

I-95 Business Parks Management's PWC Quarterly Update

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

Special Interest Articles:

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- Ready to Go Small Office Suites

Questions?

703-690-7234

www.i95businessparks.com

Our New Employees

We have recently made a few personnel changes at I-95 Business Parks Management.

Craig Ridley is no longer with us, but we have gained two new employees, Tom Majewski and Thaddus Holloway, who will be working with our Facilities Manager – Richard Downey.

Tom Majewski will be working with Richard overseeing some of our in house projects, renovations, and major repairs. We have enjoyed a great working relationship with Tom for a few years,

as he was working with our General Contractor, R.W. Murray – before coming to work with us.

Thaddus Holloway comes to us highly recommended by his previous employers and co-workers in the Commercial Facilities field. He will be Richard's assistant, handling routine maintenance and repairs for both of our business parks.

We are thrilled to have both Tom and Thaddus working with us and are confident that they are the

perfect fit for our Facilities Management Team.

If he hasn't come by yet, when Richard gets an opportunity – he will stop by with Tom and/or Thaddus for introductions.

Please join us in welcoming them to our team!

Notes from the Property Manager

Fall Window Cleaning

The Fall season exterior window cleaning will be scheduled for the end of October. You will be notified once Management has received the final schedule from Kevco.

If you would like to have the interiors of your office windows cleaned, please let us know. It would be a billable service but we can probably get a better rate by having everything done at the same time, by the same contractor. We

would need to know at least three weeks in advance if you would like your interior office windows cleaned.

Car Detailing on Site

Recently we had a Tenant schedule car detailing on site for its staff. Landlord/Management was not aware of the arrangements until the company had set up and was in the process of detailing cars.

Please be advised that any activity out of the norm, such as car detailing, must be cleared through the Management Office in advance. Depending on what the activity is, Management may want to communicate directly with company who will be on site. In most cases, a Certificate of Insurance will be required.

Everyone's cooperation regarding this matter will be greatly appreciated.

Tenant Spotlight: Kids N Motion

Kids N Motion of Woodbridge is an indoor inflatable party palace and play gym.

We have inflatable slides, bouncers and obstacle courses along with a large wooden 2-story castle and a 40' wooden train to climb on. Plus we have structures for the toddlers to climb on and a soft play area too. Kids and parents climb, slide, bounce and have lots of fun and gets lots of exercise.

Here is what we offer:

Inflatable Birthday Parties - All parties are private and 2 hours long. The birthday child will get to sit in a very big inflatable chair where we

will sing happy birthday and the child may open presents. Ages 1 – 12

Gym-N-Learn Playschool – Prince William County 1st fitness based preschool. They play on the inflatables, stretch, exercise, play games, learn to socialize, arts n crafts and even class work. Ages 2 ½ - 5

Open Play Times are set times that you bring your child and let them burn some energy or you can burn some energy with them. For ages 1 – 12 but there are sessions that are just for the 6 and under crowd.

Toddler Fitness classes are 45 minute parent and child classes where the

kids stretch, do some tumbling, play games, parachute play and have fun. Ages 1 – 5

Parents Night Out – Friday evenings we will watch your children while you go see a movie, go out to dinner...etc. It is from 5:30-9:00pm and you must have reservations.

Summer Camp – Every summer from 9:30am - 12:30pm we will entertain your children, play games, stretch, exercise and have some fun. Ages 1 – 10.

To learn more please check out the website at www.kidsnmotion.biz We are located at 3310 Noble Pond Way, Suite 101 in Woodbridge - or call us on 703-878-0100.

Things turn out best for the people who make the best out of the way things turn out.
~Art Linkletter

Respect your efforts, respect yourself. Self-respect leads to self-discipline. When you have both firmly under your belt, that's real power.
~Clint Eastwood

Maintenance Service Requests

In an effort to track our service requests and manage our Facilities and Maintenance Crew's time more efficiently, we have created a new system and database to handle the requests from our Tenants.

Should you need to contact our office for any services – whether it be to report a common area repair or if it is a billable service that you would like us to provide, please email the request to:

i95bpm-service@i95bpm.com

This will ensure that your request is handled as soon as possible. You can

certainly follow up with a phone call to the office, if you would like - after you have sent the request via email.

DO NOT contact Richard Downey on his cell phone. He will simply refer you back to the main office for assistance.

Part of what makes Richard the most Amazing Facilities Manager is that he is very customer oriented ... HOWEVER.... Richard and his crew are managing and maintaining two business parks - a total of 12 buildings (and one on the

way) and approximately 50 Tenants.

I think we would all agree that we would prefer that Richard accomplish all that he has set out to do for the day, as opposed to spending the day taking phone calls

Please be sure to forward this information to all of your office staff, so they are aware of the appropriate procedures.

Ready To Go Small Office Suites

*Courage is what it takes
to stand up and speak;
courage is also what it
takes to sit down and
listen.
~Winston Churchill*

*Before you criticize
someone, you should
walk a mile in their
shoes. That way, when
you criticize them, you're
a mile way and you have
their shoes.
~Author Unknown*

As you know, we have our Ready To Go Small Office Suites located in Prince William Commons business parks in Woodbridge at 14000 Crown Court – which offers various sized small suites that are prewired for telecom, data, CATV and includes a coffee bar/kitchenette area.

There are also two conference rooms available for shared use in common with other tenants. The rest rooms are on the corridor, not in the suite, which saves on the overall sq. ft. size of your office space.

This concept has drawn a variety of Tenants – contractors, start-up

businesses, businesses requiring regional offices, downsizing businesses, as well as growing businesses.

Due to the popularity of our Ready To Go Small Suites – we have expanded to the 2nd floor of another one of our buildings, located at 3310 Noble Pond Way (located in the same building as Kids N Motion)

These suites should be available for occupancy within the next week.

If you or someone you know would like more information on our Small Suites – Please contact our office. We are

available anytime to meet with you onsite to tour the suites.

Also – for more information on the benefits of our small suites – please go to our website:

http://www.i95businessparks.com/ready_to_go.shtml