

Enclosure: Building Information Worksheet

31 May 2018

THE CHURCH OF
JESUS CHRIST
OF LATTER-DAY SAINTS

Use this form to gather information about the telephone lines in each building and to assist with entering the information into either of the following survey links, as indicated in the instructions:

- https://lds.qualtrics.com/jfe/form/SV_2fLICyqApuvIND
- <https://bit.ly/2KvwEFq>

Contact Information	
FM:	Email:
STS:	Email:
Stake clerk:	Email:

Location Information	
Stake:	Number of units in building:
Building name:	Property number:
Address:	
City, state or province, postal code:	
What is the building type? <input type="checkbox"/> Meetinghouse <input type="checkbox"/> Stake center	

Building Information Worksheet

31 May 2018

Page 2 of 4

Numbers to Disconnect			
Telephone Number	Unit Number¹	Type of Line (office, hallway)	Service Provider

1. For telephones located in a ward office, provide the ward unit number. For all other telephone lines, provide the agent stake unit number.

Building Information Worksheet

31 May 2018

Page 3 of 4

Note: Please include the following telephone lines in the chart below:

1. Any telephone lines that the stake president determines are essential.
2. Lines used for life safety systems or alarms, such as for fire, security, elevators, and so on. Please note that if this building has any of these systems, you may also need a second telephone line as a backup. The backup can be one of the voice telephone lines.
3. Lines used to support HVAC systems.
4. Lines required for internet access, including DSL if you have it.

Numbers to Remain in Service				
Telephone Number	Unit Number²	Location in Building	Type of Line (office, hallway, alarm—fire, alarm—security, elevator, high-speed internet, HVAC, other)	Service Provider

2. For telephones located in a ward office, provide the ward unit number. For all other telephone lines, provide the agent stake unit number.

Building Information Worksheet

31 May 2018

Page 4 of 4

Notes
