



OFP December News

DECEMBER 1, 2014

OFP November/December Projects

A number of projects are in the planning stages right now and will be carried out over the next several weeks. All of the work is scheduled to occur outside of regular business hours to limit any major disruptions; however, depending on the project, there might be some minor impediments to some tenant activities. The schedule, project, and work areas impacted are listed below. Please understand, though, that schedules could change at the last minute.



- ❖ Saturday, Nov 22nd Travertine Lobby Floor Waxing
This work will be beginning at 3:00 pm and will last overnight. Foot traffic in the lobby will be rerouted within the lobby at different times based on the area being worked on. The lobby will not be closed at any time during this project. There should not be any impact on Sunday morning.
- ❖ Wednesday, Nov 26th Yearly Fire Extinguisher Test
Prescott Pierce will be in the building performing their annual test of all of the fire extinguishers. They will be visiting every floor, and they will always be accompanied by a building engineer.
- ❖ Evenings, Dec 2nd– Dec 4th Passenger Elevator Wood Refinishing
This work will begin at approximately 6:30 pm and is expected to proceed until about 2:00 am each night. Passenger elevators will be taken out of service at different intervals for the work within them; no major interruptions to elevator availability for evening departures is anticipated.
- ❖ Weekend; Dec 12th – 14th Lobby Recarpeting
The lobby carpeting will be replaced throughout the entire weekend beginning Friday evening. The lobby will NOT be closed for the weekend, but anyone coming into the building should anticipate the work underway in the lobby. Foot traffic in the lobby will be rerouted within the lobby at different times based on the specific area being worked on.



- ❖ Friday, Dec 26th Basement Plumbing Project
A major plumbing project to the domestic supply line will be undertaken on Friday evening, December 26th. **The work will begin at 6:00 pm, and no building access will be allowed to anyone after that point.** Anyone working in the building on Friday afternoon will be asked to depart as close to 6:00 pm as possible. The building will be available early Saturday morning by approximately 4:00 am. Final details will be distributed in the December newsletter.
- ❖ Friday, Dec 26th Vehicle Elevator Maintenance
The vehicle elevator will be out of service all day. No guest parking will be available.
- ❖ Saturday, Dec 27th Second Basement Plumbing Project
A second plumbing project will be undertaken in the basement. Because of this work, the fitness center will be closed on Saturday, December 27th.

Building Food Drive Benefiting RI Community Food Bank

One Financial Plaza will again be conducting a holiday food drive in the building. Our goal is to collect the equivalent number of pounds of food as the One Financial Center building is high, and that translates to a challenge to collect more than 486 pounds of food. Last year, we came very close to this goal, and we hope to meet it this year.

Please bring in non-perishable food items (that have not expired and are in their original packaging) and leave them at the donation area near the security desk. Lists of the most-needed items will be available at the donation area. The collection period will begin on Monday, November 24th and continue until Wednesday, December 10th.



Skating Rink Reopens for the season

The Providence Skating Rink is scheduled to open for the season on November 15th. Admission prices for the 12-2 lunchtime session are \$5.00, and skate rentals are available for \$5.00. Please call 331-5544 to confirm that the rink is open if the weather has been questionable. They also have a heated rink-side party room that comes complete with tables, chairs, and all the fixings for children's birthday parties. More information is available on their website: www.providencerink.com

Tenant Holiday Decorations

During this holiday season, please remember that per Providence Fire Code, no live trees, fresh garlands, or natural wreaths are allowed to be used as decorations within tenant or building areas. Thank you for your cooperation with this.



Property Management Office Holidays

Please be aware that the Property Management office will be closed on Thursday November 27th and Friday November 28th; and Thursday, December 25th and Friday, December 26th

Except for the building closure (announced on page 2) on Friday evening, December 26th beginning at 6:00 pm, the building will not be "closed" on these other days or holidays and will be available to anyone needing to access their office. Security will always be on duty and can be reached at 401-808-6781. Also, an engineer will be on duty to attend to anything requiring immediate attention.

Mice and other pests

As a reminder, it is important for everyone to join in with helping to make the office areas as uninhabitable for mice as possible. For example, if you need to store any foods at work, make sure that they are in sealed containers (such as Tupperware). Do not let crumbs accumulate in cabinets, pantry drawers, or even desk drawers. Also, significantly large amounts of work papers piled on floors and on top of credenzas offer wonderful opportunities for nesting. The building's pest control vendor has already been called in to respond to a mouse problem in one tenant's suite, and they were amazed at the abundant food opportunities for mice.

Running Late? Too Cold to Run Out for Lunch?

Remember that Starbucks has a line of sandwiches, lunch boxes, and paninis. Their new, holiday sandwich option is turkey, cranberry-herb stuffing, and rich turkey gravy on focaccia, and it is also available toasted.

Friendly Reminder; No desktide heaters

As we get into the winter months, please pass along that personal appliances, such as desk heaters are not allowed. If any are identified by a member of the building staff, by security, or by the cleaners, they will be removed.

If you feel that there is a temperature issue in your local work area, please have your tenant contact alert property management. Engineering will be dispatched to insure that the heating system is operating efficiently in your area. Not only do personal heaters present a significant fire risk, but also the heat they generate negatively impacts the thermostats that are in your suite and wastes energy.

Kennedy Plaza Renovation Update

The concrete work is complete, and the trees were recently planted. The signage arrives the first week of December and should be installed by December 5th. The remaining work is mainly related to the installation of the shelters and other rider amenities that RIPTA is furnishing. A completion date around the middle of December is still anticipated, but it is entirely dependent on the arrival and installation of those last items.



Any questions or concerns, don't hesitate to contact the Property Management office:

401-831-5840

Laurie.drucker@cbre-ne.com