



## Calendar Highlights

Jan. 1 New Years Day (Mgmt Office Closed)

Jan. 19 Martin Luther King, Jr. Day

Feb. 2 Groundhog Day

Feb. 16 Presidents' Day

## Happy New Year!

As we welcome 2026, please make sure management has your most up-to-date information.  
*Emails change, people leave, & we don't want anyone to miss out!*

### Tenant Birthday Celebration

Resubmit your birthday for a chance to win a gift card

### Foster Cafe Menu

Enter your email to directly receive weekly Foster Cafe menus

### Tenant Newsletter

Enter your email to directly receive our monthly Tenant Newsletter

Please use links on last page to submit information accordingly.

## Tenant Holiday Party at Cucina Vitale



## DID YOU HAVE FUN AT THE HOLIDAY PARTY? ... US TOO!

Chef Frank & his team crafted a delicious spread of appetizers, desserts, & beverages for tenants to enjoy. Guests struck cheerful poses in the photobooth & welcomed Santa with his helpers, who spread extra holiday magic in the form of lotto tickets & Rosalind Candy Castle chocolate-covered pretzels.

**Thank you to all of our tenants for a night to remember!**

**SHARE YOUR PARTY PHOTOS WITH US**



## Food Drive Final Tally

In just a month, Foster Plaza was able to collect **1,396 lbs.** of food drive donations!

Thanks to YOUR generosity,  
Greater Pittsburgh Community Food Bank  
is able to provide nearly **1,165 meals** for those  
in need within their 11-county service area.



**WOW!** This is *more than double* what we collected in 2024.

## Happy Birthday!

Each month, tenant employee birthdays are  
entered to win a gift card & recognized in our newsletter.

**ALL BIRTHDAYS MUST BE RE-SUBMITTED FOR 2026** Please use link on last page.

January 1	Sophea Keo - Old Republic Title	Foster Plaza 6
January 5	Kaleigh Ciabattoni - Wexford Health Sources	Foster Plaza 4
January 8	Jordan Schnur - Wolfe, LLC	Foster Plaza 10
January 19	Pete Kistorick - Rodgers Insurance Group	Foster Plaza 5
January 21	Matt Redfield - L.B. Foster	Foster Plaza 1
January 23	Torie Day - Reliance First Capital	Foster Plaza 6
January 23	Brenda Temoff - Tender Care Learning Centers	Foster Plaza 3
January 24	Kimberly Verna - Wexford Health Sources	Foster Plaza 4
January 25	John Beggan - L.B. Foster	Foster Plaza 1
January 25	Erin Debias - Keystone Consultants	Foster Plaza 10
January 25	Kellen Lynch - Tetra Tech	Foster Plaza 7

**BROOKE WITH CBRE WILL CONTACT HIGHLIGHTED WINNERS WITH THEIR PRIZE**



## Elf on the Run Challenge

**All around Foster Plaza, the elf was found!**  
Tenants searched with laughter abound.

**Spot one quick? Don't let them slide -**  
Send it in for a chocolate treat prize!

**SPECIAL THANK YOU TO ALL  
WHO HELPED FIND THE ELF LAST MONTH**

# Property Map

**AS A TENANT OF FOSTER PLAZA 1-7 & 10,  
YOU HAVE ACCESS TO A WIDE RANGE OF AMENITIES INCLUDING:**

- Affordable Meeting Space
- Tenant Fitness Center
- On-Site ATM
- Convenient Dining Options such as Cucina Vitale & Foster Cafe
- Complimentary Notary Services provided by Property Management & MORE...

