

# I-95 Business Parks Management's PWC Quarterly Update

I-95 Business Parks Management - 703/690-7234

## Special Interest Articles:

- Prince William Commons Housekeeping Items
- Spring Is Here! Important information regarding HVAC
- Property Management Reminders
- Information Resources
- Safety and Security Awareness

## Questions?

703-690-7234

[www.i95businessparks.com](http://www.i95businessparks.com)

## PWC Housekeeping

Parking lot sweeping is scheduled to begin the first weekend in April. We will advise each Tenant, through its designated point of contact, the specific schedule for each building as we receive it.

If you have staff working on the weekend that your building is scheduled, please advise the Property Manager, Linda Slye at 703-690-7234 – we can then advise our contractor, Commercial Turf, that there

will be cars in the parking lot.

We have also scheduled the exterior window cleaning for each of the buildings. The schedule is as follows:

Thurs, May 7<sup>th</sup> : 14000, 14001 & 14049 Crown Ct

Fri, May 8<sup>th</sup> : 3310 & 3320 Noble Pond Way

If you would like to schedule your interior office windows to be

cleaned during this time, please contact Linda Slye for details. She can be reached on 703-690-7234 or via email: [lslye@i95bpm.com](mailto:lslye@i95bpm.com).

If you have any questions or concerns about the parking lot sweep or the exterior window cleaning – please be sure to contact our office.

## Spring Is Here! HVAC Maintenance Notes

As we enter into Spring, the weather starts to warm up and it's time to switch our HVAC systems from heating to cooling.

Management would like to remind Tenants that all HVAC units should be serviced prior or during this process.

Each Tenant is required to have its units under a maintenance contract, although, some Tenants have opted to have

Management handle its maintenance for a fee.

For those who do, we will be contacting you with the schedule for having your units serviced. For those who contract directly for your maintenance, please insure that your contractor is making quarterly maintenance visits.

With each quarterly visit, all components should be checked for proper operation. Filters should

be changed (write date of installation of new filter-directly on the new filter), all belts should be checked and where necessary, replaced.

The cooling season services should be done, as well, including the Spring coil cleaning.

## Property Management Reminders

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*In the spring I have counted one hundred and thirty-six different kinds of weather inside of four and twenty hours.*

~Mark Twain

As a reminder, Landlord/Management asks that all smokers be considerate of their co-workers and the property. We do not object to smoking on the property, but we do have a few rules.

- It is the responsibility of each smoker to properly dispose of his/her cigarettes.
- Cigarette butts are not to be discarded on the lawn, on the parking lots, in mulch or down the elevator shaft; especially not down the elevator shaft. We have had this problem in two buildings and it a potential fire hazard.
- There is to be no

smoking at the common entry doors of those building that have a common entry.

And, of course, there is no smoking in any of the buildings, anywhere, at any time.

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*Coming together is a beginning. Keeping together is progress.*

*Working together is success.*

~Henry Ford

## Information Resources

Previously, we have notified our Tenants that pallets were not to be left in the Dumpster corals.

Leaving pallets in the dumpster corals can cause damage to the coral, the coral doors and possibly the truck that is attempting to empty the dumpster.

We have now come across a wonderful recycling source for your unwanted pallets!

General Technologies, Inc. (GTI) is one of our Tenants in the Gunston Commerce Center Business Park, in Lorton. They have a need for all of your unwanted pallets.

If you would like to coordinate providing your used pallets to GTI, please contact:

Charles Dyson

703-495-8507

Mr. Dyson can also be reached via email: [cdyson@gti-usa.net](mailto:cdyson@gti-usa.net).

## Safety and Security Awareness

Landlord/Management asks that all Tenants and its staff be aware of the security of personnel as well as the property.

If anyone observes any suspicious activity, please do not hesitate to call the Management Office and speak to the Property Manager, Linda Slye, or the Facilities Manager, Richard Downey.

If, and when deemed necessary, do not hesitate to contact the local Police.

During these stressful economic times, there is always a rise in petty theft.

If we are all alert and aware of our surroundings and work together, we will have safe, pleasant and enjoyable work place.

If you would like more information, please contact Prince William County Police Department, John Nagel, Crime Prevention Specialist on 703-792-4676 or via email: [jnagel@pwcgov.org](mailto:jnagel@pwcgov.org)