

WATT PLAZA NEWS

2014
VOLUME

4

ISSUE #1

Protecting the Great Indoors

Home may be where the heart is, but today the office is where the rest of us are most often found.

Humans evolved primarily in vocations in which we worked to a great extent outdoors. Since the dawn of the industrial revolution in the 19th century our work started to move indoors. More recently with the developed world's transformation to high-tech information-based economies, our livelihoods are earned almost exclusively within the office buildings.

The fact is that today we spend upwards of 90% of our time indoors, and the vast majority of our time awake is within the buildings in which we work. As a result, the U.S. Environmental Protection Agency (EPA) estimates that our exposure to pollution today is consistently two to five times greater indoors than outdoors. The indoor environment is fast becoming the new frontier of the maturing environmental movement, as we green our society.

The operation of a truly "green" building impacts nearly every aspect of its operations and maintenance. Because it is well recognized that a healthy and productive workplace is a key part of a true green building program, indoor air quality plays a prominent part in any such program.

Watt Management takes a proactive stance towards establishing and maintaining superior employee health and safety. This stance, which manifests itself via the execution of an ongoing proactive IAQ (Indoor Air Quality) monitoring program, recognizes the advantages of prevention over cure in maintaining a healthy workplace environment for employees. The program is managed and administered by an independent international environmental consulting firm called Healthy Buildings International, Inc. (HBI).



HBI specializes in commercial buildings. Over the last several years, this program has been implemented at Watt Plaza in the interest of employee health, comfort and safety.

Annually, HBI will spend several days in the building. Approximately half the time is spent examining the building's air, ductwork, and other mechanical systems for issues such as proper ventilation, filtration, and hygiene. The other half of their time is spent in the tenant spaces conducting screening tests for many common indoor pollutants and thermal comfort parameters to ensure that

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concentrations and readings are well within accepted safety and health parameters for commercial indoor environments. A final report is subsequently submitted to building management, which includes all conclusions and recommendations.

It is important to note that achieving good IAQ is a team effort between building management and **occupants**. Employees can help uphold their end of this partnership by managing office activities and their operations in ways that are conducive to establishing a high quality work environment. Examples of this include not covering air diffusers with objects; promptly cleaning spills and other accidents; maintaining proper occupant and equipment densities; conducting office renovations with care; and keeping unit humidifiers, houseplants, and other personal items clean.

Watt Management is committed to providing all its employees with the healthiest indoor work environment possible. Together we can protect the great indoors.

EMPLOYEE NEWS

Employee Spotlight



Jasmine Rivera, Assistant Parking Manager, has been a vital asset to Watt Plaza for more than 3 years. With Jasmine's recent promotion, we wanted our tenants to learn more about one of ABM Parking's most dedicated and caring employees.

Within the last quarter, Jasmine was presented with challenges that exceeded her job responsibilities and faced them with an amazing attitude; she embraced the tasks presented and exceeded all of our team's expectations. Jasmine has done a fantastic job in her new role. She continuously goes above and beyond what is asked of her to ensure everything is done efficiently. Jasmine is a great example of someone with a high degree of professionalism, dedication, and work ethic.

She has an amazing attention for detail and a love of numbers that makes her an indispensable part of the Parking Team. When she is not working on garage improvement projects, she is busy assisting tenants with updating their accounts. Jasmine is also responsible for the day-to-day operations of the parking garage that includes the supervision and coaching of the parking staff.

While away from Watt Plaza, Jasmine enjoys reading, spending time with her son / family and hiking in the local mountains.

Jasmine has proven her commitment to Watt Plaza time and time again through her exemplary work and outstanding attendance. Thanks for all your hard work Jasmine!

NEW TENANTS at Watt Plaza

Please join us in welcoming our newest tenants to Watt Plaza:

- ➔ Yadegar, Minoofar & Soleymani
- ➔ ABM
- ➔ Law Offices of Mark Vincent Kaplan
- ➔ Javaheri & Yahoudai

EVENTS



Union Rescue Mission & BOMA Toy Drive

Thank you to all who donated to these two extraordinary charitable organizations in November and December 2013. They were both a big success.



Tenant Holiday Breakfast

We value your tenancy here at Watt Plaza and hope you all enjoyed our annual tenant appreciation breakfast and photo booth!



Watt Plaza Winter Blood Drive

American Red Cross collected 34 units of blood on January 29th!

Every donation can save up to 3 lives, so 102 patients will benefit from our blood drive! Thank you to all donors for making this event such a huge success!



2014 Tenant Event Schedule

Here is a quick look at upcoming events:

March 4: Free Quarterly E-waste Pick-up

March 29: Earth Hour

April: Light it Up Blue! – World Autism Awareness

April 24: Earthquake Preparedness Training

April 25: Earth Day

May: Jeans For Life Drive

May 2 & 9: Mother's Day Boutique

RETAIL AMENITIES

Chase
310-553-8840

Federal Express
310-203-9928

1st Century Bank
310-270-9550

Mystic Flowers & Gardens
310-284-3417

Noble Cleaners
310-552-3377

Office Solutions
310-277-0040

On-Call Legal
310-858-9800

Parking:
• Books on Tape (CD's)
• Electric Charging Stations
• Front Door Club
310-789-2178

Starbucks Coffee
310-553-8226

Taco Limon / Pizza Benne
310-286-0464

The Creator Hair Salon
310-553-2992

Trimana
310-772-0726

Trimana Express
310-553-5445

9 Ways to Go Green at Work



1 Maximize computer efficiency: Computers in the business sector unnecessarily waste \$1 billion worth of electricity a year.

