**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