

**1515 & 1555 Poydras**  
**Tenant Authorization, Emergency Contact & Business Contact Information**

The contact preferences provided below are used to coordinate building activities, share information regarding day-to-day operations, and emergency communications. Your firm is asked to update this information quarterly (or as data changes) and resubmit it to the Management Office. This entry will become the sole, complete list of contacts for your firm, not the addition of new names to a previously submitted form. Once a new form is submitted, all data collected from previous submissions will be disregarded. Please ensure only one (1) form is submitted for your firm.

**General Firm Information**

**Firm Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Building:** \_\_\_\_\_ **Suite:** \_\_\_\_\_ **Main Office Phone Number:** \_\_\_\_\_

**# of persons during normal business operations:** \_\_\_\_\_

**Person Completing This Form:** \_\_\_\_\_

**Normal Hours of Operation**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

**Please note which, if any, of the following Holidays for which your firm will be open:**

New Years Day	Memorial Day	Labor Day	Christmas Eve
Mardi Gras Day	Independence Day	Thanksgiving Day	Christmas Day

**Local Decision Makers**

Local decision makers or executives of your firm. These persons also will be contacted to authorize admittance to the suite listed above. Courtesy Officers or Building Engineers cannot unlock tenant spaces for employees and/or visitors. The Property Manager, only upon authorization from the person who signed the Lease, or has been designated below, can authorize an engineer to unlock the space for a fee of \$25 per lock. Tenants must show a photo ID in order to gain access.

Primary Decision Maker	
Name	
Job Title	
Daytime Phone	
After-Hours Phone	
Email	

Secondary Decision Maker	
Name	
Job Title	
Daytime Phone	
After-Hours Phone	
Email	

**Day-to-Day Operations**

Persons in this section will be contacted for day-to-day business operations including tenant email advisories, work order requests (authorized to request and sign for work within your suite, including billable requests). Building Management kindly reminds you that all work order requests should be filtered only through authorized contacts in order to best accommodate your firm. These contacts are limited to two (2) per firm.

Primary Day-to-Day Contact	
Name	
Job Title	
Daytime Phone	
After-Hours Phone	
Email	

Secondary Day-to-Day Contact	
Name	
Job Title	
Daytime Phone	
After-Hours Phone	
Email	

**Billing**

Person responsible for payment of rent and other invoices. This is limited to one (1) contact per firm due to accounting system limitations.

Name	
Job Title	
Daytime Phone	
Email	

**Fire Wardens**

The Fire Warden will be the primary contact during building emergencies including but not limited to Fire events and medical emergencies. Each firm should designate one (1) Fire Warden and one (1) Deputy Fire Warden to serve as back-up.

Fire Warden	
Name	
Job Title	
Daytime Phone	
After-Hours Phone	
Email	

Deputy Fire Warden	
Name	
Job Title	
Daytime Phone	
After-Hours Phone	
Email	

**Persons in Need of Assistance**

Please list any persons in your suite who may require assistance in the event of a building emergency (including but not limited to pregnant women, those confined to wheelchairs, those with temporary injuries, or anyone with trouble walking). Each person listed should also have at least 1 Designated Buddy assigned to assist them during a building evacuation. These roles and responsibilities will be discussed in detail annually at the Fire Warden Meeting.

**Thank you for taking the time to share this critical information.**

**Please note, if at any time the information above needs to be modified or changed, please notify the JLL Building Management Office immediately.**



POYDRAS

