Dear New Residents,

Welcome to the Claridge House Cooperative! Whether your stay is relatively short, or you are here for the long term, we hope your life here is pleasant, convenient and secure.

Cooperatives are different from rental buildings and condominiums. The entire building, including your apartment, is owned by the shareholders of the Cooperative, that is, by all those people who “own” apartments. Keeping the building attractive and running well is in the interest of all the owners and residents.

The owners of the Coop have delegated responsibility for overseeing building management to a Board of Directors. The Board has full responsibility to make and oversee the enforcement of rules and regulations that our experience has shown to be necessary to ensure an enjoyable and secure living environment. To assist in meeting this responsibility, the Board has hired a management company and a building manager. To date, you are likely to have met only the building manager, Ms. Pilar Juergenson and the Associate Manager, Mr. Aaron Rosenberg. Behind them stand the Financial Management company, Legum and Norman, and, ultimately, the Board of Directors.

In its policies and rules, the Cooperative does not distinguish between resident shareholders and those people who sublease apartments. We have long-term residents and newcomers in both categories. In the past, we have all shared the responsibility of maintaining the quality of life in the Coop. and we welcome your help in doing so in the future. The Board of Directors welcomes you to our community and hope that, while you reside here, you will share with us the determination to make this a first-rate place in which to live.

Sincerely,

Board of Directors

CLARIDGE HOUSE COOPERATIVE

BOARD OF DIRECTORS DIRECTORY  
2016-17

President

John Nargiso - Non-resident

Vice President

Kathrin Halpern – Resident

Secretary

Ajay Kapoor – Non-resident

Treasurer

Craig Birmingham – Non-resident

Assistant Secretary

Bernice Friedlander - Resident

Assistant Treasurer

John Buckwalter – Non-resident

Member at Large

Vladimir Shekoyan – Non-resident

## **STATEMENT OF GOALS**

The Board of Directors of the Claridge House Cooperative works to make the building attractive, well functioning and a desirable place to live, through constant maintenance, appropriate upgrading and a high level of service. It directs management to arrange and oversee continuous maintenance, repairs, services, improvements and administration of the building. It is the aim of the Board to ensure that the building is the secure home of responsible people who share a commitment to maintaining the physical space and a friendly, cooperative lifestyle. We exercise vigilance over the following:

* care and use of the areas
* improving resident awareness of the need for energy conservation
* cleanliness and attractiveness of the public spaces
* increasing resident awareness about their responsibilities to the environment, both immediate living and global
* soundness of the physical structure
* delivery of basic needs such as hot water, heat, air conditioning and elevator services
* amenities such as the pool and/or any amenity additions
* beautification of the grounds
* security of persons and property
* responsibility to the neighborhood

We expect the residents—both owners and non – owners—as well as investors, Board, and management to work hard together in a cooperative manner so that the value of the apartments continues to grow along with property values in the neighborhood.

## **CLARIDGE HOUSE RULES RECAP**

New Resident:

It is our continuing pleasure to welcome new residents into The Claridge House Cooperative and to extend our best wishes to you.

In order to make your introduction to The Claridge House easier, the following information will acquaint you with a few of our routine procedures.

**ASSOCIATION OFFICE:**

The Building Manager is Pilar Juergenson. The Associate Manager is Aaron Rosenberg. The office is located on the Lobby Level unit #1 N. The office hours are:

10:00 a.m. to 6:00 p.m., Monday - Friday

11:00 a.m. to 4:00 p.m., Saturday & Sunday (Only open Sundays from May-September)

Closed on holidays

**MOVE – IN:**

*All move-ins must be scheduled in advance (can be done electronically via BuildingLink – www.claridgehouseresidents.com.* No exceptions will be allowed. A move in is defined as a move into or within the building. Before a move-in can be scheduled, the following conditions must be met:

1. Payment of a move-in fee by the owner/tenant of the apartment of $350.
2. In addition to the move-in fee, all residents must submit to the Management Office an executed lease and sublease addendum and a Resident Information form. A copy of the Resident Information form is included in this package. Once these forms are submitted you will receive a move-in packet, with the Rules and Regulations, and, if one has not been given to you, you my pick up a fob (a $25 deposit is required).

