

## WELLS FARGO CENTER Special Needs & Floor/Suite Wardens

Please complete the information below and return to the Property Management Office.

**Form completed by:**

**Date Completed:**

**[Special Needs List](#)**

This includes those who are unable to walk down the stairwell in case of an emergency evacuation. Each special needs person should have an assistant assigned to accompany them in the service elevator and to your floor's designated safe area.

Floor	Special Needs Person	Company Name	Assistant Name Email Address Cell Phone #	Back-Up Assistant Name Email Address Cell Phone #	Condition (mobility, visually impaired, pregnancy, etc.)

**[Floor/Suite Wardens](#)**

Responsible for ensuring all employees have vacated the floor/suite, and reporting to building management that all personnel are accounted for.

Full-floor tenants, list 2 wardens & back-up per 25 on each floor; For multi-tenant floors, list 2 wardens & back-up in your suite.

Floor	Warden Email Address Cell Phone #	Back-up Warden Email Address Cell Phone #