**Maintenance Emergency Information Book Contents**

On-Call and Emergency Information Items

* On call list (updated)
* Emergency contact numbers (include emergency evacuation contacts)
* Rent Roll (updated)
* Building Floor plan
* Unit floor plans (each style)
* Evacuation routes
* Vendor list
* Floor (map) showing the following locations
	+ Fire pump
	+ Domestic water pump
	+ Main sprinkler valves
	+ Water main
	+ Handytrac (your key system)
	+ Maintenance shop
	+ Tool and supply storage
	+ Generator
* Start-up/Shut-off (step by step) of the following
	+ Fire pump
	+ Domestic water pump
	+ Sprinkler dry valves and wet valves
	+ Generator