Move-in hours are as follows:

Monday – Friday 9:00 a.m. - 5:00 p.m.

Saturday 9:00 a.m. - 5:00 p.m.

Sunday (only in August) 12:00 p.m. - 6:00 p.m.

REMINDER: NO MOVES ARE ALLOWED ON HOLIDAYS.

For Move- Outs:

The only requirement is that you schedule the move with the Management Office.

At the time of your move:

1. Contact the front desk to get the appropriate doors opened for your move. In the North Building the door is at the back of the building near the loading dock and in the South Building it is the door in the garage. No large items are allowed to be carried through the lobby.

\* All deliveries that involve the use of an elevator must be scheduled through the Management Office. There will be no fee charged for this service. NO move-ins or deliveries will be allowed through the lobby.

Rationale for the Move - In Fee

The move-in fee (which covers both moving in and moving out) is charged to cover legitimate expenses that the Cooperative incurs as a result of each move. In addition to the normal wear and tear that moving personal items and furniture causes to the building, the Cooperative also bears considerable administrative costs. Tenant list must be updated, leases must be received and checked, moves must be scheduled and coordinated, move-in information must be provided, staff must be on hand to monitor moves, and many questions must be answered in the days before and after a move.

**DELIVERIES:**

Personal property, other than hand baggage and packages, must be transported in the service elevators, Use of an elevator must be scheduled through the Management Office. NO deliveries will be allowed through the lobby.

FRONT DESK SERVICES:

There is a Front Desk Clerk available 24 hours a day, 7 days a week, to assist you with some of your routine needs. The clerk will accept admit slips, take messages and distribute packages.

If you have a problem or emergency that requires immediate assistance, the Front Desk Clerk has a listing of all emergency phone numbers and can contact emergency Management personnel, if necessary.

ACCESS TO APARTMENT:

Check with the Front Desk Concierge to see if there is a set of “convenience keys” on file for your unit.

Convenience keys are used specifically for the following purposes:

In case a resident locks themselves out of their unit

To allow a contractor access to a unit with permission of a resident

To allow a resident’s guest access to the unit with permission of the resident.

IT IS YOUR RESPONSIBILITY TO MAKE SURE CONVENIENCE KEYS ARE AT THE FRONT DESK FOR YOUR UNIT.

If you are locked-out of your unit and there is not a “convenience key” for your unit on file, you will be charged $130.00 ($50 for service + $80 for after-hours maintenance) to admit you to your apartment if maintenance staff is called to come in after regular hours.

Convenience keys are kept in a sealed envelope; the front desk clerks are not allowed to handle keys, only envelopes. Only residents or non-resident owners in the case of a vacant apartment can check keys into the front desk.

ADMITTING GUESTS:

All guests must be announced. Should you be away from your unit and wish to admit a guest to your apartment, log on to BuildingLink to put the permission to enter note, and insure that a convenience key is on file. ALL ADMIT SLIPS MUST SPECIFY PARTY (PERSON /COMPANY) TO BE ADMITTED.

USE OF GARAGE:

1. All garage spaces should be used for automobiles, motorcycles or gas/electric scooters only.
2. Bicycle spaces may be obtained through the Management Office. Bicycles are not allowed in the lobby areas and may not be brought in through the North Building Lobby door except after dark, and must be carried to the units at all times. North Building residents are asked to use the service elevator when transporting bicycles.
3. Maintenance or repair work to automobiles is not permitted in the garage. This includes washing and waxing.
4. Use of the garage is at the sole risk of the user.

LAUNDRY FACILITIES:

The laundry facilities are available 24 hours a day. Laundry cards may be purchased in the Management Office for $10/card.

PETS: NO PETS ALLOWED

WINDOW COVERINGS:

Draperies, curtains, shades or blinds must be installed over the entire window. Exterior surface must be white, off white or beige.

CARPET:

Seventy- five percent (75%) of the flooring in your unit must be covered.

MAINTENANCE REQUEST:

For your convenience The Claridge House Cooperative offers an in unit maintenance services program. There is a price list at the front desk detailing the costs of other maintenance performed by the staff. If there is a cost involved, payment must be made in the form of a check, money order or cashier’s check in advance.

