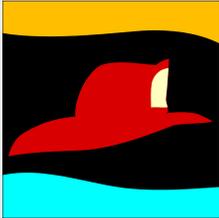




OFP September News

SEPTEMBER 1, 2014



Fire Drill Reminders!

Even though it will be held as a surprise drill, there will be a fire drill on the high-rise side (floors 14 – 28) in late September. If you have joined us here at One Financial Plaza within the last year, be sure that you're aware of the emergency evacuation procedures, your fire warden team, and the location of the emergency exits on your floor. More specific instructions will be provided to fire wardens as the date approaches.



CBRE Cares Back to School Drive; Success!

Thank you to everyone who donated to the CBRE Cares Back to School Drive. Nearly 100 items were collected from OFP, and because of everyone's efforts, several fully-stocked backpacks will be distributed to children in need as identified by DCYF at schools all throughout RI.

Do those Mail Chutes in the hallway really work?

Well, yes, the mail chutes in the hallway do work.....most of the time. However, there are times when a letter might get caught on something or just be too big to pass through to the bottom easily. Tenants are usually kind enough to alert property management when they happen to see something stuck in the chute, but we can't always guarantee that all mail will always reach its destination in the lobby in a timely manner for collection by the USPS. If you want to make sure that your letter makes it on its way, it's better to deposit it into the collection bin in the lobby (across from the ATM) or directly into a USPS mailbox.

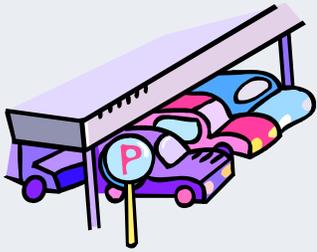
Voter Registration Deadline; October 5th

The voter registration deadline in Rhode Island for the general election on November 4th is October 5th. If your current voter registration needs to be updated because you've moved, changed your name, wish to choose/change your political party, or if you wish to register for the first time, you need to complete a Voter Registration Form. This form is online at <http://www.elections.state.ri.us/voting/registration.php> and can easily be downloaded/printed.

There will also be some copies of forms available at the security desk and on the bulletin board outside the fitness center locker rooms.

Completed voter registration forms can either be mailed in or hand delivered to your local Board of Canvassers, and addresses are available online with the form.





Mice and other pests

We have already received a couple of calls (and have disposed of the remains) of some unwelcome visitors that have made their way onto the floors. Although it is natural for these furry critters to seek a warm environment for the winter, 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. Do not let crumbs accumulate in cabinets, pantry drawers, or even desk drawers. The representative of the pest control company on contract with the building was amazed at the amount of foodstuffs easily available for mice in some of the areas he visited.

Parking Garage Update

With the cooler temperatures expected to begin sometime in September, please understand that the receiving bay door will be kept closed on a more regular basis. There is a security camera focused on the receiving bay entrance, and as soon as security picks up an arrival, they will open the door for admittance. It is important to know, however, that the parker will need to pull up onto the sidewalk and close to the door in order to be within camera range. **If you have guests or clients who regularly use the parking garage, please let them know about the seasonal change.**

On a similar line, with the street door being closed more often to keep the cold air out, there will be even more limited space for cars awaiting retrieval in the receiving bay for departures. Certainly, we all understand that something can come up at the last minute, as someone is preparing to leave; however, please be considerate of others and call for a car only when you are really ready to depart. If a parker happens to be exceptionally tardy with retrieving a car after it has been called for, they may find that it has been returned to the garage in order to accommodate other parkers.

Ashtrays and Trash Receptacles

The plaza seating area and gardens are wonderful places to sit and enjoy coffee, conversation, and/or lunch. As a courtesy to everyone else, please remember that there are two ashtrays/trash receptacles on the plaza side of the building and one ashtray/trash receptacle on the Fulton Street side of the building. Although there is a day matron and a day porter staffed at the building, they can't be outside every moment of the day to pick up the multitudes of coffee cups, lunch trash, and cigarette butts left behind on the ground by others.

Also, the trash receptacles have become a frequent target for thieves who somehow think that the metal ashtray inserts in the trash receptacles are made of precious metals. If anyone happens to notice any issue with a trash can (such as a missing ashtray), please alert a member of the building staff.

Labor Day; September 1st

Labor Day is considered a building holiday, and thus, there will be limited building services available, and the fitness center will be closed. As always, Engineering and Security will be on duty; however, the valet service, day porter, and nightly cleaning services will not be available that Monday. HVAC is also not scheduled to run. Should a tenant wish to order HVAC services for the holiday, please have the request forwarded to Property Management no later than noon, Friday, August 29th.

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

401-831-5840

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