



# Critical Vendor Contact List

This list provides building staff with contact information for emergency contractors and agencies to aid a building's disaster recovery. It should be updated at least yearly and when contracts change, and posted in a location where all staff can access it.

Building Protection Team Leader			
Phone		Email	

Heating/HVAC			
Vendor		Contact person	
Phone		Email	
Notes <input type="checkbox"/> Service contract in place			

Electrician			
Vendor		Contact person	
Phone		Email	
Notes <input type="checkbox"/> Service contract in place			

Plumber			
Vendor		Contact person	
Phone		Email	
Notes <input type="checkbox"/> Service contract in place			



Generator			
Vendor		Contact person	
Phone		Email	
Notes <input type="checkbox"/> Service contract in place			

Fuel			
Vendor		Contact person	
Phone		Email	
Notes <input type="checkbox"/> Service contract in place			

Elevator technician			
Vendor		Contact person	
Phone		Email	
Notes <input type="checkbox"/> Service contract in place			

Property Security Desk/Office			
Vendor		Contact person	
Phone		Email	
Notes <input type="checkbox"/> Service contract in place			

Security Alarm Company			
Vendor		Contact person	
Phone		Email	
Notes <input type="checkbox"/> Service contract in place <input type="checkbox"/> Contract in place for services			



Fire Alarm Technician			
Vendor		Contact person	
Phone #		Email	
Notes <input type="checkbox"/> Service contract in place			

Clean-up (mold, water, refuse)			
Vendor		Contact person	
Phone		Email	
Notes <input type="checkbox"/> Service contract in place			

Materials Hauler			
Vendor		Contact person	
Phone		Email	
Notes <input type="checkbox"/> Service contract in place			

Gas/Electric			
Vendor		Contact person	
Phone		Email	
Notes <input type="checkbox"/> Service contract in place			

Water			
Vendor		Contact person	
Phone		Email	
Notes <input type="checkbox"/> Service contract in place			



Sanitation			
Vendor		Contact person	
Phone		Email	
Notes <input type="checkbox"/> Service contract in place			

Police Precinct			
Vendor		Contact person	
Phone		Email	
Notes <input type="checkbox"/> Service contract in place			

Local Fire House			
Vendor		Contact person	
Phone		Email	
Notes <input type="checkbox"/> Service contract in place			

Office of Emergency Management			
Vendor		Contact person	
Phone		Email	
Notes <input type="checkbox"/> Service contract in place			