

## SUMMER BBQ

The Greenwich Office Park Team thanks you for your participation in the June tenant appreciation barbecue. It was well received and we enjoyed visiting and dining with all who attended.



This year a lottery drawing was held, with a lucky twenty-three employees receiving a variety of indoor plants. The lottery was well received and we hope that the new greenery is enjoyed!



## ANNUAL FIRE DRILL

As part of Greenwich Office Park's continued commitment to fire safety, our annual fire drill will be held sometime during the month of July or August. Tenant contacts will be notified in order to allow each organization to run a true simulation.

## HOLIDAY CLOSINGS

The Greenwich Office Park Management Office will be closed on the following upcoming holidays:

Independence Day Observed  
Friday, July 3<sup>rd</sup>

Labor Day  
Monday, September 7<sup>th</sup>

For assistance on holidays or after normal business hours, please call our after-hours number at 203-531-7061.

## SHUTTLE SCHEDULE

Thank you for participating in the recent Shuttle Survey. As a result of the feedback we are expanding operational hours for holidays.

For your convenience, the shuttle will run to the Greenwich Train Station beginning at 12:30pm on Thursday, July 2<sup>nd</sup> and on Friday, September 4<sup>th</sup>, 2015.

The full shuttle schedule can be found on our website at [greenwichofficepark.com](http://greenwichofficepark.com).







## SUMMER HVAC

Now that we're fully into cooling season, we offer the following recommendations to ensure your comfort in the heat:

- Pre-set your perimeter units (if your office is equipped) before you leave for the day so that they cool your office prior to your arrival in the morning. Please contact our office should you like a demonstration of pre-setting the units.
- Keep your window blinds closed to keep the sunlight from warming the office.
- Please keep all windows closed in order to help the HVAC system run optimally.

- HVAC is provided during business hours (Monday-Friday, 8:00am-6:00pm). For after-hours HVAC, please contact the management office 48 hours in advance.

- Please refrain from placing credenzas, movable partitions and other furniture closer than five inches from the induction units to ensure proper air flow and ventilation.

For any questions regarding HVAC, please contact the Management Office at [203-552-4100](tel:203-552-4100).

## ELECTRICAL LOAD SHEDDING

Greenwich Office Park participates in a utility program sponsored by the Independent System Operator of New England (ISO-NE). All buildings are enrolled in a Load Shedding program, and therefore will be on call to act if the monitoring of the grid shows the possibility of imminent grid failure (an Event). Historically, this has occurred in July or August during peak times, although note that an Event can happen at any time.

Once an Event is called, our staff must take immediate action to reduce the power load in the buildings. Air conditioning will be cycled and non-essential electrical draws in the building will be halted.

Although load shedding may be a slight inconvenience to your comfort, the procedure will help prevent a blackout and help your business continue to operate. During an Event we ask for your cooperation in shutting down computers and lights in vacant offices, conference room, and kitchen. Utilize daylight instead of overhead lighting, adjust blinds to prevent the sun from warming the office, unplug unnecessary chargers, and so forth.



pure

FITNESS  
PERFORMANCE  
EDUCATION

## PURE FITNESS SUMMER SPECIAL

Pure Fitness would like to extend the following offer to Greenwich Office Park tenants to help keep your fitness goals strong this summer.

**Special Offer  
for Greenwich Office Park Tenants**

15% off any Private or  
Semi-Private Training Package\*

Call (914) 694-4841  
or email [info@purefitclub.com](mailto:info@purefitclub.com)

\*Packages include a free evaluation and a free 15-minute chair massage. For first time customers only.







## PUBLIC WIFI NETWORK

Greenwich Office Park is pleased to announce the expansion of our public WiFi network. In addition to the Park Café, WiFi is now available in seating areas around the main pond. Connect to the **GOP-WiFi** network with the password **greenwich2015**. An open network is also available to your guests and visitors.

## WELCOME BURT



The Greenwich Office Park team would like to extend a warm welcome to Burt Hicks. Burt has taken the role of Assistant Chief Engineer and looks forward to working to ensure the safety and comfort of tenants at the park.

