



NORMANDALE LAKE
OFFICE PARK

Normandale Lake Office Park maintains a list of **Authorized Tenant Contacts**. Please update this form regularly with the Management Office to ensure accurate and correct information. This information is used by the management and security staff and is kept confidential. Please return the completed form to:

tjody.jacobsen@cushwakenm.com

fax 952-921-2190.

~ PLEASE PRINT LEGIBLY ~

BUILDING: _____ MAIN SUITE: _____ Other Floors/Suites: _____

COMPANY NAME: _____

WEB ADDRESS: _____

OF EMPLOYEES: _____

SUB-TENANTS/CONTACT/SUITE: _____

PRINCIPAL: _____

PHONE: _____ EMAIL : _____

OFFICE MANAGER: _____

PHONE: _____ EMAIL : _____

OFFICE RECEPTIONIST: _____

MAIN OFFICE PHONE: _____ EMAIL : _____

FIRST TO BE CALLED FOR EMERGENCY (include after-hour number):

NAME: _____ PHONE(S): _____

SECOND TO BE CALLED FOR EMERGENCY (include after-hour number):

NAME: _____ PHONE(S): _____

To be notified in case of a **POWER OUTAGE** for Computer/Server Rooms (include after-hour number):

NAME: _____ PHONE(S): _____

NAME: _____ PHONE(S): _____

Building Notifications (name/email): _____

Fire Warden(s) (name/email): _____

