

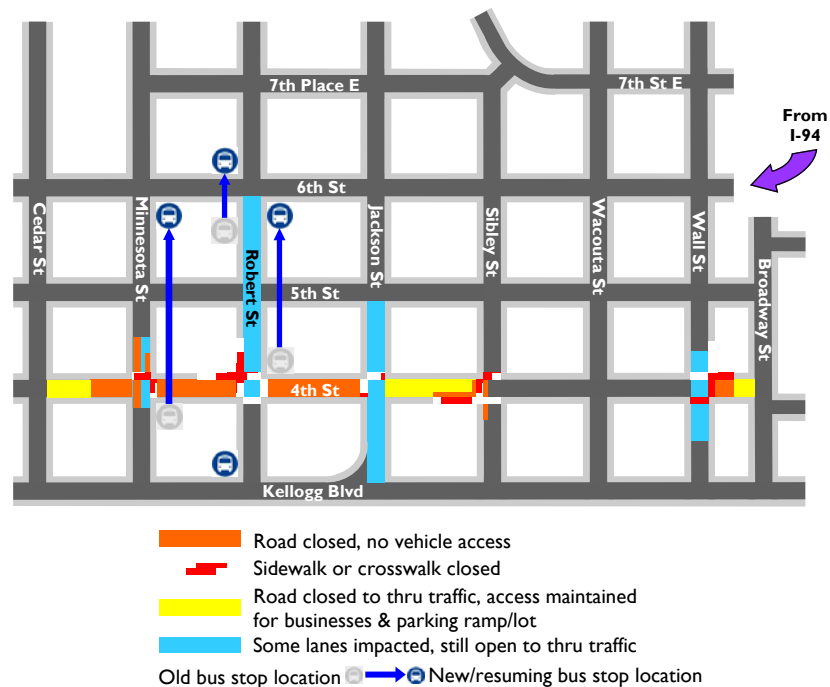
THE FIRST EDITION

FIRST NATIONAL BANK BUILDING NEWSLETTER | DEC. 2009

Year-Round LRT Construction

Construction of the Central Corridor Light Rail Transit Line may have occasional disruptive impact on businesses along the corridor, including the First National Bank Building. The Metropolitan Council has pledged to do everything possible to minimize those impacts. New signage has been introduced at street level to help navigate through the construction and a map (shown below) is being updated as needed to identify utility relocation construction zones downtown. For your reference, the latest version of this map can be found at www.metrocouncil.org/transportation/ccorridor/centralcorridor.htm along with updated construction information.

Utility Relocation Construction (Updated 12-4-09 for Dec. 7 to 13)



IMPORTANT DATES

FNBB Holiday Reception
Friday, December 18

DEED/FNBB Blood Drive
Monday, December 21

Christmas Day
Friday, December 25
(Building Closed)

New Year's Day
Friday, January 1
(Building Closed)

Martin Luther King Jr. Day
Monday, January 18

Ground Hog Day
Tuesday, February 2

Valentine's Day
Sunday, February 14

President's Day
Monday, February 15

Following paving in early December, 4th Street will be open for traffic this winter. FNBB tenants will also be able to re-utilize the on-street loading zone along 4th Street. The on-street loading area on Minnesota Street, however, will be removed (around the 1st of year) as Minnesota Street will be reduced to one lane for 6-8 weeks. It will be necessary for tenants to watch for changes to the on-street loading zone. Additionally, Xcel Energy will be doing work near the loading dock entrance during the month of December. The loading dock will be open, but deliveries will need to be patient when approaching the dock since Xcel crews may need to relocate to allow trucks access.

Winter weather also has the potential to complicate traffic downtown. Tenants can obtain St. Paul snow emergency information by calling 651-266-PLOW or visiting the City's web site at www.stpaul.gov and clicking on the "Snow Plowing Information" icon link.

Enjoy a Safe Holiday Season

With the onset of the holiday season, it is common to see an increase in shopping, holiday cheer, and theft. Theft is a crime of opportunity—if you leave little or no visible opportunity, the risk of being a victim of theft is greatly diminished. Listed below are some helpful tips to keep you and your belongings safe this holiday season:

- When parking your car, always lock your doors and make sure any and all valuables, gift purchases, etc., are locked in the trunk out of view from a potential thief.
- Trust your instincts. If something or someone makes you uneasy, avoid the situation or person, leave and call security for an escort.
- If you carry a purse with the straps on your shoulder, always keep the purse to the front of your body.
- Keep all purses and other personal items in a locked desk drawer both during the day and after hours to prevent thefts. Similarly, wallets should not be left in unattended jacket pockets.

- Beware of all persons entering secured doors (tenant suites, fitness center, building after hours, etc.) with you. In many cases, unauthorized persons gain access to secured areas by "piggybacking" or following authorized people.

- Please ensure that when your office is open someone is always stationed at the receptionist desk to greet people. Greeting a suspicious person with a simple "Hello, can I help you?" may be enough to deter the individual.

- Beware of paper on the back window of your vehicle, a new car-jacking scheme. You walk to your car, get in and prepare to back up only to discover a big piece of paper on your back window. You get out of the car to remove the paper and a thief jumps in and steals away with your car.

If you notice suspicious persons or activity within the First National Bank Building, please contact the Security Desk to report your observations. Security staff will investigate accordingly to ensure a safe business environment for all tenants within the property. Remember that FNBB security staff is available to provide escort service to your car. Contact the security desk at 651-225-3655.

