

FOSTER PLAZA

# Newsletter



## A Look Ahead

JANUARY 1 & 2: NEW YEAR'S DAY

JANUARY 13: FRIDAY THE 13TH

JANUARY 16: MARTIN LUTHER KING, JR DAY

JANUARY 17: NATIONAL POPCORN DAY

FEBRUARY 2: GROUNDHOG DAY

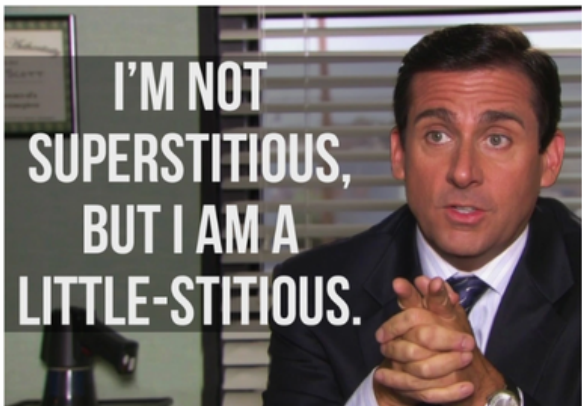
FEBRUARY 14: VALENTINE'S DAY



## Foster Plaza Holiday Party



WE HOPE YOU HAD AS GOOD A TIME AS WE DID AT THE HOLIDAY PARTY! THANK YOU ALL SO MUCH FOR MAKING IT A SUCCESS AFTER OUR TWO-YEAR HIATUS... HERE'S TO ANOTHER WONDERFUL YEAR AND HAPPY NEW YEAR!



## Beginner's Luck

Important meetings this year?

BOOK ANY AMENITY CENTER ROOM WITHIN THE MONTH OF JANUARY FOR 50% OFF YOUR RENTAL! ROOMS MUST BE RESERVED BY TUESDAY, JANUARY 31 TO RECEIVE THIS LUCKY DISCOUNT.



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...

JANUARY 2 | BONNIE SMITH W. RODGERS INSURANCE

JANUARY 3 | TERRI CROWLEY W. C.M.C.

JANUARY 4 | DOMINIC FERRO W. AUDACY

JANUARY 7 | BRENDA BARKER W. CORVEL

JANUARY 10 | KATE KUCINIC W. WEXFORD HEALTH

JANUARY 11 | CAROL ROBINSON W. C.M.C.

JANUARY 14 | LISA MICHALISZYN W. PIKE

JANUARY 18 | JACQUE PETERSON W. WEXFORD HEALTH

JANUARY 18 | MARIE KEIFFER W. CORVEL

JANUARY 19 | NICOLE PAPARELLA W. REGUS

JANUARY 19 | PETE KOSTORICK W. RODGERS INSURANCE

JANUARY 21 | MATTHEW REDFIELD W. L.B. FOSTER

JANUARY 23 | BRENDA TEMOFF W. TENDER CARE

JANUARY 24 | KIMBERLY VERNA W. WEXFORD HEALTH

JANUARY 27 | JEFF LONGMORE W. YMCA

JANUARY 27 | MAUIZAH BEIG W. FORT PITT CAPITAL

JANUARY 29 | ANNAMARIE FAZIO W. WEXFORD HEALTH

\*Must claim gift card in person.

**DON'T SEE YOUR BIRTHDAY LISTED?  
VISIT "FOSTER BIRTHDAYS" LINK ON LAST PAGE**

## What's Poppin'?

CELEBRATE NATIONAL POPCORN DAY WITH US IN THE AMENITY CENTER OF BLDG. 10 FROM 11AM TO 1PM ON TUESDAY, JANUARY 17, WITH A BAG OF FRESH POPPED POPCORN.

## Stauber Solstice Ski Giveaway

CBRE PROPERTY MANAGEMENT & REXXHALL REALTY HAVE PARTNERED WITH STECHOUTDOORS TO GIVEAWAY STAUBER SOLSTICE ALL-MOUNTAIN SKIS... THANK YOU TO ALL 182 PEOPLE THAT ENTERED.

[Congratulations to the winners!](#)  
Cathy Wu with Old Republic Title &  
Sheena Sundin with DLA+



Follow our Instagram for more updates! @foster\_plaza

# Tenant Spotlight

CBRE will continue to feature a tenant spotlight section in each newsletter this year... but we need your help!

ALL IT TAKES IS A SHORT STATEMENT ABOUT YOUR COMPANY'S TIME IN FOSTER PLAZA, A BRIEF OVERVIEW OF WHAT A DAY IN YOUR OFFICE LOOKS LIKE OR EVEN JUST ONE THING YOUR OFFICE LOVES ABOUT THE PARK.

PLEASE INCLUDE A CURRENT COMPANY LOGO WITH YOUR WRITE UP TO [BROOKE.MALLOY@CBRE.COM](mailto:BROOKE.MALLOY@CBRE.COM).



**SPOTLIGHT RESPONSES WILL BE FEATURED IN OUR PARK NEWSLETTER AND INSTAGRAM PAGE (@FOSTER\_PLAZA)**



## Frequently Asked Questions



**Q:** WHAT TIME IS THE BLDG. OPEN UNTIL?

**A:** BLDGS. 1-6 & 10 ARE OPEN UNTIL 7PM, BLDG. 7 IS OPEN UNTIL 7:30PM.

**Q:** WHERE IS THE MAILROOM?

**A:** FOSTER PLAZA MAILROOM IS IN BLDG. 3.

**Q:** I DON'T HAVE ACCESS TO THE TENANT PORTAL! WHAT DO I DO?

**A:** CONTACT MANAGEMENT AT 412-921-8500 OR EMAIL [BROOKE.MALLOY@CBRE.COM](mailto:BROOKE.MALLOY@CBRE.COM) WITH YOUR NAME, NUMBER, & EMAIL TO CREATE AN ACCOUNT.

**Q:** DO RESERVATIONS INCLUDE ACCESS TO THE LOUNGE & CENTRAL STATION?

**A:** NO. THE LOUNGE IS OPEN REGARDLESS OF OCCASION & THE CENTRAL STATION IS BOOKED ON FIRST COME, FIRST SERVE BASIS. CHECK CENTRAL STATION AVAILABILITY AT TIME OF BOOKING.

**Q:** WHAT ARE THE RATES FOR RENTING A MEETING ROOM?

**A:** RATES VARY & ARE AVAILABLE THROUGH THE TENANT REQUEST PORTAL.

# Notes From Management

## MAINTENANCE REQUESTS

AT FOSTER PLAZA, 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. [HTTP://RRPITTSBURGH.COM](http://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

FOSTER PLAZA OFFERS A RECYCLING PROGRAM THAT ACCEPTS THE FOLLOWING ITEMS: PLASTIC BOTTLES AND CONTAINERS, FOOD AND BEVERAGE CANS, PAPER, AND 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 AND ANYTIME SATURDAY AND 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](mailto:CARMEN.BOGHICCHIO@CBRE.COM) FOR MORE INFORMATION.

## LINKS

1. [TENANT PORTAL](#)

2. [NEWSLETTER SIGNUP](#)

3. [FOSTER BIRTHDAYS](#)

4. [INSTAGRAM](#)

# CBRE Management Team



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