

# Newsletter



## A Look Ahead

OCTOBER 9 - INDIGENOUS PEOPLES' DAYS

OCTOBER 12 - FITNESS CENTER OPEN HOUSE

OCTOBER 13 - FRIDAY THE 13TH

WEEK OF OCTOBER 16 - SPOT THE GHOST

OCTOBER 31 - HALLOWEEN

## Tenant Fitness Center: Open House!

**THURSDAY, OCTOBER 12 FROM 10AM - 11:30AM**  
**FOSTER PLAZA BUILDING 2**

(425 Holiday Drive)



Raffle Prizes & Giveaways

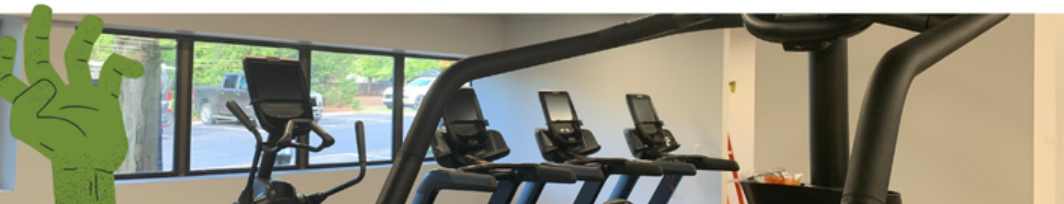


On-Site Card Access Signup



Equipment Demos WE'RE PUMPED!

COME TOUR OUR NEWEST AMENITY, SIGNUP FOR ACCESS, AND GRAB YOURSELF A "FOSTER-SIZE" TOWEL!



# Opening Day

Tenant Fitness Center officially opens for use after event; Thursday afternoon, 10/12.

TENANT AGREEMENT AND EMPLOYEE CONSENT FORM MUST BE APPROVED PRIOR TO ACCESS.

## IMPORTANT REMINDERS:

- Entry to Fitness Center via West Side Door at Foster Plaza 2.
- HOURS: Center hours are 6AM to 6PM.
- ACCESS: Only employees of current Foster Plaza Buildings 1-7 and 10 tenants are permitted to use the Center.
- Absolutely no guests permitted. Access to the Center is controlled by use of electronic key cards. Key cards may not be lent or shared under any circumstances.
- USEAGE: Machines must be wiped down immediately after use.
- CLOTHING: Minimum acceptable attire in the Center shall be gym shorts, tee shirts & appropriate sneakers. Exercise attire such as warm-up suits, leotards, etc. are also permissible. Sneakers must be worn at all times!
- FOOD & BEVERAGE: Food & beverages are prohibited except bottled water.
- LOCKERS: Lockers are available for daily use only. No permanent locks allowed.
- Failure to comply will result in revocation without notice of Fitness Center privileges.

## Let's Celebrate!

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

OCTOBER 1 | ADAM SZALAY W. ACA GLOBAL  
OCTOBER 3 | ANDREA GALLETTA W. L.B. FOSTER  
OCTOBER 4 | ARUNAS APANAVICIUS W. L.B. FOSTER  
OCTOBER 4 | JANICE KOWCHECK W. OLD REPUBLIC TITLE  
OCTOBER 4 | TIM KRIEG W. L.B. FOSTER  
OCTOBER 8 | LORI WERYHA W. MUTUAL OF OMAHA  
OCTOBER 10 | ROSIE ALLOWAY W. L.B. FOSTER  
OCTOBER 13 | FAIZAN ANSARI W. L.B FOSTER COMPANY  
OCTOBER 14 | KAYLA BROWN W. BUILDINGSTARS  
OCTOBER 15 | JANE LINK W. WEXFORD HEALTH

OCTOBER 16 | JENNIFER GREEN W. FORT PITT CAPITAL  
OCTOBER 16 | KAREN GORDON W. WEXFORD HEALTH  
OCTOBER 18 | GINA BAER W. FPDT  
OCTOBER 20 | TAMI SULLIVAN W. RODGERS INSURANCE  
OCTOBER 22 | MEGHAN VON GEIS W. WEXFORD HEALTH  
OCTOBER 24 | CHRIS CARPELOTI W. WEXFORD HEALTH  
OCTOBER 25 | CHRIS WILLITTS W. YMCA  
OCTOBER 26 | AUTUMN BUTLER W. FORT PITT CAPITAL  
OCTOBER 26 | DAVID BALLAROTTO W. AUDACY  
OCTOBER 27 | PATRICK O'CONNOR W. AUDACY