Moving is never an easy chore. We hope the foregoing information facilitates your move into The Claridge House Cooperative.

*RECYCLING AT THE CLARIDGE HOUSE COOPERATIVE*

At the Claridge House, recycling is not just a buzzword but a way of life – a fully operational program working to comply with the District of Columbia’s mandatory laws (“DC Solid Waste Management and Multi-Material Recycling Act of 1988”) for correctly disposing of trash. But to achieve compliance, we must rely on the participation and commitment of each and every resident.

Recycle bins are located in the South Building Basement stairwell and in each of the North Building laundry rooms. We also now have containers available for the recycling of CFL light bulbs; one is located in the North Building Basement laundry room and the other is located in the bottom of the stairwell in the South Building Basement. All recyclable materials (except for CFL light bulbs) can be placed together in the same blue recycle bin (single-stream recycling). It is requested that you rinse containers clean – making sure to remove caps and lids and to conserve space, flatten plastic containers.

Your individual efforts collectively add up to a world of a difference in our environment, so we urge you to post the attached list in a convenient place as a reminder of what can and not be recycled.

|  |  |
| --- | --- |
| **RECYCLE** | **DO NOT RECYCLE** |
| ALUMINUM | ALUMINUM FOIL |
| TIN, STEEL AND BI-METAL CANS | PIE PANS |
| AEROSOL CANS, EMPTY AND WITHOUT PRESSURE | FOIL JUICE BAGS |
| METAL LIDS FROM JARS, CANS AND BOTTLES | PROPANE TANKS |
| METAL FOOD TRAYS | PLASTIC BAGS |
| SCRAP METAL | PLASTIC WRAP |
| COAT HANGERS | PLASTIC BOTTLE TOPS |
| PLASTIC BOTTLES (MUST REMOVE CAPS, PUMPS, SPRAYERS AND LIDS) | PLASTIC CUPS |
| MILK CONTAINERS | PACKING PEANUTS |
| DRINK BOTTLES | MOTOR OIL OR POOL CHEMICAL CONTAINERS |
| CLEANING PRODUCT AND BLEACH BOTTLES | STYROFOAM |
| SHAMPOO AND BUBBLE BATH BOTTLES | CLEAR FOOD CONTAINERS |
| MILK CARTONS | PLASTIC EGG BOXES |
| JUICE CONTAINERS | PHOTOS OR FILM |
| NEWSPAPER AND INSERTS | PLASTIC TOYS |
| MAGAZINES | MEDICAL SUPPLIES |
| JUNK MAIL | LARGE PLASTIC ITEMS |
| OFFICE PAPER | PESTICIDES AND HERBICIDES |
| TELEPHONE BOOKS AND CATALOGS | GARDEN PLASTICS AND FLOWER POTS |
| CARDBOARD (FLATTENED) | FOOD STORAGE AND MICROWAVE CONTAINERS |
| CARTONBOARD SUCH AS CEREAL BOXES AND 6-PACK CARTONS | SOLVENT, PAINT AND ADHESIVE CONTAINERS |
| BROWN PAPER BAGS | YOGURT AND MARGARINE TUBS |
| EGG CARTONS PAPERBOARD ONLY | WAXY CARDBOARD OR PAPER ICE CREAM CONTAINERS |
| SHREDDED PAPER | PIZZA BOXES |
| FROZEN FOOD PACKAGING | TOWEL OR TISSUE ROLLS |
| SOFT COVER BOOKS | RUBBER BANDS |
| GLASS FOOD AND BEVERAGE CONTAINERS (DON’T NEED TO REMOVE LABELS) | PLASTIC WRAP FROM NEWSPAPERS |
| WINE BOTTLES | REMOVE PLASTIC AND FOIL FROM CEREAL BOXES |
| CLEAR, GREEN OR AMBER IN COLOR GLASS JARS | BLUE PRINT PAPER |
|  | CARDBOARD SATURATED WITH POULTRY OR MEAT JUICES |
|  | PACKING MATERIAL |
|  | BAR SOAP OR DETERGENT BOTTLES |
|  | WINDOW GLASS OR MIRRORS |
|  | INCANDESCENT OR FLUORESCENT BULBS |
|  | DISHWARE OR CERAMICS |

