



TORRANCE CIVIC PLAZA NEWS

2nd Quarter 2019



E-Waste Event



Together with DC Environmental, we will be holding our annual E-Waste event on Friday, April 12th. Please start collecting your electronic waste. Feel free to bring electronics from home. Don't miss out on this annual event! Please don't forget to fill out the form and send it in no later than April 10th! Should you have any questions, please call the Management Office at (310) 316-4290.

April is Earthquake Preparedness Month!

Here are some ways to prepare:

- Secure Items, such as televisions, and objects that hang on walls. Store heavy and breakable objects on low shelves.
- Practice Drop, Cover, then Hold On with family and coworkers. Drop to your hands and knees. Cover your head and neck with your arms. Crawl only as far as needed to reach cover from falling materials. Hold on to any sturdy furniture until the shaking stops.
- Prepare your business for an earthquake. Download FEMA's Playbook which is a comprehensive resource guide to help your business plan for and recover from an earthquake.
- Make a supply kit that includes enough food and water for at least three days, a flashlight, a fire extinguisher, and a whistle.

For more information, go to www.ready.gov/earthquakes

TORRANCE CIVIC PLAZA MANAGEMENT TEAM

Senior Property Manager
Leasing Associate
Chief Building Engineer
Building Engineers

Audrey King
Laurie Mendieta
Jose Castanon
Francisco Cortez
Carlos Gonzales
Delfino Vidal
Maria Martinez

Property Day Porter

CALENDAR OF EVENTS

- April 1st**
April Fool's Day
- April 5th**
National Walk to Work Day
- April 12th**
E-Waste Event
- April 15th**
Tax Day
- April 19th**
Good Friday
- April 21st**
Easter
- April 22nd**
Earth Day
- April 24th**
Administrative Professionals Day
- May 5th**
Cinco de Mayo
- May 12th**
Mother's Day
- May 18th**
Armed Forces Day
- May 27th**
Memorial Day
- June 14th**
Flag Day
- June 16th**
Father's Day

Leasing availability at www.torrancecivicplaza.com, or you are also welcome to inquire at our Management Office. Please contact Laurie Mendieta at (310) 316-4290.

Holiday Schedule

In observance of Memorial Day, the Management Office will be closed on Monday, May 27th. There will be no janitorial or dayporter service, and maintenance personnel will only be available for emergencies.



Staffing Updates!

We want to let everyone know that April 4th will be Lori Sheehey's last day with The Muller Company. She has been a Muller employee for 12 years and has decided to join another company as a Property Manager. We wish her well!

PROPERTY UPDATES



- Restroom upgrades were completed on the first floor of 3510. More restroom upgrades to come.
- New furniture was installed in the Vending Room. If you haven't stopped by already, come take a look at 3528 Torrance Suite 110. Hope you enjoy it!
- New Project Identity sign was installed at the Torrance and Madrona intersection along with new landscaping. Wayfinding sign also installed near 3400 sidewalk.

DON'T FORGET!

On Site Tenant Fitness Center



Did you know we have a Fitness Center in 3510 Torrance Suite 108? If you would like to tour the Fitness Center and sign up for access, please contact the Management Office at (310) 316-4290. There is a one-time fee of \$50.00 and you need to complete a waiver and release form. Please call our Management Office for more info.

IMPORTANT REMINDERS

DELIVERIES:

Please make sure that your vendors know to make the deliveries through the back entrances to the building (except 3460.)

Rent:

Rent is due on the 1st of the month to the lockbox address of P.O. Box 512219, Los Angeles, CA 90051-0219. Please make sure to pay your rent by the 1st of the month to avoid late fees.

Phone & Internet Service:

If you are changing phone service (Frontier or Spectrum) please make sure to give the Management Office notice of when your appointment is so that we can be sure to have someone available to unlock the building phone rooms.

Insurance:

Please be sure to submit your most updated certificate of insurance along with an additional insured endorsement to us here at the Management Office. We want to make sure our files are up to date. If you are unsure as to what we have on file, please give us a call.

NEW TENANTS

Please join us in welcoming these new tenants:

Twin Town Corporation – 3440 Torrance, Suite 104
 Marion Dave and Elise Ricks-James – 3510 Torrance Suite 216

LEASE RENEWALS

Wells Fargo Bank – 3400 Torrance Suite 104
 Leo Wasan, CPA – 3460 Torrance Suite 300
 Arroyo Dodge Insurance – 3480 Torrance Suite 301 (relocation this summer!)

ADDITIONAL HOUSEKEEPING ITEMS

Lockouts

Forgot your keys? We've got you covered! In the event of a lockout, Management will need the approval of the leaseholder to provide access.

Indoor/Outdoor Spills

Accidents happen, please be sure to enter a service request if you come across a spill so we can address immediately. Thank you!

Workspace

Are you familiar with our online system? Please let us know if you need assistance or if your account needs to be updated, we would be happy to assist.