FNBB Fitness Center Is Popular Amenity

Due to the overwhelming popularity of the FNBB fitness center, Cushman & Wakefield has found it necessary to alter the procedures to grant new users access cards for the fitness center. In an effort to maximize efficiency on your behalf, the following procedures have been implemented:

- The forms, general information, hours of operation, locker rental agreement, Fit to Live schedule, and any other pertinent fitness center information should be downloaded and printed off the First National Bank Building's Tenant Handbook. The handbook can be accessed via www.firstnationalbankbuilding.info/toc.cfm. Click on Building Amenities, then Fitness Center, and then scroll to page 2 of the fitness center information to find the necessary forms. The registration form is referred to as the Fitness Center Waiver on the Tenant Handbook site.
- To apply for a new fitness center card, simply download and fill out the fitness center waiver form mentioned above. The management office will no longer hand out forms and information, however, any questions or comments can be addressed through e-mail at info@fnbbbuilding.com. (No action is required by existing card holders.)

- Once the form has been completely filled out, it will need to be delivered during the scheduled drop-off and pick-up time, which is every Thursday from 10:00am to 1:00pm. During this timeframe, tenants can visit the management office to address their fitness center access card needs, whether it be to pick up an access card, to apply/re-apply for a new access card due to a lost or stolen card, etc.

Thank you for complying with these new procedures which were designed to simplify the registration process for everyone.

Fit to Live Class Schedule		
Tuesday	5:15 PM - 6:00 PM	Fat Burning Cardio/Core
Tuesday	11:25 AM - 12:10 PM	Yoga
Tuesday/Thursday	12:10 PM - 12:55 PM	Total Workout

Fat Burning Cardio/Core is six classes for \$36.00 and Yoga is six classes for \$54.00. The class may choose to take a break over the holidays for one week. To register, call Fit to Live at (612) 722-6571 or e-mail linda.simon@usfamily.net.

Reserving the FNBB Conference Center

The First National Bank Building's Conference Center has proven to be a high-demand amenity for building tenants. In order to streamline the reservation process, Cushman & Wakefield has implemented the following procedures:

Reservations:

Please complete the Conference Room Reservation Form, which can be found on the Tenant Handbook at www.firstnationalbankbuilding.info/pdf/fnbconference-roomreservationform.pdf, and fax it to 651-222-4158 to submit your reservation request. A Cushman & Wakefield staff member will respond with the location and confirmation of your reservation and discuss any equipment needs you may have.

The FNBB Conference Center is secured via access card. There are two options for accessing the conference room you have reserved:

1. Stop by the security guard desk on the skyway level; or
2. Contact the Cushman & Wakefield property management office at 651-225-3666 to arrange a time to meet at the Conference Center to open the appropriate room for you and assist with set up.

PLEASE NOTE: Conference Center doors are not to be propped open. Plan to greet your guests at the entry as this is a secured facility that needs to remain locked.

Rules & Regulations:

- FNBB's Conference Center hours are 6:00am to 10:00pm Monday through Friday and 8:00am to 5:00pm Saturday and Sunday.
- The Conference Center facility is available, by reservation, to FNBB tenants only.

- Each tenant's meeting organizer is responsible for setting up any necessary equipment. If there are technical difficulties, someone from the management office can assist, but Cushman & Wakefield is not responsible for setting up AV equipment for a tenant's meeting.

- Training Room set-up in a configuration different from "standard" requires a 1-day advance notice and is subject to a set-up charge of \$100.00.

- Due to liability concerns and to preserve the condition of the conference center and its furnishings, only building staff are allowed to move the furniture. If users move furniture themselves, a \$100.00 fee will still be assessed

- It is the meeting organizer/facilitator's responsibility to ensure that rooms are left in the same condition as they were found. Should the room be returned in a condition requiring cleaning and/or organizing, the tenant will be charged a \$75.00 cleaning fee.

- All tables should be wiped clean of crumbs and/or spills.

- All food-related trash should be thrown in the large trash bin in the break-out area.

- Chairs should be pushed back in place at tables.

- AV equipment must be returned to the building's management office and/or security desk

- No abrasive adhesives are allowed on any surfaces. No duct tape, masking tape, painters tape, electrical tape, packaging tape, putty, push-pins, thumb tacks, or staples are allowed to hang or fasten anything. Only self-adhesive "Post-It" style poster paper is permitted.



The Wish Tree Project

Based on prior year success, FNBB again partnered with Parents In Community Action (PICA) and their Wish Tree Project.

Thanks to everyone that joined in helping the less fortunate in our community by taking a card or two from the Wish Tree.

Your generosity is very much appreciated.

You're Invited

In the Spirit of the Season,
the First National Bank Building
and
Cushman & Wakefield
Invite All FNBB Tenants
to a
Holiday Reception

Friday, December 18, 2009
1:30pm - 3:00pm

1st Floor Tenant Lounge
First National Bank Building

Happy Holidays!



Build-A-Bear Workshop

Thanks to all the volunteers that
made 20 bears for children in crises.



Building ownership sponsored the
event by donating the \$10/person
fee and providing pizza/drinks for
all of the volunteers.

DEED/FNBB Blood Drive

Monday, December 21st
9:00am - 2:00pm
Suite N110
(Located down the escalator/
stairs that are adjacent to
Speedy Print & Real Meal Deli)



To Sign Up, E-mail:
info@fnbbuilding.com



IMPORTANT PHONE NUMBERS

Property Management
651-225-3666 Office
651-222-4158 Fax

After Hours/Security
651-225-3655

Leasing
Aaron Barnard, CCIM
651-225-3666

Tim Kleiman
651-225-3652

Professionally
Managed & Leased By:

