



# Fire Alarm Monitoring Party Call List Change Form

## MONITORING ACCOUNT:

Account #:	_____
Building Name:	_____
Physical Address:	_____
City/State/Zip:	_____
Phone #:	_____

## PARTY CALL LIST

Please list the individuals who should be called in case of a fire alarm emergency. The first contact listed would usually be the business office during normal business hours. Contact #2 would be the 1st individual you want to respond, then contact #3 would be the next person to contact, etc.

	Name	Phone Number	Identify if phone number is home, cell, pager or other:
Contact #1:	<u>Building Office (Recommended)</u>	_____	<u>Office</u>
Contact #2:	_____	_____	_____
Contact #3:	_____	_____	_____
Contact #4:	_____	_____	_____
Contact #5:	_____	_____	_____
Contact #6:	_____	_____	_____
Contact #7:	_____	_____	_____
Contact #8:	_____	_____	_____
Contact #9:	_____	_____	_____
Contact #10:	_____	_____	_____

Authorized Agent 's Name \_\_\_\_\_

Authorized Agent 's Phone: \_\_\_\_\_

Authorized Agent 's E-Mail: \_\_\_\_\_

Completed by: \_\_\_\_\_

Monitoring Contact Name: \_\_\_\_\_

Monitoring Contact Phone: \_\_\_\_\_

Monitoring Contact E-Mail: \_\_\_\_\_

Date: \_\_\_\_\_

Please make these changes to the party call list effective: \_\_\_\_\_

**PLEASE FAX TO 785-379-0508 OR EMAIL TO [monitoring@pfasks.com](mailto:monitoring@pfasks.com)**