



**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:

nlopreception@cushwake.com

~ 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): _____

