

# Newsletter



## A Look Ahead

DECEMBER 7: TENANT HOLIDAY RECEPTION

DECEMBER 14: FOOD DRIVE DEADLINE

DECEMBER 21: 1ST DAY OF WINTER

DECEMBER 25: CHRISTMAS DAY

DECEMBER 31: NEW YEAR'S EVE

JANUARY 1: NEW YEAR'S DAY

**MGMT OFFICE WILL BE CLOSED THE FOLLOWING DAYS FOR HOLIDAYS:  
MONDAY 12/25 & MONDAY 1/1**



## Tenant Holiday Reception



JOIN US THE AMENITY CENTER OF BLDG. 10 ON THURSDAY, DECEMBER 7 BETWEEN 11:30AM & 1:30PM FOR DELECTABLE APPETIZERS, MOUTH-WATERING OAKMONT BAKERY DESSERTS, ALONG WITH A FESTIVE PHOTOBOOTH AND ALL THE CLASSIC HOLIDAY TUNES. ENTER TO WIN ONE OF OUR MANY FUN GIVEAWAYS!



BRING A FOOD DRIVE DONATION ITEM TO THE HOLIDAY RECEPTION & RECEIVE A BONUS RAFFLE TICKET!



## Share What you Can Spare...

OUR ANNUAL FOOD DRIVE BENEFITTING THE GREATER PITTSBURGH COMMUNITY FOOD BANK ENDS DECEMBER 14. DUST OFF THOSE CANNED GOODS AND PILE THEM HIGH IN PRESENT BOXES LOCATED IN YOUR BUILDING'S LOBBY!

**MOST  
NEEDED  
ITEMS**

- Peanut Butter
- Canned Tuna or Chicken
- Nutritional Shakes & Drinks
- Low Sodium / No Salt Added Canned Vegetables
- Low Sodium / No Salt Added Canned Beans & Soup
- Household Items
- Hygiene Items
- Diapers / Wipes / Pedialyte
- Paper Products
- Canned Fruits in 100% Juice
- Whole-Grain Cereal, Oats, & Pasta



**FOSTER PLAZA THANKS YOU FOR YOUR SUPPORT AND GENEROSITY!**



# Michael Camarda Retires!

MICHAEL CAMARDA WILL BE RETIRING AT THE END OF THIS MONTH AFTER WORKING 45 YEARS IN FOSTER PLAZA! HE RECALLS MANY FOND MEMORIES AND FRIENDSHIPS OVER HIS CAREER HERE. IN HIS TIME OFF, MICK PLANS TO GET BACK IN THE SWING OF GOLF, TAKE UP SHOOTING PRACTICE, AND ENJOY QUALITY TIME WITH HIS BELOVED DACHSHUND, WILLY.

CONGRATULATIONS, MICK, ON YOUR RETIREMENT!



## Let's Celebrate!

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

DECEMBER 3 | CHELSEA SCHNEIDER W. FORT PITT CAPITAL

DECEMBER 4 | JEFFREY SPINNEWEBER W. C.M.C.

DECEMBER 10 | MARK RAYMAN W. RICOH

DECEMBER 12 | MANDY GREGORY W. L.B. FOSTER

DECEMBER 13 | DAVID KRAFT W. WESBANCO

DECEMBER 15 | CARLY EVANS W. AUDACY

DECEMBER 16 | RASHEKI LOOBY W. C.M.C.

DECEMBER 17 | MARK BLEWETT W. WEXFORD HEALTH

DECEMBER 19 | BOBBI ZIMMERMAN W. C.M.C.

DECEMBER 21 | CHRISTINE FALLON W. AUDACY

DECEMBER 22 | SABRINA GIESMAN W. TENDER CARE

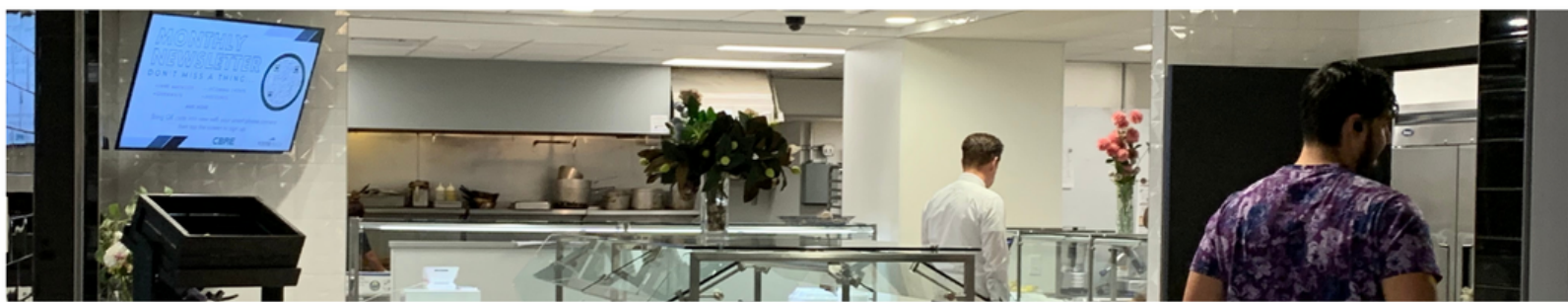
DECEMBER 26 | TERRELL VAUSE W. WEXFORD HEALTH

DECEMBER 28 | JENNIFER MURPHY W. C.M.C.

