



# 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](mailto:tjody.jacobsen@cushwakenm.com)

fax 952-921-2190.

**~ PLEASE PRINT LEGIBLY AND FILL OUT IN ITS ENTIRETY ~**

DATE: \_\_\_\_\_ TOWER: \_\_\_\_\_ MAIN SUITE: \_\_\_\_\_ Other Floors: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

WEB ADDRESS: \_\_\_\_\_

# OF EMPLOYEES: \_\_\_\_\_

SUB-TENANTS/CONTACT/SUITE: \_\_\_\_\_

PRINCIPAL/MAIN DECISIONMAKER: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL : \_\_\_\_\_

OFFICE MANAGER: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL : \_\_\_\_\_

OFFICE RECEPTIONIST/DAILY CONTACT: \_\_\_\_\_

MAIN OFFICE PHONE: \_\_\_\_\_ EMAIL : \_\_\_\_\_

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

NAME: \_\_\_\_\_ PHONE(S): \_\_\_\_\_

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

NAME: \_\_\_\_\_ PHONE(S): \_\_\_\_\_

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

NAME: \_\_\_\_\_ PHONE(S): \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE(S): \_\_\_\_\_

**CRM Building Notifications** (name/email): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Fire Warden(s)** (name/email): \_\_\_\_\_

\_\_\_\_\_

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