

PERSONAL TRAINING AT THE PARK

We are pleased to announce that personal training services have returned to Greenwich Office Park!

Pure Fitness now offers personal training services to all on-site employees at Greenwich Office Park by appointment during regular Fitness Center hours (Monday-Friday, 6:00am-9:00pm). Pure Fitness also offers diet assessments as well as ergonomic and corporate assessments.

All employees who wish to utilize the personal training services at the park must be currently registered to use the fitness center. New applicants may sign up at the CBRE Management Office in Building Two.

Please note that outside personal trainers, guests, spouses, and children are not permitted in the fitness center. We thank you for your cooperation.

As a special offer, Pure Fitness is offering to all employees:

- One complimentary fitness evaluation
- One complimentary diet assessment

Please contact Charlie at Pure Fitness to schedule your complimentary introductory services or to make a personal training appointment.

Please contact Jessica at the Management Office with any questions regarding our renewed amenity!

PURE FITNESS

Personal Training By Appointment

To make an appointment, or for more information:

914-694-4841

charles@purefitclub.com

www.purefitclub.com

FITNESS CENTER

The Fitness Center in Building Five is a self-service facility featuring cardio, strength machines, and free weights.

Current Greenwich Office Park employees may sign up in person at the Management Office in Building Two.

Please be reminded that a check or money order is required for the one-time fee of \$25 - we cannot accept cash. Applicants should bring a photo ID as well.

New members will immediately receive an access key upon our receipt of the required forms.

For questions, please contact the Management Office.





ONLINE TENANT WORK ORDER SYSTEM

We are pleased to announce that Greenwich Office Park has rolled out an online tenant work order system. The ANGUS system allows tenants to place work order requests quickly and efficiently.

All tenant building contacts should have received their login and password information. Building contacts should check their spam folders or contact Jessica if login information was not received. As of May 15, 2013, the old paper work orders will begin to be phased out. All work requests should be made through the ANGUS system where possible.

Emergencies should still be directed to the Management Office at 203-552-4100. Please call the office directly with any urgent matter.

Those tenant building contacts who joined us for breakfast on May 8 received a demonstration of the system as well as the opportunity to ask questions. For those who were unable to make the breakfast meeting, please contact Jessica or Lisa at the Management Office with any questions regarding the ANGUS work order system. We would be happy to arrange a personal training of the system at your convenience.

DID YOU KNOW?

Since the Town of Greenwich implemented single stream recycling in 2011, the office park has seen its recycling output soar.

Over 60% of the waste stream we produce is recycleable material.

We encourage our tenants to recycle as much material as possible.

For help in creating a tailored recycling program for your office, please contact Jessica.



ANGUS TIPS AND TRICKS

- For required access to building closets by tenants' vendors, please categorize the request under "Telecom/Access" - this will allow our office staff to ensure the vendor has the appropriate credentials to enter building closets.
- Please enter brief but specific details of your work request when placing it so that we may better prepare for your service call.
- Please remember that any work orders originating from your account constitute your organization's approval of the work and any subsequent billing.
- We recommend that all users change their passwords upon first logging into the system.
- The link to the ANGUS work order system can be bookmarked in your favorites folders and can also be accessed from our website at greenwichofficepark.info - click on "Request Service".
- A tutorial has been distributed to all building contacts, and the same information can be found on the online help link on the home page of your account.





TENANT CONFERENCE FACILITY

The Park Cafe in Building Five now offers a conference facility for tenants of Greenwich Office Park! This amenity features a flat screen TV for presentations, seating for 8, and pond views. The entire conference area can be closed off for your privacy.

The room may also be utilized for private dining. Work with the Park Cafe to celebrate an employee anniversary, a coworker's birthday, or other event.

For more information, conference menus, or to book the conference facility, please contact the Park Cafe directly at 203-861-7275 or parkcafegreenwich@hotmail.com



MEMORIAL DAY WEEKEND

The Memorial Day long weekend is coming up! If your organization requires HVAC or other building services or access, please contact our office to make arrangements.

The Management Office will be closed on Monday, May 27 for the holiday. For assistance on this day, please call 203-531-7061 to reach our answering service. Enjoy the long weekend!



SUSPICIOUS PACKAGES

We would like to remind tenants of prudent policies should a suspicious package or object be found in your building.

A suspicious item may be defined as anything that is out of place and cannot be accounted for or any item suspected of being an explosive device. Some examples include: Unattended backpacks, boxes, containers, luggage and/or packages in the building or your space.

If an unknown item you suspect to be an explosive device is found:

1. DO NOT ALLOW ANYONE TO TOUCH, JAR or MOVE the item.
2. Do not use and immediately turn off two-way radios, cell phones and pagers.
3. Isolate the area and evacuate all personnel – don't allow anyone into the area.
4. Notify your supervisor.
5. Use a landline telephone to report the location and an accurate description of the object to 911 then building security and property management - the property must be notified in order to begin evacuation and prepare for arrival of responding emergency personnel.





MANAGEMENT TEAM

ALISA LANDAU
Senior Real Estate Manager

LISA IANNELLI-WINKLER
Real Estate Manager

JESSICA PUK
Assistant Real Estate Manager

JIM DUFF
Senior Accountant

PAM BROWN
Accounting Coordinator

MIKE MCKENNA
Chief Engineer

BILL LAVERTY
Assistant Chief Engineer

ANTHONY BURROWS
Engineer

TED RAKOCZY
Engineer

RICH SKARAD
Engineer

JOE MACZUGA
Night Engineer

Exclusive Leasing &
Management Agent:

CBRE

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

CBRE @ YOUR SERVICE

Park Cafe

5 Greenwich Office Park
203-861-7275
Order online at
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

4 Wheels Bath

5 Greenwich Office Park
203-650-6929
crcarwash@gmail.com
Offering car washing/detailing and shoe shine/repair to all park employees

Payless Dry Cleaning

914-939-5021
JN67MB@aol.com
Pickup and delivery to all tenants at the park

Notary Public

CBRE Mangement 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
1-866-986-8942
Schedule can be found at greenwichofficepark.info

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, your organization can take advantage of negotiated discounts available to CBRE tenants.

Check out 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, along with archives of past newsletters, can be found online at greenwichofficepark.info - click on "Newsletters"

If you'd like to receive the emailed newsletter directly from the Management Office, please email Jessica at Jessica.Puk@cbre.com



Owner:

