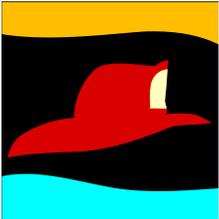




OFP September News

AUGUST 25, 2015



Fire Drill Announcement! - High-Rise Floors

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 mid-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.



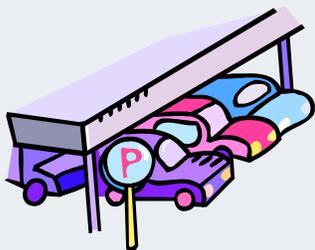
Window Washing Schedule

The summer window washing project will be underway Monday, August 31st with the washing of the exterior windows. The crew is scheduled to start their work on the Northwest side and will be working towards the South side and continuing around to their origination point. All of this work is weather permitting and is expected to last 3-4 days. Because the work is going to be done via chairs, it may be surprising to look out your window and see someone appearing to just "float" outside the windows.

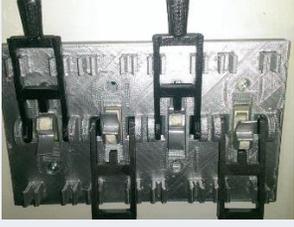
The interior window washing work is also scheduled for the same timeframe and will begin at the top of the building and will move down over the span of the project, which is expected to last 3 days. The duration of the work for each window will be relatively quick and shouldn't pose too much of an interruption. We ask that anyone seated near a window remove any belongings that might be left on top of the heaters and to please clear away anything that could obstruct access to the windows. Although we do not think that there will be any issue, any breakables that might be located near a window should be temporarily moved so that nothing unfortunate occurs.

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.



OFP Electric PowerDown; October 10 – 11, 2015

As part of the regular, ongoing maintenance of the master switchgear that connects the building with the National Grid electric supply, it is necessary for the building engineering team to perform a powerdown, where all power to the building will cease. This level of maintenance is performed every five years, and it's a little unbelievable that 5 years has gone by since we last performed this work.

As with past powerdowns, all tenants have provided property management with the names of their primary contacts for this project, who are responsible for coordinating the necessary details within each tenant suite. All tenant equipment will need to be powered down by 10:00pm Saturday, October 10th, and all power feeds into the building will cease at midnight. While the power is out, no one will be allowed in the building.

According to the plan, all equipment will likely be available to be powered back up by 9:00 am, Sunday, October 11th, and tenants can begin to startup their equipment remotely. Building access will not be permitted to any staff on Sunday until all life safety and elevator systems have been tested, and the building engineers' assessment permits occupancy; usually this access is available again during the late morning.

During the actual powerdown itself, project status updates will be made available via the instant alert function via www.onefinancialplaza.com. Since all power will be off in the building for an extended period of time, tenants will need to plan and make considerations for all items within their suites that will be impacted. Below is a listing of some of the areas that may require consideration during this episode:

- Desktop computer equipment
- Computer Rooms
- Telephone Systems
- Access Control Systems
- Cold Vending Machines
- Refrigerators and Ice Makers
- ATM's

We certainly understand and appreciate the level of planning that this exercise requires, which is why we are distributing project information so early and we'll be following up with regular reminders to our project contacts on a regular basis.

Labor Day; September 7th

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, September 4th.

Lost Something? Security Lost and Found

Just a reminder that the security staff maintains a "Lost and Found" at the security desk. If you think you may have lost something at the building, please check in with a security officer about that item. Likewise, this building is full of good Samaritans who turn over found items to security, especially so many items that are found in the fitness center.

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

401-831-5840

