



# Facilities Coordinator

List individuals below who are designated as Facilities and/or Emergency Coordinators. Contact Tenant Services, [tenantservices@gba.ga.gov](mailto:tenantservices@gba.ga.gov), to update coordinator contact information or to request that an individual be removed as a coordinator.

Agency \_\_\_\_\_  
Name \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Address \_\_\_\_\_  
Building(s) \_\_\_\_\_

Facilities Coordinator

Emergency Coordinator

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Agency \_\_\_\_\_  
Name \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Address \_\_\_\_\_  
Building(s) \_\_\_\_\_

Facilities Coordinator

Emergency Coordinator

**Facilities Coordinator** has authority to request billable services from GBA. Agencies can have multiple Facility Coordinators.

**Emergency Coordinator** manages agencies "Needs Assistance" list and any safety and security issues that may arise in tenant occupied space. They also serve as the contact person with GBA during a building emergency or crisis. Tenant agencies are responsible for ensuring GBA has accurate contact information for their Emergency Coordinator. GBA recommends that agencies designate at least one secondary Emergency Coordinator and assign floor monitors to serve as an Emergency Action Team.

**\*\*Building(s) – List all buildings and floors the coordinator will manage.\*\***

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Chief Financial Officer or Designee (*Print*)

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Chief Financial Officer or Designee (*Signature*)

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Date