DECEMBER 31 | KATIE MYERS W. ACA GLOBAL

**WINNERS ARE HIGHLIGHTED & MUST CLAIM CARD IN PERSON**

**TENANTS MUST RESUBMIT BIRTHDAY AFTER 1ST OF THE YEAR TO BE ENTERED IN 2024 DRAWING - LINK TO ENTER ON PAGE 4!**



## Foster Cafe

📍 **BUILDING 10** ⌚ **11:30AM-1:00PM** 📅 **MONDAY-THURSDAY**

RELAX AND UNWIND AT FOSTER CAFE - PERFECT FOR GROUPS AND CO-WORKERS!  
FOSTER PLAZA'S IDEAL SPOT FOR A LITTLE BREAK AWAY FROM THE OFFICE.

**ALWAYS SERVING SALADS, SANDWICHES, MADE-TO-ORDER WRAPS, & BEVERAGES!**



CLICK HERE TO RECEIVE THE WEEKLY FOSTER CAFE MENU!



# Foster Plaza Amenity Center

📍 1ST FLOOR BUILDING 10

📅 MONDAY - FRIDAY

🕒 6AM - 7PM

FEATURING A VARIETY OF AFFORDABLE CONFERENCE & TRAINING ROOMS ALONG WITH KITCHENETTE ACCESS (CENTRAL STATION), TENANT LOUNGE, AND INDIVIDUAL WORKSTATIONS ALL EQUIPPED WITH WIFI, PROJECTOR OR SMART TV & WIRELESS DISPLAY, WHITEBOARD FOR COLLABORATION, & PLENTY OF COMFY SEATING...

**CONTACT MANAGEMENT FOR A TOUR!**



TRAINING ROOM



CENTRAL STATION



TWENTY CONFERENCE



TENANT LOUNGE



WORKSTATIONS

## Tenant Fitness Center

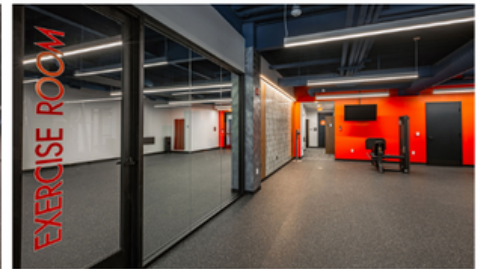
**OPEN 6AM - 6PM  
FOSTER BUILDING 2**

OUR TENANT FITNESS CENTER IS NOW FULLY OPERATIONAL! DROP BY BEFORE, DURING, OR AFTER YOUR SHIFT TO GET A QUICK WORKOUT IN. SHOWER AND RESTROOM FACILITIES ALSO ON SITE!

**CARD ACCESS FORMS HERE** 

### EQUIPMENT INCLUDES:

TREADMILL • ELLIPTICAL • RECUMBENT BIKE  
STAIR CLIMBER • CYCLE BIKE • CHIN/DIP ASSIST  
LEG PRESS • LAT PULLDOWN/ROW • STRETCH MATS  
DUMBBELLS • GRIP PLATES • & MORE!!



## Frequently Asked Questions



**Q:** I AM HAVING TROUBLE ACCESSING THE FITNESS CENTER. PLEASE HELP?!

**A:** TENANTS MUST REQUEST ACCESS PRIOR TO ENTRY. SEE "GYM ACCESS" LINK ON PAGE 4. THE DOOR TO THE CENTER IS VERY SENSITIVE, WE RECOMMEND WAITING 1-2 SECONDS AFTER SWIPING THEN LISTEN FOR THE SOUND OF THE PUSH BAR ENGAGING THE UNLOCK SYSTEM AND THEN OPENING THE DOOR. CONTACT MGMT WITH ANY ISSUES.

# Notes from Management

## **MAINTENANCE REQUESTS** ✂

FOSTER PLAZA UTILIZES AN ONLINE WORK ORDER SYSTEM. CBRE TENANT SERVICES PORTAL PROVIDES A USER-FRIENDLY SYSTEM THAT ENSURES YOUR SERVICE REQUEST IS RECEIVED, PROCESSED, ADDRESSED TIMELY, & ENABLES TRACKING OF YOUR REQUEST TO ITS COMPLETION. YOUR USE THE PORTAL WILL ALSO HELP US ADDRESS YOUR REQUESTS MORE EFFICIENTLY. WE STRONGLY ENCOURAGE USE OF THIS SYSTEM TO PLACE NON-EMERGENCY REQUESTS. [WWW.CBRETENANTREQUESTS.COM](http://WWW.CBRETENANTREQUESTS.COM)

## **DESIGNATED SMOKING AREAS** 🚭

PLEASE BE REMINDED THAT ALL BUILDING ENTRANCES ARE NON-SMOKING! SMOKING INSIDE THE BUILDING IS STRICTLY PROHIBITED, INCLUDING THE USE OF ANY 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 & ADDED CLEANING EXPENSE.

## **RECYCLING** ♻

FOSTER PLAZA 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 5:30PM 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 & OFFERED AT NO EXPENSE FOR OUR TENANTS. PLEASE CONTACT CARMEN BOCHICCHIO AT 412-921-8500 OR [CARMEN.BOCHICCHIO@CBRE.COM](mailto:CARMEN.BOCHICCHIO@CBRE.COM) FOR MORE INFORMATION.

## LINKS

1. [FOOD DRIVE INFORMATION](#)
2. [FOSTER BIRTHDAYS](#)
3. [FOSTER CAFE MENU SIGNUP](#)
4. [AMENITY CENTER TOURS \(BROOKE.MALLOY@CBRE.COM\)](#)
5. [GYM ACCESS](#)
6. [TENANT PORTAL](#)

# CBRE Management Team



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