### CBRE

HELLD

JANUARY 2024 EDITION

# Newsletter

A Look Ahead JANUARY 1: NEW YEAR'S DAY JANUARY 15: MARTIN LUTHER KING, JR. DAY FEBRUARY 2: GROUNDHOG'S DAY WINTER FEBRUARY 14: VALENTINE'S DAY FEBRUARY 19: PRESIDENTS' DAY FEBRUARY 29: LEAP DAY

**MANAGEMENT OFFICE CLOSED 1/1 FOR HOLIDAY** 

Tenant Holiday Recap

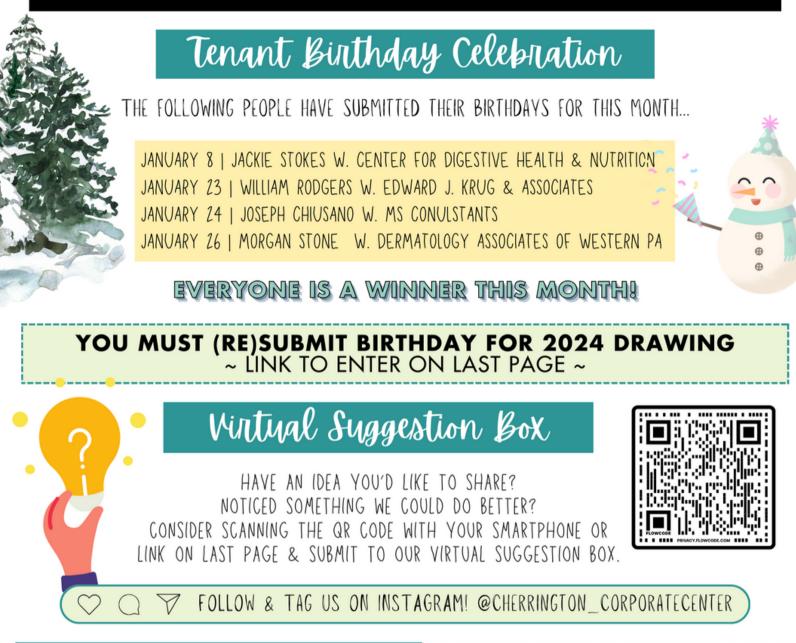
OUR ANNUAL SUGAR-FUELED WEEK OF MIDDAY DESSERTS AT EACH BUILDING WERE A SUCCESS. ALL THE SWEET PRIZES INCLUDING FULL-SIZED SPECIALTY OAKMONT BAKERY CAKES WERE CLAIMED BY OUR JOLLY TENANTS. WE GREATLY APPRECIATE YOU JOINING US TO CELEBRATE 2023!

## Share What you Can Spare ...

AT 1 NORTH LINDEN STREET IN DUQUESNE, THE GREATER PITTSBURGH FOOD BANK HAS DEVELOPED THE MARKET, AN ONSITE PANTRY, WHERE ELIGIBLE NEIGHBORS CAN SHOP FOR GROCERY ITEMS 2X A MONTH AT NO COST! ALL 500 Ibs. OF OUR DONATIONS WILLS HELP STOCK THE MARKET'S SHELVES.

Our surrounding communities thank you for your continued support & generosity!





## Need a Place to Stay?

CONTACT EITHER OF THESE LOCAL HOTELS & TELL THEM YOU ARE A CHERRINGTON CORPORATE CENTER TENANT TO RECIEVE OUR CORPORATE DISCOUNT!

Courtyard By Marriott

450 Cherrington Pkwy

### NICOLE ADAMSKI

SALES MANAGER

412-264-5000

www.courtyard.com

### Sheraton Pittsburgh

1160 Thorn Run Rd.

### MARY JO GERMAINE

SALES MANAGER

412-375-5151

sheraton.marriott.com



BOTH LESS THAN 5 MINUTES FROM CHERRINGTON!

## Tenant Amenity Center

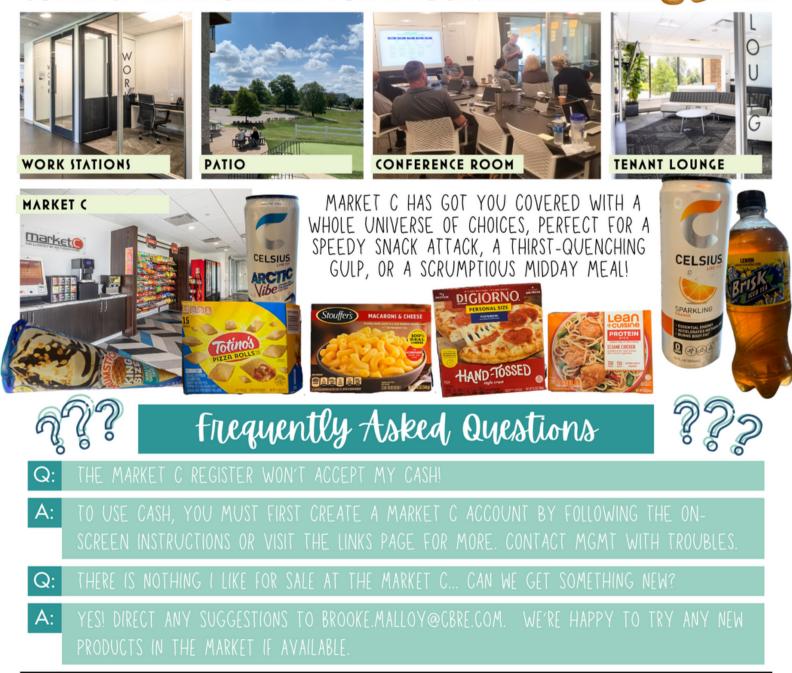
## IST FLOOR BUILDING 300 MONDAY - FRIDAY

() 6AM - 7PM

FEATURING A FULLY STOCKED SELF-SERVE MARKET, PATIO, AND INDIVIDUAL WORKSTATIONS, ALONG WITH AFFORDABLE CONFERENCE & TRAINING ROOMS ALL EQUIPPED WITH WIFI, PROJECTOR OR SMART TV & WIRELESS DISPLAY, WHITEBOARD WALLS FOR COLLABORATION, & PLENTY OF COMFY SEATING...

CONTACT MANAGEMENT FOR A TOUR!







### Notes From Management

### MAINTENANCE REQUESTS 🔀

CHERRINGTON CORPORATE CENTER 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

### 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.

### <u>RECYCLING</u> 🚳

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 5:30PM 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 <u>CARMEN.BOCHICCHIO@CBRE.COM</u> FOR MORE INFORMATION.

3. SUGGESTION BOX

### LINKS

- 1. FOOD DRIVE INFORMATION
- 2. CHERRINGTON BIRTHDAYS
- 5. <u>COURTYARD MARRIOTT</u>
- 6. SHERATON 7.
  - 7. <u>TENANT PORTAL</u>

8. TENANT AMENITIES TOUR (BROOKE.MALLOY@CBRE.COM)

4. INSTAGRAM

## CBRE Management Team



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CLICK HERE TO SIGNUP FOR OUR MONTHLY NEWSLETTER!

