



OFP July News

JULY 1, 2014



Low-Rise Fire Drill – June 24th

The fire drill for the low-rise floors in the building (floors 2 – 10) will be held on Tuesday, June 24th. Please understand the following about the drill:

- Everyone should respond as if the drill were an actual emergency. It is important to realize that an emergency can happen at any time and should be responded to in a serious manner.
- We are asking building occupants from those floors to evacuate the entire building to the atrium or lobby (depending on the stairway used) during the drill and then weather depending, gather outside on the Plaza. You do not have to travel to the rally point of the Roger Williams Memorial Park. Drills will impact three floors at a time so that the stairwell traffic will mimic what is anticipated during an actual emergency.
- It may be possible to hear the evacuation tones from other floors being drilled. Please do not evacuate until the alarms and strobe lights on your floor are activated.
- During the drill, members of the building engineering staff will be touring the floors to inspect and confirm appropriate operation of all the alarms, speakers, and strobe lights.
- Anyone who is requiring physical assistance should also respond during this drill as if it were an actual emergency. Anyone requiring physical assistance and their assistants should proceed to the stairwells and wait in the stairwells for the "all clear". Building staff will confirm the all clear with those individuals.

It is appreciated that such a drill is an interruption to everyone's business day. However, the success of evacuations during any emergency is directly attributable to the preparedness of everyone involved. Thank you for your participation.

Best wishes, Jaime Audette, Tenant Coordinator

Please join the Property Management group in wishing Jaime Audette best wishes as she moves along to new responsibilities at a sister CBRE building here in Providence. Since joining OFP in November, 2011, she has been an integral part of the property management team. From overseeing all tenant events to being a terrific right-hand with so many accounting and tenant services details, she will be greatly missed.

Although no one will ever be able to truly replace Jaime, we are interviewing for the open Tenant Coordinator position. Until the new hire joins the team, please direct all email correspondence intended for the Tenant Coordinator to Laurie Drucker's attention (laurie.drucker@cbre-ne.com). There will also be coverage providing temporary support until the permanent hire arrives.



Annual Ice Cream Social; July 22nd

As the annual summer season celebration, building management will be hosting the yearly ice cream social on Tuesday, July 22nd from 1-3 in the Atrium. All building occupants are asked to join us to feast on ice cream sundaes with all the fixins', courtesy of the Inside Scoop.

Although everyone is welcome at any point in time, the following schedule is suggested in order to reduce the chance of long lines:

Floors 16 – 28	1:00 – 2:00
Floors 2 – 15	2:00 – 3:00

Yearly Perimeter Unit Cleanings

Suburban Cleaning has just started their annual cleaning of the perimeter ventilation units. This cleaning will be completed along with their regular, evening cleaning duties, and the dates of the floors scheduled to be cleaned on the upcoming week will be communicated to those floors during the previous week.

Please understand that there may be some lingering aroma from the cleaning products the following morning. We are not expecting anything to be intolerable; however, we just want to alert everyone that some individuals may notice something. There shouldn't be any cause for alarm as this is the same process which was used last year, with no issues arising.

For their efforts, please help the cleaners by making sure that the ventilation units around the perimeter of the floors (including conference rooms and offices) are clear; remove any belongings that may be on top of the heaters or any items that could obstruct access to the heaters. Although we do not anticipate there will be any issues, I would like to encourage you to remove any breakables from the general area as well, so that nothing unfortunate occurs.

Need a Car Wash? CitySide Detailing

CitySide Detailing is a new venture in downtown Providence that offers car detailing services (exterior and/or interior cleanings) during the business day. They are working to make arrangements with several of the city garages, and their business plan is to **travel TO** the car's downtown Providence location to be cleaned rather than requiring their customers to bring the car to them. They offer a waterless car wash which offers a paint-safe and effective solution to concerns about water waste and car washing location restrictions.

For more information about their services, please visit citysidedetailing.com. To book an appointment to have your car detailed, please visit getcityside.com.

Friday, July 4th

In observance of the July 4th holiday, the property management office will be closed, and engineering and security will be on a weekend schedule. Also, there will not be any valet service nor any visitor parking available; the fitness center will be closed. If anyone is planning to work on the holiday and requires HVAC, please place a work order with Property Management by July 2nd; overtime HVAC rates will be charged for that service on July 4th.

The building will maintain regular business hours and services for the other business days that week.



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

401-831-5840