**RESIDENT REGISTRATION FORM**

*(One resident per registration form)*

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unit Number: \_\_\_\_\_\_\_\_\_ (North or South)

(Please circle one)

IS UNIT OCCUPIED BY [ ] OWNER [ ] RENTER

**……………………………………………………………………………**

**UNIT OWNER INFORMATION SECTION**

UNIT OWNER NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE NUMBERS:

HOME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WORK: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CELL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**…………………………………………………………………….……**

**UNIT RENTER INFORMATION SECTION**

UNIT RENTER NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE NUMBERS:

HOME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WORK: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CELL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*RENTER EMERGENCY CONTACTS*

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE NUMBERS:

HOME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WORK: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CELL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLEASE INDICATE IF YOU WOULD LIKE TO HAVE YOUR NAME LISTED IN THE TELEPHONE ENTRY SYSTEM. YES / NO

(NOTE: You must have a land line installed in the apartment or a local cell phone number.) **UNIT AGENT INFORMATION**

UNIT AGENT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE NUMBERS:

HOME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WORK: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CELL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**………………………………………………………….………………**

**GARAGE SPACE INFORMATION SECTION**

Does this unit use a garage space: **Y N** Garage Space No: \_\_\_\_\_\_\_\_\_

(please circle one)

Garage Space rented from: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

NAME UNIT NO.

**……………………………………………………………….…………**

**VEHICLE INFORMATION SECTION**

Year: \_\_\_\_\_\_\_\_\_\_\_ Make: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Model: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Color: \_\_\_\_\_\_\_\_\_\_\_ Tag No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**……………………………………………………………………………**

**BICYCLE SPACE INFORMATION SECTION**

I would like to store \_\_\_\_\_\_\_\_ bicycle(s) Moped(s) in the North Garage storage facility.

Bike(s) Make: \_\_\_\_\_\_\_\_\_\_\_\_\_ Color: \_\_\_\_\_\_\_\_\_\_\_ Serial Number: \_\_\_\_\_\_\_\_\_\_\_\_\_

It is expressly understood that I, the undersigned, place my bicycle(s) and/or moped(s) in the designated storage facility at my own expense and risk. My signature below attests that I agree to hold harmless for any damage or loss incurred as a result of placing my bicycle(s) or moped(s) in the designated storage facility.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Space # \_\_\_\_\_\_\_\_\_\_\_\_

Signature (For office use only)

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MOVE IN SURVEY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **YES** |  | **NO** |
| Did you encounter any difficulties with scheduling your move-in? |  |  |  |  |
| If so, what was the difficulty? |  |  |  |  |
|  | | | | |
| Were you satisfied with the assistance given to you by the Claridge House staff? |  |  |  |  |
| Would you like any additional services? |  |  |  |  |
| If so, what type of service would you like? |  |  |  |  |
|  | | | | |
| Would you be willing to pay for this? |  |  |  |  |

***ADDITIONAL COMMENTS:***

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unit #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

LIST OF ITEMS TO CHECK IN THE APARTMENT

(this is between you and the owner of the apartment)

APARTMENT #: \_\_\_\_\_\_\_\_\_\_

Date of Inspection: \_\_\_\_\_\_\_\_\_\_

Note of Corrections Needed

Kitchen

Faucet \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Disposal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kitchen Floor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

J-Bend \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bathroom

Tub Faucet \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Shower Head \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tub Condition \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tile (grout & caulking) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sink Faucet \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

J-Bend \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Electrical

Fixtures \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sockets \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Switches \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appliances

Stove \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Refrigerator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dishwasher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Floors \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Plaster & Paint Conditions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Carpentry \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Smoke Detector \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

General Appearance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspection performed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RESIDENTS REQUIRING ASSISTANCE DURING BUILDING EVACUATION

If you require assistance in the event of an emergency evacuation, please complete the following and return to the Front Desk.

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Unit #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Disability or Physical Condition\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Temporary\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Permanent\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_