

Newsletter



A Look Ahead

- NOVEMBER 6: DAYLIGHT SAVINGS (FALL BACK!)
- NOVEMBER 11: VETERAN'S DAY
- NOVEMBER 16: FOOD DRIVE BEGINS
- NOVEMBER 18: HOLIDAY DECORATIONS
- NOVEMBER 24&25: THANKSGIVING (MGMT OFFICE CLOSED)
- DECEMBER 23: CHRISTMAS EVE (MGMT OFFICE CLOSED)
- DECEMBER 26: CHRISTMAS DAY (MGMT OFFICE CLOSED)

Cherrington Food Drive



OUR ANNUAL FOOD DRIVE TO SUPPORT THE GREATER PITTSBURGH COMMUNITY FOOD BANK RUNS FROM NOVEMBER 16 TO DECEMBER 14 THIS YEAR. PRESENT BOXES LIKE PICTURED WILL BE IN LOBBIES TO COLLECT DONATIONS. REMINDER - NO GLASS ITEMS ARE ACCEPTABLE!



PLEASE CONSIDER THE FOLLOWING WHEN DONATING...

Monetary Donations



(\$1 could provide 5 meals!)

Canned Fruits



Packed in 100% Juice

Canned Vegetables



Low Sodium/No Salt Added

Canned Beans & Soup



Low Sodium/No Salt Added

Canned Tuna or Chicken in Water



Whole-Grain Cereal, Oats, & Pasta



Peanut Butter



Paper Products



Household Items



Hygiene Items, Feminine Products, Razors



Diapers, Wipes, Pedialyte, 100% Juice Fruit Cups, Granola Bars, Crackers, Juice Boxes
NO Baby Food



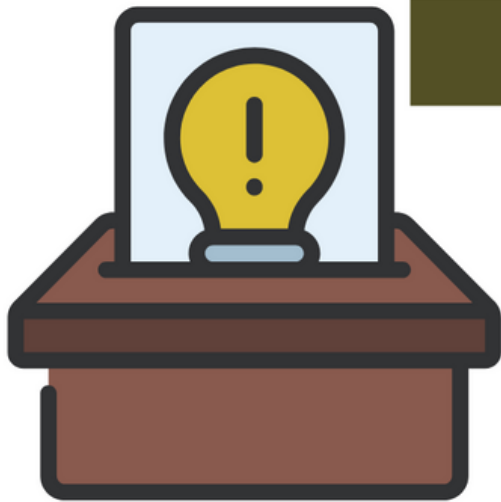
Nutritional Senior Shakes & Drinks, Adult Hygiene Products

LOCAL COMMUNITIES AND CBRE THANK YOU FOR YOUR SUPPORT AND GENEROSITY!
EMAIL BROOKE.MALLOY@CBRE.COM OR CALL 412-921-8500 WITH QUESTIONS.

Veteran's Day Honorees

NOVEMBER 11

CBRE WOULD LIKE TO HIGHLIGHT TENANTS AND TENANT FAMILY MEMBERS THAT HAVE SERVED OUR COUNTRY. TELL US THE NAME OF WHO YOU'D LIKE TO HONOR AS PART OF OUR WOUNDED WARRIOR PROJECT DONATION THIS YEAR.



Virtual Suggestion Box

TELL US WHAT YOU THINK ABOUT OUR PRODUCTS, SERVICES, ORGANIZATION, OR ANYTHING ELSE YOU HAVE ON YOUR MIND...

WE WELCOME ANY COMMENTS OR IDEAS.

VISIT LINKS SECTION OR EMAIL BROOKE.MALLOY@CBRE.COM WITH FEEDBACK.

MORE INFO IN LINKS SECTION, PAGE 4.

Happy Holidays!

HOLIDAY DECORATIONS WILL BE INSTALLED THE WEEK OF NOVEMBER 18TH.

HANGOUT BY THE FIREPLACE AT MARKET C CAFE IN BLDG 300 AND ENJOY THE VIEW.



Click [HERE](#) to have our monthly newsletter sent directly to your email.

Let's Celebrate!

Fill out our birthday form with your name, birthday, & company for the chance to win a gift card & have your birthday recognized in our monthly newsletter! *

THE FOLLOWING PEOPLE HAVE SUBMITTED THEIR BIRTHDAYS FOR THIS MONTH...

NOVEMBER 1 | ERIN MOORE W. WEST HILLS CLOSING

NOVEMBER 2 | TERESA ZURBOLA W. CENTER FOR DIGESTIVE HEALTH

NOVEMBER 2 | DEBI SPEER W. WEST HILLS CLOSING

NOVEMBER 8 | DOUG HEINACK W. CEC

NOVEMBER 9 | CHAD GREEN W. CEC

NOVEMBER 12 | NATHAN CHAU W. CEC

NOVEMBER 12 | ALEXANDRA HOUGLAND W. SSAB

NOVEMBER 18 | SUSAN MACY W. ZOOM MEDIA

NOVEMBER 19 | ALEJANDRO STHORY W. CEC

NOVEMBER 22 | ERIN HOWDYSELL W. THE NORTH FACE

NOVEMBER 24 | COLLEEN ASHBAUGH TAYLOR W. CEC

NOVEMBER 29 | KIERSTIN DERR W. DERMATOLOGY ASSOCIATES

NOVEMBER 29 | DON GROESSER W. CEC

*Must claim gift card in person.

