

# Newsletter

## A Look Ahead

JANUARY 1: NEW YEAR'S DAY  
 JANUARY 15: MARTIN LUTHER KING, JR. DAY  
 FEBRUARY 2: GROUNDHOG'S DAY  
 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 TENANT HOLIDAY RECEPTION WAS A HUGE SUCCESS! ALL OF THE GIVEAWAY GOODIES WERE CLAIMED AND OAKMONT BAKERY TREATS WERE DEVoured. WE GREATLY APPRECIATE YOU JOINING US TO CELEBRATE 2023. HAPPY NEW YEAR!



## 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 **850 lbs.** OF OUR DONATIONS WILL HELP STOCK THE MARKET'S SHELVES.

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



FOLLOW & TAG US ON INSTAGRAM! @FOSTER\_PLAZA

# Let's Celebrate!

THE FOLLOWING PEOPLE HAVE SUBMITTED THEIR BIRTHDAYS FOR THIS MONTH:

JANUARY 2 | BONNIE SMITH W. RODGERS INS.

JANUARY 5 | KALEIGH W. WEXFORD HEALTH

JANUARY 6 | LIZ DUGGAN W. TETRA TECH

JANUARY 7 | ANDREW LIMBER W. AUDACY

JANUARY 10 | KATE KUCINIC W. WEXFORD HEALTH

JANUARY 12 | CATHY WU W. OLD REPUBLIC TITLE

JANUARY 13 | CHRISTINE SAUER W. CMC

JANUARY 14 | LISA MICHALISZYN W. PIKE

JANUARY 14 | JAY FIDLER W. L.B. FOSTER

JANUARY 16 | SANDY CHAMBERS W. AUDACY

JANUARY 18 | MARK BERGER W. AUDACY

JANUARY 19 | PETE KOSTORICK W. RODGERS INS.

JANUARY 19 | NICOLE PAPARELLA W. REGUS

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

JANUARY 22 | JOE SKINGER W. CORVEL

JANUARY 22 | LIVIA WALKER W. FORT PITT CAPITAL

JANUARY 23 | BRENDA TEMOFF W. TENDER CARE

JANUARY 23 | SARAH GRISE W. CIVISTA LEASING & FINANCE

JANUARY 23 | KELLY DZANAJ W. AUDACY

JANUARY 24 | KIMBERLY VERNA W. WEXFORD HEALTH

JANUARY 25 | KELLEN LYNCH W. TETRA TECH

JANUARY 25 | HUNTER ROLLINS W. PIKE

JANUARY 25 | JOHN BEGGAN W. L.B. FOSTER

JANUARY 29 | ANNAMARIE FAZIO W. WEXFORD HEALTH



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

**YOU MUST RESUBMIT BIRTHDAY FOR 2024 DRAWING**

~ LINK TO ENTER ON LAST PAGE ~



## 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!

## Virtual Suggestion Box

HAVE AN IDEA YOU'D LIKE TO SHARE?  
NOTICED SOMETHING WE COULD DO BETTER?  
CONSIDER SCANNING THE QR CODE WITH YOUR SMARTPHONE OR  
LINK ON LAST PAGE & SUBMIT TO OUR VIRTUAL SUGGESTION BOX.



# 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!**



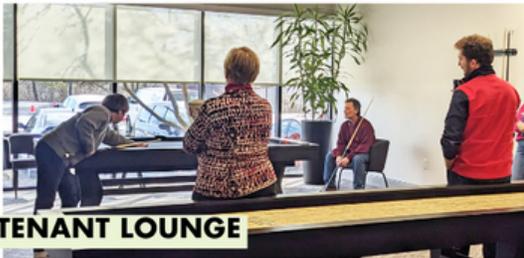
TRAINING ROOM



CENTRAL STATION



TWENTY CONFERENCE



TENANT LOUNGE



WORKSTATIONS

## Tenant Fitness Center

OPEN 6AM - 6PM MONDAY - FRIDAY  
FOSTER PLAZA BUILDING 2

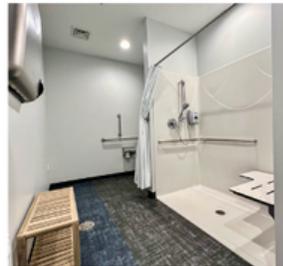
OUR TENANT FITNESS CENTER IS FULLY OPERATIONAL! DROP BY BEFORE, DURING, OR AFTER YOUR SHIFT TO GET A QUICK WORKOUT IN.

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:** MY CARD WON'T UNLOCK THE DOOR AT THE FITNESS CENTER... HELP!?

**A:** TENANTS MUST REQUEST ACCESS PRIOR TO ENTRY. SEE "GYM ACCESS" LINK ON LAST PAGE. 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 BOGHICCHIO AT 412-921-8500 OR [CARMEN.BOGHICCHIO@CBRE.COM](mailto:CARMEN.BOGHICCHIO@CBRE.COM) FOR MORE INFORMATION.

## LINKS

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

## CBRE Management Team



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CLICK HERE TO SIGNUP FOR OUR MONTHLY NEWSLETTER!