire Warden #1 (One person per 7,500 sf)									
Fire Warden #2 (One person per 7,500 sf)									
Fire Warden #3 (One person per 7,500 sf)									
Fire Warden #4 (One person per 7,500 sf)									
****Overtime Air Override****									
****Overtime Air Override****									
****Overtime Air Override****									
Mobility Impaired Employees									
Mobility Impaired Employees									
Mobility Impaired Employees									
Mobility Impaired Employees									