

300 CONVENT

Warden Information Sheet

Date: _____

Company name: _____

Suite #: _____

Floor warden:

Tenant wardens:

Assistant tenant wardens:

NOTE: Each floor will have one (1) floor warden. In addition, a tenant warden must be assigned for each suite. Generally, a tenant occupying approximately 7,000 square feet should have two (2) tenant wardens. Tenants occupying a full floor or more should have three (3) tenant wardens per floor. Each tenant warden shall appoint an assistant tenant warden to assume his/her duties and responsibilities in their absence. As changes in personnel occur, this sheet must be updated and forwarded to the Property Management Office, ksinclair@patrinely.com