

LEASING CORNER

*Please join us in welcoming
our newest Tenants:*

840 First Street
Brady Campaign

440 First Street
Café Phillips
**American Society for Suicide
Prevention**
**Associated Builders &
Contractors**

Occupancy Permits

*Please remember to clearly
display your company's
occupancy permit at your
place of business. Rules for
displaying permits can be
found here:*

www.dcr.a.dc.gov

DID YOU KNOW...

First Potomac has provided convenient tools and applications for you to place work orders and receive instant alerts?

Maintenance Connection is an online service that allows Tenants to enter their work orders and track our progress! This tool is beneficial as it allows our Engineers the ability to timely receive the work order and respond promptly.

Electronic Tenant® Handbook Portal is a 24/7 accessible website that provides alerts on neighborhood notifications, First Potomac Policies and Procedures, instant alert messaging from the Property Management Team, loading dock reservation, Tenant Appreciation events and much more...

You can conveniently log onto Maintenance Connection from the Electronic Tenant® Handbook Portal, making it easy and effortless. Please feel free to contact the Property Management Team with any application questions or training on the systems.

Shelter in Place Training October 8th, 2013:

First Potomac will be hosting a Shelter in Place training for our Tenants at 1750 H Street and 1211 Connecticut Ave. The training will be conducted by Janet Clements of the All Hazardous Consortium. Please log onto the Electronic Tenant® Handbook for more details.

ENGINEER'S CORNER

Hello, my name is Chantavoudh Kim and I am the Lead Engineer for the DC Portfolio.

One critical component to the Base building HVAC are Cooling Towers. They are heat removal devices used to transfer process waste heat to the atmosphere. Cooling towers may either use the evaporation of water to remove process heat and cool the working fluid to near the wet bulb air or, in the case of closed circuit dry cooling towers, rely solely on air to cool the working fluid to near the dry bulb air temperature. We clean the towers 2 times a year during Spring and Fall season to keep their optimal efficiencies. In the winter time, you can tell where the cooling towers are located by seeing steam on top of the building roof.

KEEP THE GREEN ALIVE! YOUR CARBON FOOT PRINT MATTERS.



As the leaves are turning color and dropping from the trees, keep the green alive with these practices. Follow these eco-friendly and energy saving tips to have your home ready for when the cold weather comes upon us while shrinking your carbon footprint at the same time!

- ✓ Turn down the Thermostat: When the weather starts to get cooler, instead of reaching for the thermostat, reach for a sweater. Not only will you save energy you will save money on your utility bills.
- ✓ Start Composting: Autumn is the perfect time to start composting. Even if you don't have a large yard, you can still benefit from composting- it enriches soil and reduces the need for water, fertilizer and pesticides.
- ✓ 120- degrees Fahrenheit: Many water heaters default to 140 degrees Fahrenheit when they ship from the manufacturer, but temps that high pose not only high energy costs but scalding risks for your family. Most heaters operate efficiently at 120 degrees Fahrenheit. For every 10 degrees you lower the water temperature you can save 3-5 percent in utility costs.

THE FIRSTPAGES

First Potomac DC Management
Regional Newsletter

AREA EVENTS: For more info check www.culturecapital.com

- [Les Violons du Roy with Stephanie Blythe, mezzo-soprano](#)
Quebec based Orchestra
Tue Oct 15, 2013
Strathmore
- [Andy Warhol: Silver Clouds](#)
Presented by Artisphere now through October 20, 2013.
- [Million Dollar Quartet](#)
John F. Kennedy Center for the Performing Arts
Thru Sun, October 6, 2013
The smash Broadway musical Million Dollar Quartet returns
- [Halloween - CultureCapital Inside-Out - BOO!](#)
Find some SPOOK-TACULAR FUN and have a blast in DC with this year's Boo! CultureCapital's Halloween Inside-Out.
- [Fall Harvest Family Days](#)
George Washington's Mount Vernon Estate and Gardens
Sat, October 26 thru Sun, October 27
The entire family enjoys autumn activities including wagon rides, wheat treading in the 16-sided barn.



**FIRST
POTOMAC**
REALTY TRUST

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www.first-potomac.com