### Whom to Contact for What, 3/1/2018

<table>
<thead>
<tr>
<th>NEED</th>
<th>CONTACT</th>
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| **Emergency**                                                        | 1. FIRST call 911 If using an inside line, dial 9 – 911  
2. THEN call the front desk at x7000 if able                           |
| inside or outside Friends Center                                     |                                                                                                                                 |
| **General Maintenance Issues**                                       | Call front desk at x7000                                                                                                                                 |
| **Non-emergency questions about security, life safety, or emergency response plans** | Erick Emerick x7190  
eemerick@friendscentercorp.org                                                                                       |
| **Requests & questions about Space Configuration, Furniture, Telephones, Internet** | Erick Emerick x7190  
eemerick@friendscentercorp.org                                                                                       |
| **Reserve Space for Tenant Events**                                  | Shakirah Holloway x7098  
solloway@friendscentercorp.org                                                                                     |
| **TENANTS** may also submit via our online form:**                   | (http://www.friendscentercorp.org/?page_id=3166)  
**Note:** There is a separate form for outside users                                                                 |
| **Leasing Questions and Information**                                | Chris Mohr x7191  
cmohr@friendscentercorp.org                                                                                       |
| **Questions about Policy and Governance**                            | Chris Mohr x7191  
cmohr@friendscentercorp.org                                                                                       |
| **Announcements of General Interest to Friends Center community**    | Google group:  
friends-center-tenants@googlegroups.com                                                                                       |
| **TENANT HANDBOOK**                                                  | go to www.friendscentercorp.org  
--> Office Rental  
--> Friends Center Tenant Handbook [http://www.friendscentercorp.org/?page_id=3741]|