

# November – December 2023

## In this edition of Building Management...

- HOLIDAY OFFICE CLOSURE.
- BOMA 360 DESIGNATION
- TENANT HOLIDAY HOURS
- WINTER WEATHER - WATER LEAKS

# Building Management Newsletter

## Around the Block...

### Tenant Holiday Hours

Building Management would like to ask our tenants to provide us your business hours for the upcoming Holidays. Please send to [buildingmanagement@gaig.com](mailto:buildingmanagement@gaig.com) by Wednesday, November 24<sup>th</sup>.

### Daylight Savings Ends

Sunday November 5<sup>th</sup>, 2023, at 2am daylight savings time will end. Below are some helpful reminders.

1. Check batteries in smoke detectors and flashlights
2. Check medicine cabinet for expired product.
3. Evaluate the pressure on your fire extinguisher.
4. Begin routine furnace maintenance and home winterization.

### BOMA 360 News

We are excited to announce that One East, Three East, Dixie Terminal North and Dixie Terminal South have all received the prestigious BOMA 360 Performance Program designation. This program is a globally recognized standard for operational best practices. This designation demonstrates that we have surpassed the standard across all areas of operations and management.

### Water Leak or Overflow

Do you have a water leak or an overflowing toilet? Our team will be onsite within minutes to help limit the disruption to your office. However, we ask that when you notice these concerns; you call our office as soon as possible at 513-369-3010 instead of our normal email communication.

Thank you for your help!

### Bengals Home Football Games

November 5 vs. Bills @ 8:20pm

November 12, vs Texans @ 1:00pm

November 26 vs. Steelers @ 1:00pm

December 10 vs. Colts @ 1:00pm

December 17 vs. Vikings @ TBD

January 7 vs. Browns @ TBD

### Winter Weather

As the winter weather quickly enters the tristate, along with it comes our favorite thing, snow and ice. Building Management staff will address all snow removal as quickly as possible. However, if you notice a hazardous condition, please report these concerns to Building Management at [buildingmanagement@gaig.com](mailto:buildingmanagement@gaig.com) or our office number 513-369-3010.

### Dixie ATM Machine

The ATM machine in the Dixie Terminal Building will be removed mid-December.



### Upcoming Holidays

The Building Management office will be closed on the following holidays.

- Thanksgiving: November 23<sup>rd</sup>
- Day After Thanksgiving: November 24<sup>th</sup>
- Christmas Eve/Observation: December 25<sup>th</sup>

For building related questions or concerns, on the above dates, please contact AFG Security at 513-579-2586.

On behalf of the entire Building Management staff, we would like to take this time to thank you for a wonderful year and wish all of you a very happy and safe holiday season.

-The Building Management Office