- Make it a habit to turn off your computer and the power strip it's plugged into when you leave for the day. Check with your IT department to make sure the computer doesn't need to be on to run backups or other maintenance.
- During the day, setting your computer to go to sleep automatically during short breaks can cut energy use by 70 percent. Remember, screen savers don't save energy.

2 Print smarter: The average U.S. office worker goes through 10,000 sheets of copy paper a year.

- Make it a habit to print on both sides of the paper or use the back side of old documents for faxes, scrap paper, or drafts. Avoid color printing and print in draft mode whenever feasible.
- Make it a policy to buy chlorine-free paper with a higher percentage of post-consumer recycled content. Also consider switching to a lighter stock of paper or alternatives made from bamboo, hemp, organic cotton, or kenaf. Recycle toner and ink cartridges and buy remanufactured ones.

3 Go paperless when possible:

- Make it a habit to think before you print: could this be read or stored online instead? When you receive unwanted catalogs, newsletters, magazines, or junk mail, request to be removed from the mailing list before you recycle the item.

- Make it a policy to post employee manuals and similar materials online, rather than distribute print copies; they're easier to update that way too.

4 Ramp up your recycling:

- Make it a habit to recycle everything your company collects. Just about any kind of paper you would encounter in an office, including fax paper, envelopes, and junk mail, can be recycled. So can your old cell phone, PDA, or pager.

- Make it a policy to place recycling bins in accessible, high-traffic areas and provide clear information about what can and cannot be recycled.

5 Close the loop:

- Make it a policy to purchase office supplies and furniture made from recycled materials.

6 Watch what (and how) you eat:

- Make it a habit to bring your own mug and dishware for those meals you eat at the office.
- Make it a policy to provide reusable dishes, silverware, and glasses. Switch to Fair Trade and organic coffee and tea, and buy as much organic and local food as possible for parties and other events. Provide filtered drinking water to reduce bottled-water waste.

7 Rethink your travel:

- Make it a habit to take the train, bus, or subway when feasible instead of a rental car when traveling on business. If you have to rent a car, some rental agencies now offer hybrids and other high-mileage vehicles.
- Make it a policy to invest in videoconferencing and other technological solutions that can reduce the amount of employee travel.

8 Reconsider your commute:

- Make it a habit to carpool, bike, or take transit to work, and/or telecommute when possible. If you need to drive occasionally, consider joining a car-sharing service.
- Make it a policy to encourage telecommuting (a nice perk that's also good for the planet!) and make it easy for employees to take alternative modes of transportation.

9 Create a healthy office environment:

- Make it a habit to use nontoxic cleaning products. Brighten up your cubicle with plants, which absorb indoor pollution.
- Make it a policy to buy furniture, carpeting, and paint that are free of volatile organic compounds (VOCs) and won't off-gas toxic chemicals.



CHARITABLE GIVING

Autism Speaks - Light It Up Blue

Light It Up Blue is a unique global initiative that kicks-off Autism Awareness Month and helps raise awareness about autism. In honor of this historic day, Watt Plaza will “go blue” with our exterior water fountain lights and parking structure brise soleil lights for the month of April.

World Autism Awareness Day

World Autism Awareness Day (WAAD), celebrated on April 2nd annually, was adopted by the United Nations in 2007 to shine a bright light on autism as a growing global health crisis. WAAD activities increase and develop world knowledge of the autism crisis and impart information regarding the importance of early diagnosis and early intervention. Additionally, WAAD celebrates the unique talents and skills of persons with autism and

is a day when individuals with autism are warmly welcomed and embraced in community events around the globe. Autism is one of only three health issues to be recognized by the United Nations with its own day.

About Autism Speaks

Autism Speaks is the world's leading autism science and advocacy organization. It is dedicated to funding research into the causes, prevention, treatments and a cure for autism; increasing awareness of autism spectrum disorders; and advocating for the needs of individuals with autism and their families. Autism Speaks was founded in February 2005 by Suzanne and Bob Wright, the grandparents of a child with autism. Since its inception, Autism Speaks has committed nearly \$200 million to research and developing innovative resources for families.

www.autismspeaks.org or www.lightitupblue.org

REMINDERS



ANGUS SYSTEMS - ANGUS ANYWHERE

Building Management implemented ANGUS Work Order System in September 2012 in an effort to streamline building services and provide you with improved customer service. The system allows you, our tenants, to remain well informed on the progress of your maintenance requests. The system provides added efficiency as it routes your work order request directly to the staff member who will complete the task. Building Management has noted a surge in usage over the past year and a half and we sincerely hope that you are finding the system convenient and user friendly.

Building Management has expanded the scope of the ANGUS Work Order System to encompass all tenant inquiries; thereby eliminating the need for the Tenant Services e-mail, which was deactivated in May of 2013. All work orders should be entered into the ANGUS Work Order System.

Please look out for two new modules that will encompass Resource Reservation and Notify + Response in the first quarter.

WATT PLAZA ELECTRONIC TENANT HANDBOOK

www.wattplaza.com

The information provided in our Electronic Tenant® Handbook is intended to provide you with a clear understanding of Watt Plaza and to facilitate your company's operations. Please take the time to familiarize yourself with the helpful information provided and note that the Building Management Office is available to assist with any inquiries or concerns.

