



The

Tower View

The Newsletter for Marathon Oil Tower Tenants

July, August & September 2010

CLIMB A STAIR EVENT RETURNS TO MARATHON OIL TOWER!

On Saturday, September 11, 2010, Houston goes vertical as Hanover Real Estate Partners presents Dancing with the Stairs to benefit the Cystic Fibrosis Foundation!

Teams from the Houston business community along with the Houston Fire Department and local individuals will take on the 41 flight challenge to the top of Marathon Oil Tower in the fight to cure cystic fibrosis. Climbers may participate as a competitive climber or just for fun and may take on the challenge solo or form a team with family, friends, or colleagues. The day will also include a special tribute to the past and present heroes of 9/11. No matter how you decide to participate, you will be climbing for a worthwhile cause - to help raise funds for vital research in the quest to cure cystic fibrosis.



The past year has been a time of great progress and promise for the Cystic Fibrosis Foundation. They recently achieved an extraordinary scientific milestone as clinical trials of a drug that treats the basic defect in CF is showing great promise. Not only are they developing drugs to treat the basic defect, but the investments they are making to improve the length and quality of life for those with CF. Despite these difficult economic times, the Foundation needs our support now more than ever to carry on its life saving research.

Climbers can register online as an individual, member of a team, or a team leader. Be sure to register as a team leader if you are forming a team! Awards will be given to the fastest climbers (in each age division), fastest teams, highest fundraising individuals, highest fundraising teams, and the most spirited team! You'll find race details and registration forms and information at <http://txgulf.cff.org/stairclimb>.

Event Details

Marathon Oil Tower
 Registration – 8:00 AM
 Climb – 9:00 AM
 Sole Survivors Party to follow

Registration fee: \$40

Minimum pledge requirement: \$150

Online fundraising is the easiest, quickest and most successful way to raise the much needed funds!

A Note From the Manager



Over the next month, you'll notice some big changes going on in the Marathon Oil Tower lobbies. Hanover Real Estate Partners is investing major capital funds in an update of the lobbies which will enhance the building's modern and professional atmosphere. The models currently located on the second floor lobby

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EARTH DAY CELEBRATION REVEALS LITTLE KNOWN FACTS



Think the subject of toilet paper packaging and talk about ‘green’ cleaning is not all that interesting? If you stopped by the **Marathon Oil Tower Earth Day Celebration** on April 22nd, you might think otherwise. Along with distributing helpful information and some great prizes, Transwestern highlighted all of the behind-the-scene ‘green’ practices that have been put in place here at Marathon Oil Tower.

For instance, did you know by changing to ‘coreless’ toilet paper, the Tower now **avoids sending 92,160 cardboard rolls to the landfill each year?** **Crystal Jones** with **Marathon Oil Company** participated in the **Earth Day Celebration Quiz contest** and came the closest to guessing that amount. Crystal’s prize was a big basket of ‘green’

cleaning supplies for her home. Another unknown fact is the previous toilet paper packaging, which weighed 8.7 pounds, is no longer needed. **That equates to over 4 TONS of material that the Tower keeps from the landfill each year.**

Did you know that 17% of greenhouse emissions are from commercial office buildings? **Fabian Valencia** with **Marathon Oil Company** came the closest to guessing **how many kWh have been saved here at the Tower between 2007-2009.** **Wow, the correct answer is 15,361,015 kWh!** Fabian won a \$75 lighting gift certificate.

You’ve all seen the TREK Express bus and van pools here at the Tower. **Did you know that CO₂ emissions have been reduced by 3.6 million pounds because of these riders?** **Mark LaRue** with **Coastal Securities** came the closest to guessing this amount and won a \$50 Target gift card.

Each year, 15,000,000 cubic yards of organic materials are sent to Texas landfills. **Christopher Dean** with **Coastal Securities** came the closest to guessing that amount and won a beautiful knockout rose bush. However, the Tower’s landscapers use biodiesel fuel, collect and reuse landscape debris, use bag-less mulching mowers, and purchase at least 50% of materials within 500 miles of the property.

Can you guess how much the Marathon Oil Tower recycling program has contributed

to the environment? **Since the program began, we’ve saved 4,560 trees, diverted 665 cubic yards of waste from landfills, saved 798,000 kWh and 19,190 gallons of oil, and prevented the emission of 111,530 pounds of air pollution.** The plastic bottle recycling program alone has saved 35,135 kWh. **Gail Baxter** with **Marathon Oil Company** came the closest to guessing this amount and won some beautiful plants.

Thanks to everyone that participated in the Earth Day Celebration quizzes. And congratulations to **Michael Zummallen** with **Univation**. He won the grand prize, a \$250 Best Buy gift certificate, for answering each question in the final quiz correctly.



GIVING BACK

Thank you, Marathon Oil Tower tenants, for participating in these recent Marathon Oil Tower events:

56 units were donated during the April 8th **Gulf Coast Regional Blood Center Blood Drive**, potentially saving 168 lives!

Houston Food Bank donations from the second quarter plant exchange **totalled 187 pounds!**

Proceeds from the **Mother’s Day Market** held in May **brought in \$136 for the Fire Fighters Foundation of Houston.**

Proceeds from the **Father’s Day Market** in June **brought in \$150 for the Fire Fighters Foundation of Houston.**

LET US INTRODUCE

We are pleased to introduce four new members to the building property management team! **Summer Greenslade** is our **new front desk administrative assistant**. She is pursuing a degree in business and has worked in the property management field for two years. Summer’s previous customer service and property management experience will be beneficial to all of our tenants, visitors, and fellow staff members.



