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Dear Tenant,

RE: Fire Floor Wardens | Life Safety

Your building has partnered with BOSS Corporation to assist in providing the most effective life safety plans and training. As part of those plans we are requesting that you, [the tenants], provide at least one fire/floor warden per floor. Please work with the rest of your floor to determine who will fill this important role. You may have multiple fire/floor wardens per floor/tenant.

The fire/floor warden is not a certified role and does not require any special training or duties. The basic responsibilities of the fire/floor warden are:

- To know the locations of exits on their floor and any stairwell designations.
- Assist in directing occupants off their floor when necessary, without placing themselves in additional harm.
- Provide information regarding your floor and its layout to first responders if requested.

Please provide building management with the following information so that we may include you in the Building's emergency plans as a point of contact.

NAME	SUITE   FLOOR	COMPANY   TENANT	PHONE

We do not wish to provide a fire floor warden for our space.

*Note: If no fire floor warden volunteers for your floor, the building reserves the right to appoint one. 13-78-050 (a) (4)*

PLEASE USE A COMPUTER TO TYPE YOUR INFORMATION IN THE REQUIRED FIELDS.  
HANDWRITTEN/SCANNED COPIES WILL NOT BE ACCEPTED.