## MAP LEGEND

**FOSTER 1**

**FOSTER 2**

**FOSTER 3**

**FOSTER 4**

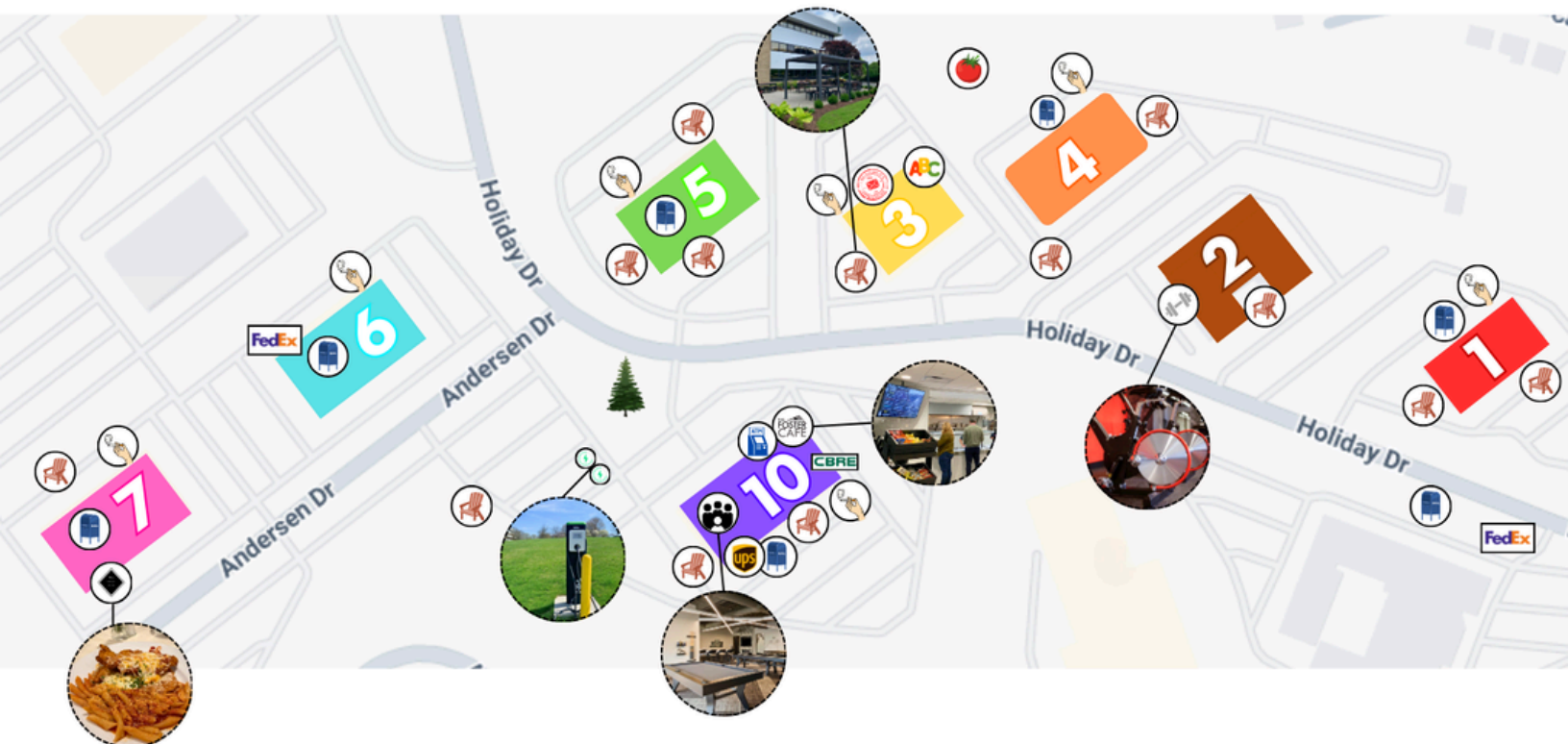
**FOSTER 5**

**FOSTER 6**

**FOSTER 7**

**FOSTER 10**

- Amenity Center ATM Cucina Vitale Designated Smoking EV Charger
- FedEx Dropbox Fitness Center Foster Cafe CBRE Management Office
- Picnic Seating Tenant Garden Tender Care Learning Center
- USPS Dropbox USPS Mailroom UPS Dropbox





# Tenant Amenities at Foster Plaza



## **TENANT AMENITY CENTER**

📍 Foster Plaza 10 | 680 Andersen Drive      🕒 AVAILABLE Monday - Friday from 8:00A to 6:00P

① Conference & training spaces on the 1st floor of Foster 10 feature Wi-Fi, smart TVs (including Apple TV), projectors, a Polycom phone, microphone & sound system, collaborative whiteboard walls, & more!

📄 To reserve a room, visit [www.cbrentenantrequests.com](http://www.cbrentenantrequests.com) or call 412-921-8500.

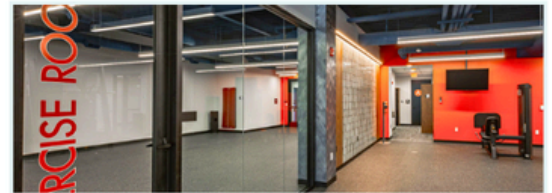


## **FOSTER CAFE**

📍 Foster Plaza 10 | 680 Andersen Drive      🕒 OPEN Monday - Friday from 11:30A to 1:00P

① Dine in to enjoy daily specials, soups du jour, or hot items from the grill. You can even customize a sandwich or wrap just the way you like it! There's truly something for everyone at Foster Cafe.

🏧 On-site ATM available 24/7 at the entrance of Foster Cafe! \$3 standard fee on withdrawals.



## **TENANT FITNESS CENTER**

📍 Foster Plaza 2 | 425 Holiday Drive      🕒 OPEN Monday - Friday from 6:00A to 6:00P

① Our Tenant Fitness Center features treadmills, ellipticals, bikes, strength training machines, & free weights. It also offers two unisex showers & three unisex changing rooms for convenience.

🔒 To gain access, submit required paperwork with photo ID. Allow 24-48 hours for either an access card to be delivered to your suite or for your existing card to activate at the fitness center.

# Notes from Management

## CBRE TENANT REQUEST PORTAL

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.

## 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 for more information.

## LINKS

 [Register for Foster Cafe Menu](#)

 [Tenant Birthday Celebrations](#)

 [Newsletter Signup](#)

 [Greater PGH Community Food Bank](#)

 [Tender Care Learning Centers](#)

 [Cucina Vitale](#)

 [CBRE Portal](#)

 [Foster Cafe](#)

 [Gym Access](#)

 [Notary Service](#)

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## CBRE Management Team



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