We would also like to welcome three new engineers to the team. **Adalberto Saucedo, Nicolas Navarro, and David Navarro** have all joined the team as **engineering apprentices**. You may have noticed Adalberto responding to lighting issues on various floors, and perhaps you noticed the awesome new coat of paint in the visitor’s garage. Nicolas and David are currently working on painting the entire contract parking garage as well! They are all excited to be at Marathon Oil Tower and are ready to assist with any of your needs.

Please feel free to stop by the management office and help us welcome our new team members to Marathon Oil Tower.

MARATHON OIL TOWER COMMUNICATION - BEFORE, DURING & AFTER A HURRICANE

Communication is the first priority when it comes to handling an emergency such as the threat of an impending hurricane. The property management office has set up a few different modes of communication to disseminate information to tenants and their employees not only before, but during a storm and in the aftermath.

In the event of a storm or other emergency, tenants and their employees may contact building security and management for updates 24 hours-a-day by calling the management office phone number.

While cell phone and landline coverage may vary during and following a hurricane, some may be able to access the internet. The property management

office has added an “emergency” page to the building website for updates. Should a storm affect Marathon Oil Tower, tenants may log on to www.MarathonOilTower.com for information regarding the Tower, including possible closures.

As a reminder, each tenant is responsible for making their own decisions in regards to their business operations and the safety of their employees and property. Please note that should the building lose power, there will be limited services including elevator service, power, A/C, etc. Please review your company’s hurricane procedures and your emergency plans for your home as well. And remember, Transwestern property staff, security guards, and cleaning crews remain on-site



during a hurricane to secure the property and facilitate recovery so that Marathon Oil Tower and its tenants can get back to business.

PREPARING YOUR OFFICE FOR A HURRICANE

Hurricane season began June 1st and ends November 30th. The property management office offers these important tips to remember when preparing your office for a major storm or hurricane:

- ☛ Move important or valuable documents, files, and furnishings to an interior office to protect them in the event of a window breakage in outer offices.
- ☛ Close the blinds on all windows where possible. This will lessen the impact of breaking glass. Do not tape windows.
- ☛ Power down and unplug all computer equipment (including computerized telephone systems) to avoid loss of information due to power disruption. Raise valuable equipment off the floor or relocate if possible.
- ☛ Close all doors.
- ☛ Remove pictures and loose articles from outer offices.
- ☛ Turn off and unplug all office equipment, including copy and fax machines, microwave ovens, coffee pots, etc.
- ☛ Turn off all lights.
- ☛ After a final inspection, close and lock all external doors.
- ☛ Provide the property management office with current emergency contact information. (This information should be provided immediately and always kept current.)

FROM THE MANAGER

Continued from the Cover

will be replaced with new furniture in a comfortable, inviting arrangement. Complementary artwork will also be installed in this area. The interior landscaping in both lobbies will be transformed by removing existing plants and installing black river rocks, palm trees, and new planters. The security desk area will be renovated with black granite, elegant wood, and a lighting upgrade.

Hanover is also working with Sodexo to update the coffee bar area on the first floor by renovating the coffee bar and purchasing new furniture. The new look should be completed sometime in August.

We are very excited about these changes and hope our tenants and visitors will enjoy the new surroundings.

*Heather M. Millon
Property Manager*

JULY, AUGUST & SEPTEMBER AT THE TOWER

Independence Day
Building Closure

Monday, July 5

The building and management office will be closed in observance of Independence Day. Please program after-hours air and lights online. Have a safe and happy holiday!

Gulf Coast Regional Blood
Center Blood Drive

Thursday, July 8
P10 Dell
9 a.m. to 3 p.m.

Please make an appointment by emailing stephanie.scott@transwestern.net. Walk-ins are also welcome.

Summer Social

Tuesday, July 15
2nd Floor Lobby
1:30 p.m. to 3:30 p.m.

Take a break from the summer heat and join us for cobbler, ice cream, lemonade and a Dixieland band trio!

Summer Books Are Fun
Book Fair

Tuesday, July 20
Wednesday, July 21
1st Floor Lobby
8 a.m. to 3 p.m.

Stock up on gifts for summer birthdays and wedding showers, or your own summer reading list. Proceeds benefit the Fire Fighters Foundation of Houston.

Browning Elementary
Annual School Supply
Drive

Monday, August 2
through
Friday, August 13

Help the kids at Browning Elementary return to school with shiny, new school supplies. More information, including a school supply list and drop-off locations coming soon!

Labor Day
Building Closure

Monday, September 6

The building and management office will be closed in observance of Labor Day. Please program after-hours air and lights online. Have a safe and happy holiday!

Dancing with the Stairs
to Benefit the
Cystic Fibrosis Foundation

Saturday, September 11
Marathon Oil Tower
Registration - 8 a.m.
Stair Climb - 9 a.m.

Join other Marathon Oil Tower tenants, Houston Fire Fighters, and fellow Houstonians in supporting the Cystic Fibrosis Foundation. Log on to <http://txgulf.cff.org/stairclimb> for race details and registration.

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The Tower View is published by the building owners and management for the tenants of Marathon Oil Tower. If you have any questions or comments regarding the publication, you may contact Heather McMillon, 5555 San Felipe, Suite 110, Houston, TX 77056 or call (832) 369-5800.