## FIRE SAFETY PROTOCOLS

Fire safety is a priority at Greenwich Office Park. All tenants are encouraged to review their safety protocols frequently. The following recommendations for your employees are made to assist you with the building's fire prevention program:

- Never leave electrical appliances unattended.
- Never use immersion-type heating devices.
- Avoid electrical overloading and multiple plugs.
- Do not use undersized or lightweight extension cords.
- Report failure of any electrical outlets or lights to the Management Office.
- Flammable liquids should not be stored in Tenant spaces.
- Keep paper at least six to eight feet away from operating machinery.
- Know the location and type of fire extinguishers in your premises and inspect and replace them as required.
- Know the usable limit of the fire extinguishers available to you.
- Know exit locations.
- Practice good housekeeping near your desk, in storage areas, in mechanical rooms, and in the area of exit doors and hallways.
- Do not store materials in the building electrical, telephone, or utility closets.

Please be reminded that every office at the park should have at least one individual named as your "Corporate Fire Warden." For more information about this role, and to obtain your Fire Warden hat, please contact James at the Management Office. Additional fire safety information can be found on our Tenant Services website at [www.greenwichofficepark.com](http://www.greenwichofficepark.com).

Please contact the Management Office with any questions regarding your company's fire prevention and safety program.





## MANAGEMENT TEAM

ALISA LANDAU  
Senior Real Estate Manager

LISA IANNELLI-WINKLER  
Real Estate Manager

JAMES MICIK  
Real Estate Services Admin

PAM BROWN  
Accounting Coordinator

BURT HICKS  
Asst. Chief Engineer

ANTHONY BURROWS  
Engineer

RICH SKARAD  
Engineer

KEVIN MARSHALL  
Engineer

JOE MACZUGA  
Night Engineer

## CBRE SERVICES... how can we help you?

### Park Cafe

5 Greenwich Office Park  
203-861-7275  
Order online at  
[parkcafegreenwich.com](http://parkcafegreenwich.com)

### Fitness Center

5 Greenwich Office Park  
A self-service facility featuring cardio equipment, weight machines, and free weights

### Pure Fitness - Personal Training

5 Greenwich Office Park  
914-694-4841  
[charles@purefitclub.com](mailto:charles@purefitclub.com)

### 4 Wheels Bath

5 Greenwich Office Park  
203-650-6929  
[crcarwash@gmail.com](mailto:crcarwash@gmail.com)

Offering car washing/detailing and shoe shine/repair to all park employees

### Outdoor WiFi

Network: GOP-WiFi  
Password: greenwich2015

### Payless Dry Cleaning

914-589-0666  
[JN67MB@aol.com](mailto:JN67MB@aol.com)  
Pickup and delivery to all tenants at the park

### Notary Public

CBRE Management Office  
2 Greenwich Office Park  
203-552-4100  
Complimentary notary services available at the Management Office to all employees at Greenwich Office Park. Please call ahead to ensure notary availability.

### Train Station Shuttle

Service provided by ECS Transportation  
Schedule can be found under "Amenities" at [greenwichofficepark.com](http://greenwichofficepark.com)  
Call 1-866-986-8942 for current information

### Security

For assistance after Building hours, please call 203-531-7061

## CBRE TENANT CONNECT

Tenants at CBRE-managed properties can enjoy special discounts and pricing for their office's needs. By registering at [www.tenantconnect.net](http://www.tenantconnect.net), your organization can take advantage of negotiated discounts available to CBRE tenants.

Check out [tenantconnect.net](http://tenantconnect.net) today to see how your organization can use the CBRE purchasing power to your organization's advantage.

This newsletter is emailed to tenant contacts and can be found online at [greenwichofficepark.com](http://greenwichofficepark.com) along with archives of past newsletters - click on "Tenant Services" on the top right-hand corner and then click on "Newsletter" on the bottom of the page.

If you would like to receive the emailed newsletter directly, please contact the Management Office.

Exclusive Leasing & Management Agent:

**CBRE**

P: 203.552.4100  
F: 203.552.4150  
2 Greenwich Office Park  
Greenwich, CT 06831



Owner:

