

I-95 Business Parks Management's GCC Quarterly Update

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

Special Interest Articles:

- Facilities Services
- Tenant Spotlight: Chenega Federal Systems
- Free Marketing Opportunity
- Area Service Vendors

Questions?

703-690-7234

www.i95businessparks.com

Facilities Services

Service Requests

Our office receives many phone calls and emails for various property or facilities issues. We would like to remind you to use the **Service Email Address** for these types of requests. This ensures that the request goes to the appropriate personnel (as opposed to one or two people that may be out of the office), it helps us track the requests and follow up on ones that may require multiple phases of repair, and it helps you, the Tenant, keep a record of your requests. 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

Please be sure to save this address in your contacts and share with others in your office that may be responsible for requesting facilities services.

Service Fees

Some Tenants have full service Leases and some do not. For those that do not – please be aware that MOST service requests

that you send to our office are billable: Time + Materials + our Management Fee.

Of course, this would not be the case if the request is for common areas, such as shared restrooms, elevator lobbies, corridors or other areas outside of your leased space.

HVAC Maintenance

Summer is upon us – Management would like to remind Tenants that all HVAC units should be serviced, if not already done.

Each Tenant is required by their Lease, to have their HVAC unit under a routine maintenance contract with a licensed, reputable HVAC service provider. Some Tenants opted to have Management handle their maintenance for a fee.

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.

Keeping your HVAC system properly maintained will help it run more efficiently.

Speaking of efficiency – as the temperatures rise, not only does the HVAC system begin to work over time, but so does the electrical load.

Some ways to ease the electrical load would be to turn off lights that are not needed, try using more of the natural daylight when possible. Also, turn computers off when leaving the office for the day – or turn off those that are not being used.

Every little bit helps!

Facilities Services, Continued...

Who does not wish to be beautiful, and clever, and rich, and to have back, in old age, the time spent trying to be any of them.

~Robert Brault

The difference between perseverance and obstinacy is that one comes from a strong will, and the other from a strong won't.

~Henry Ward Beecher

After Hours Tenant POCs

For most Tenants, we have a standard Point of Contact (POC) for each office. But it is also important that we have an after hours POC.

Preferably, this would be someone who lives close to the facility that can gain access during the off hours. We would only contact you in case of an emergency, such as a fire, flood, break in, etc.

If at all possible, we would like to have contact information for two people (in case one cannot be reached).

Please provide Name, Cell Phone, Home Phone and Email address for both After Hours POCs .

This information can be emailed to akaiser@i95bpm.com

Parking Lot Safety

We have had a few complaints about people speeding through the parking lots.

Please keep your speed down when driving through the business park or around the buildings.

If you are going too fast, you do not have the needed reaction time to

stop if you encounter a pedestrian or other vehicles in the parking lot.

Also, for safety sake, we ask that employees and/or their clients do not stop and chat in the middle of the parking lot – please move to the sidewalk or up next to the building.

We do plan to add some speed bumps at our Gunston Commerce Center Business Park, soon and will provide more information at a later time.

Tenant Spotlight: Chenega Federal Systems

Chenega Federal Systems (CFS) is a professional services provider which primarily supports the defense and intelligence sectors of the federal government.

CFS is headquartered in Lorton, VA, with operations sites in Tampa, Fla., Miami Fla., and Huntsville, Ala. These offices provide support to our federal clients both domestically and abroad.

We provide a broad spectrum of services, including support to intelligence and military operations, culture-linguist

support, communications, systems engineering, software development, training development, SETA support, information operations and information technology.

Our diverse client base spans across the DoD to include all five service components, combatant commands, the Intelligence community, civil agencies and commercial/private sector corporations among others.

We are the bridge which links high-end engineers and state-of-the-art

technology solutions to our operational end users.

For more information about Chenega Federal Systems, please visit us online at www.discovercfs.com

Free Marketing Opportunity

It is wise to direct your anger towards problems - not people, to focus your energies on answers - not excuses.
~William Arthur Ward

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

Often times, we are asked about the Tenants in our business parks – What kind of business are they in? What type of services or products do they provide? A lot of the time, these questions are asked by the other Tenants in the same business park!

This got us thinking that it would be a good idea to have a place where our Tenants can share information about their businesses.

Our Quarterly Tenant Newsletter is sent to our Tenants at both Gunston

Commerce Center and at Prince William Commons four times a year. We also post our Newsletters on our website for all to see.

Each issue of our Newsletter includes a section called: "Tenant Spotlight", which gives you an opportunity to share information about your business and what you offer. It also serves as an excellent, FREE Marketing opportunity!

If you have an interest in this FREE Marketing Opportunity – please email akaiser@i95bpm.com.

There will be one Tenant per issue – assigned on a first come-first served basis.

If you would like to get a feel for what other Tenants have shared, please take a look on our website, under 'Latest News/Newsletters': www.i95businessparks.com

Reserve your time in the "Spotlight", today!

(Note: Those Tenants that have previously starred in the spotlight, are welcome to sign up again, for future issues.)

Area Service Vendors

Electrical

Bopat Electric Co.
301-694-3726

E.M. Logan
703-490-3777

Shannon Morris
703-727-6154

HVAC

Calvert Jones
703-370-8001

E.M. Logan
703-490-3777

Commercial Express
703-378-4822

Plumbing

Calvert Jones
703-370-8001

Digiulian Plumbing Co.
703-339-8806

N & E Plumbing
703-490-1176

Pest Control Service

Holiday Termite & Pest Control
703-471-5533

Garage Door Service & Repair

Cristar Garage Doors, Inc.
703-450-2800

Misc. Repairs, Maintenance and Painting, etc

Francis Lind
813-767-9776

NVA Quality Services
703-534-4317

Glass Repair/Replacement

Advantage Glass Co.
703-368-4199

Mike's Glass & Mirror Co
540-672-2626

Local Utilities

Dominion VA Power
888-667-3000

Washington Gas
703-750-1000

Dale Service Corp. (PWC)
703-590-4495
Fairfax Water (Ffx Cnty)
703-698-5800

Verizon
1-800-837-4966

Cox Communications
703-378-0882

Fire Sprinkler

Virginia Sprinkler Co.
703-569-7010

United Sprinkler
540-659-4675