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

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

## Spot the ghost

**WEEK OF OCTOBER 16**

THERE IS AN APPARITION FLOATING AROUND THE PROPERTY!  
SEND PROOF OF YOUR SPOTTING TO [BROOKE.MALLOY@CBRE.COM](mailto:BROOKE.MALLOY@CBRE.COM) OR  
TAG US ON INSTAGRAM @FOSTER\_PLAZA TO CLAIM A TREAT... OR TRICK 🤪



# Tenant Lounge Updates

**FOSTER 6 BEFORE**



**FOSTER 7 BEFORE**



**AFTER**



**AFTER**



See more progress photos on Instagram! @foster\_plaza

## Foster Plaza Amenity Center

### CONTACT MANAGEMENT FOR A TOUR!

OUR VARIETY OF MEETING ROOMS ARE WELL-EQUIPPED TO ACCOMMODATE YOUR DIFFERENT NEEDS. EACH COMES WITH WI-FI, SMART/APPLE TVS, POLYCOM TELEPHONE, PROJECTOR WITH HDMI, WHITEBOARD WALLS, & PLENTY OF COMFORTABLE SEATING.

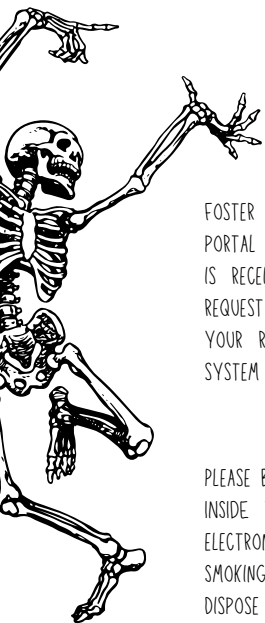
 Building 10 | 1st Floor



## Tenant Deliveries

PLEASE BE ADVISED WHEN A DELIVERY TO YOUR OFFICE IS RECEIVED ON A PALLET(S), THE PALLET(S) MUST BE REMOVED BY THE VENDOR. NOTE: PALLETS ARE NOT NORMAL BUILDING WASTE AND SHOULD NOT BE PUT IN THE DUMPSTERS. YOUR DELIVERY PERSONNEL MUST REMOVE AND DISPOSE OF THE MATERIAL OFF SITE. PLEASE CONTACT BUILDING MANAGEMENT WITH ANY QUESTIONS OR FURTHER CLARIFICATION.





# 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 ♻️

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 BOGHICCHIO AT 412-921-8500 OR [CARMEN.BOGHICCHIO@CBRE.COM](mailto:CARMEN.BOGHICCHIO@CBRE.COM) FOR MORE INFORMATION.

## LINKS

- 1. [EMPLOYEE FITNESS CENTER ACCESS](#)
- 2. [FOSTER BIRTHDAYS](#)
- 3. [GHOST SPOTTING \(BROOKE.MALLOY@CBRE.COM\)](#)
- 4. [INSTAGRAM](#)
- 5. [TENANT PORTAL](#)
- 6. [AMENITY CENTER TOURS \(BROOKE.MALLOY@CBRE.COM\)](#)
- 7. [FOSTER CAFE MENU SIGNUP](#)
- 8. [NEWSLETTER SIGNUP](#)

# CBRE Management Team



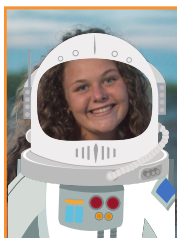
**Carmen R. Bochicchio**  
General Manager  
412.921.8500  
[carmen.bochicchio@cbre.com](mailto:carmen.bochicchio@cbre.com)



**Nicole E. Pilarski**  
Senior Financial Analyst  
412.921.8500  
[nicole.pilarski@cbre.com](mailto:nicole.pilarski@cbre.com)



**Robert J. Klimczyk**  
Chief Engineer  
412.921.8500  
[robert.klimczyk@cbre.com](mailto:robert.klimczyk@cbre.com)



**Brittany Zahn**  
Real Estate Services Coordinator  
412.921.8500  
[brittany.zahn@cbre.com](mailto:brittany.zahn@cbre.com)



**Brooke Malloy**  
Meeting & Events Coordinator  
412.921.8500  
[brooke.malloy@cbre.com](mailto:brooke.malloy@cbre.com)

 [Click HERE to signup for our monthly newsletter!](#)

