



Emergency Contacts

The names and after-hour phone numbers of persons to be contacted in case of an emergency or other after-hour issue.

Name:	Home Phone:	Cellular Phone:	Alternate Email
_____	_____	_____	_____
_____	_____	_____	_____

IT Contact Information

The names and phone numbers of persons to be contacted in case of an IT issue.

Name: _____ E-mail Address: _____

Phone Number: _____ Cellular Phone: _____

Equipment that under no circumstances should be touched by building personnel or cleaning staff: (Please list equipment & location)

Are there any hazardous materials kept in your suite or storage area? If yes, please list the material, its purpose, and its location.

Please list the number of computers located in your suite (*Chicago Energy Benchmarking Requirement*).

Please list the number of servers located in your suite (*Chicago Energy Benchmarking Requirement*).