MORE INFO IN LINKS SECTION, PAGE 4.

C3 Amenity Center

SWITCH UP THE SCENERY & HOST YOUR MEETING IN THE AMENITY CENTER! OUR ROOMS ARE EQUIPPED WITH WIFI, SMART/APPLE TVS, POLYCOM TELEPHONE, PROJECTOR WITH HDMI, WHITEBOARD WALLS, & PLENTY OF COMFY SEATING ALL WHILE CONVENIENTLY CLOSE TO OUR MARKET C CAFE & OUTDOOR PATIO.

Market C Cafe Seating



Outdoor Patio



Individual Work Stations



Conference Room



Training Room



Fitness Center



Meeting rooms can be booked online through the tenant request portal at www.cbretenantrequests.com.

Notes From Management

MAINTENANCE REQUESTS

AT CHERRINGTON CORPORATE CENTER, WE UTILIZE AN ONLINE WORK ORDER SYSTEM. CBRE TENANT SERVICES SYSTEM PROVIDES A USER-FRIENDLY SYSTEM THAT ENSURES YOUR SERVICE REQUEST IS PROCESSED & ENABLES YOU TO TRACK THE STATUS OF THE REQUEST TO ITS COMPLETION. YOUR USE OF CBRE TENANT SERVICES SYSTEM WILL ALSO HELP US ADDRESS YOUR REQUESTS MORE EFFICIENTLY. WE ENCOURAGE YOU TO USE THIS SYSTEM TO PLACE NON-EMERGENCY REQUESTS. ONCE YOUR WORK ORDER HAS BEEN COMPLETED, CLICK "RATE OUR SERVICE" IN YOUR EMAIL TO LET US KNOW IF WE MISSED SOMETHING, NEED TO COME BACK OR WANT TO TELL US HOW WE'RE DOING.
RRPITTSBURGH.COM

DESIGNATED SMOKING AREAS

PLEASE BE REMINDED THAT ALL ENTRANCES ARE NON-SMOKING AND SMOKING INSIDE THE BUILDING IS STRICTLY PROHIBITED, INCLUDING THE USE OF ELECTRONIC DEVICES. THERE ARE DESIGNATED SMOKING AREAS AT EACH BUILDING. SMOKING IS NOT PERMITTED ANYWHERE OTHER THAN THIS LOCATION. PLEASE DISPOSE OF YOUR CIGARETTE BUTTS IN THE PROPER RECEPTACLES TO ELIMINATE POTENTIAL FIRE RISKS, LITTER AND ADDED CLEANING EXPENSE.

RECYCLING

CHERRINGTON OFFERS A RECYCLING PROGRAM THAT ACCEPTS THE FOLLOWING ITEMS: PLASTIC BOTTLES & CONTAINERS, FOOD & BEVERAGE CANS, PAPER, & FLATTENED CARDBOARD. IT IS REQUIRED THAT ALL TENANTS BREAK DOWN ANY CARDBOARD BOXES PRIOR TO DISPOSING. THE JANITORIAL STAFF HAS BEEN INSTRUCTED TO NOT DISPOSE OF BOXES THAT HAVE NOT BEEN BROKEN DOWN. THANK YOU FOR YOUR COOPERATION.

DELIVERIES

ALL MAJOR MOVES NEED TO BE SCHEDULED WITH OUR OFFICE AFTER 5:30 PM DURING THE WEEK & ANYTIME SATURDAY & SUNDAY. PLEASE CONTACT THE MANAGEMENT OFFICE PRIOR TO ANY LARGE DELIVERY. PLEASE ALSO REMIND DAILY DELIVERY DRIVERS TO USE LOADING ZONES FOR ANY DELIVERIES.

NOTARY SERVICES

NOTARY SERVICES ARE AVAILABLE AND OFFERED AT NO EXPENSE FOR OUR TENANTS. PLEASE CONTACT CARMEN BOGHICCHIO AT 412.921.8500 OR BY EMAIL AT CARMEN.BOGHICCHIO@CBRE.COM FOR MORE INFORMATION.

LINKS

1. [ANNUAL FOOD DRIVE](#)
2. [VETERAN'S DAY HONOREES](#)
3. [VIRTUAL SUGGESTION BOX](#)
4. [NEWSLETTER SIGNUP](#)
5. [CHERRINGTON BIRTHDAYS](#)
6. [TENANT PORTAL](#)

CBRE Management Team



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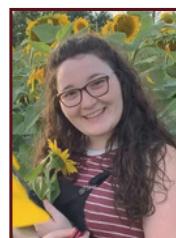
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