



FLOWER MOUND FIRE DEPARTMENT

FIRE MARSHAL'S OFFICE

3911 SOUTH BROADWAY AVENUE | FLOWER MOUND, TEXAS 75028
 PHONE (972) 874.6270 | www.flower-mound.com

EMERGENCY CONTACT INFORMATION

This section refers to the business or occupant.

Date		FDID (for FD use):	
Business Name			
Street Address	Flower Mound, TX		
Zip			
Main Phone		Fax	
Phone 2		Bus. Description	
Manager's Name & E-mail			

This section refers to the business owner or corporate office.

Business Owner Name							
Owner/Mgmt. Co. Name							
Mailing Address							
City, State, Zip							
Phone 1	Home Office	Cell Other	Pager	Phone 2	Home Office	Cell Other	Pager
Phone 1 #				Phone 2 #			
Owner's E-mail							

Please provide several after-hours emergency contacts.

Emergency Contact #1			
Name		Title	
City		Key holder?	YES NO
Phone 1 #		Phone 2 #	

Emergency Contact #2			
Name		Title	
City		Key holder?	YES NO
Phone 1 #		Phone 2 #	

Emergency Contact #3			
Name		Title	
City		Key Holder?	YES NO
Phone 1 #		Phone 2#	

Emergency Contact #4			
Name		Title	
City		Key Holder?	YES NO
Phone 1 #		Phone 2 #	



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BUILDING SYSTEMS INFORMATION SHEET FIRE PROTECTION SYSTEMS INFORMATION FOR BUILDING OWNER/MANAGER/TENANT INFORMATION SHEET

The building you own, operate, manage or lease is equipped with several fire protection-related systems and features that require regular attention. In fact, the fire code that the town of flower mound has adopted requires you to maintain these systems and features on at least an annual basis and, in some cases, semi-annually.

This same adoption requires the fire department to come by and inspect your facility regularly. Our goal is to inspect each commercial facility on an annual basis.

But we have identified a problem that this notification should solve. The problem is that owners, operators, and tenants of buildings don't seem to be aware of the requirement to provide regular maintenance and testing of their fire protection systems. Likewise, they don't seem to appreciate the importance of keeping up-to-date emergency contact information supplied to the company monitoring their fire alarm system.

This letter is intended to notify you as the owner, property manager, officially, or tenant of a protected building that you are responsible for having your fire protection systems inspected and tested at least once yearly.

You are also required to keep updated emergency contact information with your alarm system monitoring company, and you must call us to replace keys in the Knox Box® that are no longer in use.

Don't hesitate to contact our office at 972-874-6270 if you have any questions about these requirements.

Fire Alarm Monitoring Company: _____

Fire Alarm Monitoring Company Number: _____

This Address's Account Number & Password: _____

Contact Person and Number (Service Rep): _____

Fire Sprinkler Monitoring Company: _____

Fire Sprinkler Monitoring Company Number: _____

This Address's Account Number & Password: _____

Contact Person and Number (Service Rep): _____

Kitchen Hood System Service Company: _____

Contact Person and Number (Service Rep): _____