

NEWSLETTER

October 2023

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1201 ANNUAL FIRE DRILL

Wednesday, October 4

1201 Third Annual Fire Drill will take place on Wednesday, October 4, 2023.

The drill will take place during the following time frames: 9:30 -10:30 am & 1:30 -2:40 pm.

The fire drills are an important opportunity for all tenants to familiarize themselves with the fire exits and relocation procedures in the event of a true emergency on their floor. The fire drills allow Floor Wardens the opportunity to practice their role and responsibilities during a real-time fire alarm.

Property Management staff will be stationed at stairwell exits to assist during the drills. All elevators will be recalled to the lobby during both drills, so please plan your schedule accordingly. We realize the fire drills cause a disruption during the workday and we appreciate everyone's participation in this critical exercise.

A detailed fire drill schedule for each floor has been sent out by email. Please contact Property Management for more information.



THE GREAT WASHINGTON SHAKEOUT

International ShakeOut Day is always the third Thursday of October (this year: October 19, 2023 at 10:19 a.m.)

1201Third participates in this annual event to ensure that tenants and visitors have the chance to practice how to protect them in the event of an earthquake. During this drill an earthquake scenario will be announced over the PA system in the building including instructions on how to participate.

- **DROP** to the ground...before the earthquake drops you!
- **COVER** your head and neck
- **HOLD ON** to it until the shaking stops.

More Information can be found on: <https://www.shakeout.org/>



1201
THIRD



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LOADING DOCK & FREIGHT ELEVATOR POLICY

As a reminder, please review the following Loading Dock and Freight Elevator policy so our team is better equipped to serve you. A Passdown is needed for all vendors coming to the building that require use of the loading dock and/or freight elevator.

We ask prior to scheduling vendors for deliveries, service calls, or an office move, submit a Passdown Request Form and have your vendor provide a Certificate of Insurance (COI). All moves and large deliveries that require parking on the loading dock must be scheduled after hours. You can access the Passdown Request Form & COI Requirements here: [Welcome to 1201 Third's Tenant® Portal](#)

Loading Dock & Freight (Business Hours)

Monday–Friday: 7:00 a.m. - 7:00 p.m. (Loading/Unloading only)

Loading Dock & Freight (After Hours)

Daily 7:00 p.m.- 7:00 a.m., All Day for Saturday & Sunday

Freight Elevator is CLOSED for maintenance last Thursdays of every month from 1:30 p.m. - 4:30 p.m.

Please also note and remind your fellow staff that individuals are not to use the freight as a passenger car. The freight shall only be used for contractors, deliveries, and transporting items that are not permitted in the passenger cars (i.e. furniture, large office equipment). If you have any questions regarding these policies, please feel free to email the property management office at 1201mgmt@wrighttrunstad.com.

LOOK OUT FOR OUR HALLOWEEN ELEVATORS

We will have one elevator cab per rise decorated for Halloween during the week of 10/19/23-10/31/23.

More details to follow.

