

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

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

## Special Interest Articles:

- Fire Prevention Week
- Fall Is Here! Important information regarding HVAC
- Winter is coming
- MVLE, Inc.
- Our Eyes & Ears

## Questions?

703-690-7234

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

## Fire Prevention Week

October 4<sup>th</sup> – 10<sup>th</sup> is Fire Prevention Week. We have found some very useful information regarding fire safety at work and at home on the National Fire Protection Association's website:

<http://www.nfpa.org>

A few tips to share:

- Do not use the electrical room for extra storage space.
- Keep hallways, stairways and exit doors clear and accessible.
- Check emergency lights and exit signs, to ensure that they are working at all times.
- Dispose of cigarettes in proper receptacles away from the building. Never put

- cigarette butts in the mulch next to the office building and never down the elevator shaft.
- Conduct regular Fire Drills, have an evacuation plan and meeting place, in case of emergency

## Fall Is Here! HVAC Maintenance Notes

As we enter into Fall, the weather starts to cool down and it's time to switch our HVAC systems from cooling to heating.

The first few times the heat comes on, there could be a slight burning smell coming from the vents. This is just dust burning off the heat exchanger in the units and should go away after the unit runs for a little while. If the smell does not go away or gets worse, the

unit should be checked by an HVAC services contractor.

Management would like to remind Tenants that all HVAC units should be serviced quarterly to keep the unit running as efficiently as possible. This also keeps warranties intact if there is a problem with a warranted item.

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 that have a contract with Management, the quarterly service has been scheduled to begin the first week of October.

## Winter is Coming...

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*Winter is an etching,  
spring a watercolor,  
summer an oil painting  
and autumn a mosaic of  
them all.*

~Stanley Horowitz

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*What we have done for  
ourselves alone, dies with  
us; what we have done  
for others, and the world,  
remains, and is immortal.*

~Albert Pike

One of our most important functions as Property Managers is to contract for snow removal every winter. Our contractor's duties will be to clear the parking lots of snow and shovel out the sidewalks and entrances.

Our guidance to the contractors is to plow when there is 2" or more of accumulation. For snowfalls of less than 2", where the pavement is frozen, they are instructed to spread sand and/or salt to prevent ice build-up.

Certain portions of our parking lots are on the north side of a building or in an area that is shaded by trees most of the day. For these areas the contractor is to spot treat them with extra sand and salt when perhaps it is not required at the rest of the parking lots.

Although we haven't had a major snowstorm in several years, our PM nightmare is getting a snowstorm that starts in the morning and dumps 8"-12' or more throughout the day. This means that the parking lot is full, and traffic in and out is packing the snow all day long on the asphalt and sidewalks, which makes it very difficult for the crews to do the job. We are forced to play catch-up for two days. If the walks and asphalt are already below 32 degrees, then the packed snow will turn to ice. In snow storms like these, we ask your patience.

Our Tenant leases provide that the Tenant is responsible for clearing snow from the entrances and sidewalks contiguous to their space.

As Landlord, we only ask you to take prudent action to maintain a safe condition for your employees and invitees until our crews can get to your door. To this end, we are taking additional steps this year to provide buckets of sand at each tenant entrance with scoops. We want to have these buckets in place for the convenience of our crews and employees so that we can spot treat icy sidewalks more quickly. We also want you to feel free to grab a scoop and spread a little sand on icy patches if our crews are overwhelmed. This is a convenience for the safety of you and your employees. And please call us to let us know of icy conditions that the crews may have missed.

## MVLE, Inc.



You may have seen some of the MVLE employees around the Business Park. We wanted to give you a little more information about these folks and what they are hired to do for us:

MVLE was founded in 1971 by concerned parents of four adult individuals with disabilities; these parents were seeking to create opportunities for their children beyond the special education they had completed in their high schools. Their goal at this time was to provide much needed vocational

and day support services to individuals with mental retardation.

Thirty-five years later, MVLE's purpose to create opportunities for people with disabilities to successfully participate in community life has not changed. MVLE's Mission, Vision and Values are:

**Mission:** To create futures one person at a time for people with disabilities through employment and support services.

**Vision:** Utilizing best business practices, MVLE will encourage personal and professional growth for

people living with disabilities.

**Values:** MVLE's values are: Respect, Opportunity, Success, Diversity, and Integrity.

Some of the many ways MVLE helps keep our business park beautiful:

- Police the grounds picking-up trash/debris
- Sweep and clean vacant spaces
- Keep all entry ways, both common & Tenant, free of trash, cobwebs, & debris
- Water plants, shrubs & new grass
- Wipe window sills and pick up cigarette butts

## Our Eyes and Ears

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*This country will not be a good place for any of us to live in unless we make it a good place for all of us to live in.*  
~Theodore Roosevelt

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*A bend in the road is not the end of the road... unless you fail to make the turn.*  
~Author Unknown

We take it as a point of pride that we maintain our business parks in top shape and keep the trash and debris under control. Richard and Craig are doing yeoman's work in overseeing the buildings and parking lots, along with the help of the MVLE crews. I am very proud of our employees for their commitment to the maintenance and appearance of Gunston Commerce Center.

However, try as we may, as property managers we cannot be everywhere at once. To this end, we ask your help by calling or emailing us to let us know if you see a trash or maintenance problem at your building. Here are some of the things to look for:

- Pallets in the parking lot – this is a pet peeve for us. When you see a building that allows pallets to be stacked in the parking lot, it is the beginning of the decline of a property. They just seem to reproduce at night.

One of our tenants in our building, GTI, actually needs pallets for their deliveries, (10501 Furnace Road). You can help everyone by recycling them through GTI.

- Dumping on the property – it doesn't happen often, but occasionally a truck will drop a load after hours.
- Leaky faucets or running toilets – if you let us know, we can usually take care of the problem before there is major damage, and everyone wants to conserve water these days.
- Stains on the ceiling tiles – we will see more of these as the weather changes with the seasons. When we go from warm weather to cold, the roof contracts and pulls at the flashing around pipes and HVAC units.

- Is the janitor doing a good job? – How are they doing with the toilets and the dusting? We try to be proactive with our supervision of the char services.
- Are the lights working properly? – Craig Ridley on our staff is an electrician and can change out tubes and ballasts when needed. Contact our office for an estimate for these services.

For routine maintenance issues, please email both: [rdowney@i95bpm.com](mailto:rdowney@i95bpm.com) and [lslye@i95bpm.com](mailto:lslye@i95bpm.com)

For water and smoke issues, please call us at 703-690-7234 and let us know what is happening.

Please keep in mind that some maintenance items are part of roof maintenance or Common Area Maintenance. Others are repairs to be billed to the Tenant. If you have any questions about which is which, please ask **Linda Slye** for clarification.