

BUILDINGWRENCH

FACILITY EMERGENCY CONTACT SHEET

Keep essential internal and external contacts easy to find and easy to update.

FACILITY CONTACTS

Role	Name	Primary phone	Alternate / notes
Facility manager			
Building / site leader			
Security			
Maintenance on-call			
IT / communications			

EXTERNAL RESPONSE & UTILITIES

Service	Provider / agency	Phone	Account / site ID notes
Emergency services	911		
Fire alarm / monitoring			
Fire sprinkler			
Elevator			
Electric utility			
Gas utility			
Water utility			
HVAC / controls			
Restoration / water response			

Verify phone numbers and site identifiers regularly. For an active emergency, follow your emergency plan and contact emergency services as appropriate.

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