

CAPELLA TOWER

TENANT INFORMATION FORM

TENANT INFORMATION

Tenant:	<input style="width: 95%;" type="text"/>	Employee Count:	<input style="width: 95%;" type="text"/>
Suite #:	<input style="width: 95%;" type="text"/>	Floor(s):	<input style="width: 95%;" type="text"/>
Reception Phone #:	<input style="width: 95%;" type="text"/>		
		Office Hours:	<input style="width: 95%;" type="text"/>

TENANT CONTACT INFORMATION

NAME	EMAIL ADDRESS	Submit AARS	Request After-Hours HVAC	Request Access Cards/ Keys	Cleaning & Maintenance Request	Receive Building Notices & Communications
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AFTER HOURS EMERGENCY CONTACTS

Those listed will be contacted in the event of an emergency in your suite. Calls will be made in the order listed until someone is reached.

NAME	TITLE	PHONE #1	PHONE #2
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

AFTER HOURS ACCESS POLICY

- ☐ Access by Photo ID (recommended)
Employees who forget their card/key can gain access into their spaces by Security Officers based on the records from their picture card and a personal ID card.
- ☐ Call Emergency Contact
Employees who forget their card/key are only admitted with a call to the Emergency Contact list. If no contacts can be reached, the person will not be admitted.
- ☐ Restricted List
Employees who forget their card/key can be admitted from a special list decided upon by the tenant and submitted to Capella Tower Management. Please attach an additional page listing those who will be allowed after hours access.
- ☐ No Access
Employees who forget their card/key will not be admitted and need to return on a regular business day.

LEASE DECISION-MAKER

NAME	TITLE	EMAIL	PHONE
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

ACCOUNTING CONTACT(S)

NAME	TITLE	EMAIL	PHONE
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

REGULAR LOADING DOCK DELIVERIES/VENDORS

Vendors listed below do not require an Authorized Activity Report (AAR).

SAFETY MANAGERS

It is recommended to have 1 Safety Manager per 35 employees.

NAME	FLOOR #	EMAIL	PHONE #

PHYSICALLY CHALLENGED EMPLOYEES

Please list all those who may need assistance exiting the building in the event of an emergency.

NAME	FLOOR #	ADDITIONAL INFORMATION