



The

# Tower View

The Newsletter for Marathon Oil Tower Tenants

October, November, December 2009

## CONTINUED IMPROVEMENTS & UTILITY REDUCTIONS

**H**anover Real Estate Partners and Transwestern are proud to announce an addition to the building's Online Energy Management System. The existing lighting controller was added a few years ago to help reduce electrical usage. It automatically turns lights off at pre-set times to reduce wasteful electrical usage from lighting that is accidentally left on in offices after business hours. In an effort

hours lighting online. The online program is accessed through the building's website, [www.MarathonOilTower.com](http://www.MarathonOilTower.com). Simply go to the "Tenant" page and click the "Overtime Air Conditioning Services and After Hours Lighting" link to log on to the system. From there, click on "Schedule" and follow the user friendly instructions. It's as easy as 1, 2, 3.... Existing users may continue to use their current username and password.

Those without a username and password should contact the property management office or their facility manager for this information. Tenants may also continue to call Security if they need assistance programming their lighting or HVAC or if they do not have access to the internet.

While the lighting controller has already been instrumental in reducing Marathon Oil Tower's electrical usage, the property management team continues to explore ways to reduce utility consumption. A recent audit of the night time cleaning crews' typical schedule identified floors where the crews finished well before 10:15 p.m., the pre-

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viously programmed shut-off time. By making an adjustment in the schedule, the lights on thirty floors in the building are now turned off an average of four hours earlier than the original schedule. That equates to over 779,000 kWh, or roughly \$81,000 per year. That's a significant savings that didn't cost a thing!

Tenants may now conveniently program their overtime HVAC and after

hours lighting online. The online program is accessed through the building's website, [www.MarathonOilTower.com](http://www.MarathonOilTower.com). Simply go to the "Tenant" page and click the "Overtime Air Conditioning Services and After Hours Lighting" link to log on to the system. From there, click on "Schedule" and follow the user friendly instructions. It's as easy as 1, 2, 3.... Existing users may continue to use their current username and password.

## PLEASE TAKE A MOMENT . . .

**S**afety is a priority here at Marathon Oil Tower, and nowhere is that more important than when someone is behind the wheel of a car. We want everyone to be safe in and around the Marathon Oil Tower parking garage, so please take a few moments to review the following tips and information.

**Please refrain from using your phone,** both while driving and walking through the garage. Did you know motorists who use cell phones while driving are four times more likely to get into serious crashes?

**Obey the speed limit - 10 MPH.** The phrase "Haste Makes Waste" couldn't be more true when it

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## A COOL SWEET, TREAT; PENS, PAPER & MORE; "THINK PINK" & A COMMEMORATION



**M**arathon Oil Tower tenants gathered in the second floor lobby on a steamy July afternoon to enjoy a cool, sweet treat and a little island music. Hanover Real Estate Partners and Transwestern hosted the **Summer Luau** to provide tenants with a refreshing break from the dog days of summer. Tenants were invited to enjoy a variety of fruit parfaits and Hawaiian punch as the unique sounds of a live Hawaiian drum band echoed through the lobby.

Another successful July event was the Regional Blood Center **Blood Drive**. Sixty-five units of blood were donated, **potentially saving 195 lives!** And speaking of saving lives...the **Fire Fighters Foundation of Houston** received **\$150 in proceeds** from the **Summer Golf Lobby Sale** and **\$108** from the **Books Are Fun Book Fair**.

**H**anover Real Estate Partners, Transwestern, and Marathon Oil Company were proud to host the **"Think Pink Kickoff"** recently in the second floor lobby. The purpose of this annual event is to advertise the upcoming **Komen Houston Race for the Cure®** held each October. As the local presenting partner, **Marathon Oil Company's goal is to raise \$100,000** for this very worthy charitable organization. **Marathon Oil Company President Clarence Cazalot** and **Vice President Eileen Campbell** inspired the audience to get involved and join in the fight against breast cancer. Attendees were treated to pink lemonade and cookies and encouraged to participate in the **Race for the Cure®** by joining a running or walking team, volunteering, or by sponsoring a race participant.



**F**lags flown at half mast lined the Marathon Oil Tower property on September 11<sup>th</sup> in honor of 9-11 victims. The flags were also displayed in the second floor lobby. Marathon Oil Tower has commemorated this day with the show of flags each year since the first anniversary of the tragic day.

## LET US INTRODUCE



**P**lease join us in welcoming **Chandra LeViege** to the Transwestern team. You may recognize Chandra from the Marathon Oil Reception Desk where she greeted Tower tenants and visitors for five successful years. Chandra has thirteen years of customer service and managerial experience, as well as a thorough working knowledge of the building and its tenants. Chandra's skills, attitude, ambition, and previous experience are sure to make her a tremendous asset to the Transwestern team. Chandra is assuming

**Stephanie Scott's** duties at the management office front desk. Stephanie has been promoted to another administrative assistant position with increased responsibilities here at the Tower. While she will miss the day-to-day interaction with the tenants, Stephanie is excited to learn new skills and further her career development. Tenants should continue to use [MOTFrontdesk@Transwestern.net](mailto:MOTFrontdesk@Transwestern.net) to contact the management office via email. Congratulations, Chandra and Stephanie!

**M**arathon Oil Tower Property Manager, Heather McMillon recently delivered a load of school supplies donated by Marathon Oil Tower tenants to Browning Elementary. Two large barrels were filled with paper, pens, crayons, backpacks and more during the **Back To School Supply Drive** in August. The appreciative students and staff of Browning Elementary received the supplies just in time for the beginning of another promising school year. A big "Thank You" goes to all of the tenants that so generously donated supplies.

I BET YOU DIDN'T KNOW - SAVING ENERGY AT HOME

**A**hoy Mates! I've been hard at work saving energy here at Marathon Oil Tower. Just get a load out o' the cover story showing the savings from turning off the lights. Besides what we be doing at the Tower, thar are things you can do at home to use less energy and save doubloons. I bet you didn't know....

⚡ Every degree you lower your heat in the 60-70 degree range will save 2% on heating costs. You could also save 10-20% on cooling costs when setting your A/C above 78 degrees when at home.

⚡ Did you know that 70% of pool heat loss is by evaporation? Using pool covers will keep heat in and reduce filtering time and evaporation of chemicals.

⚡ An open fire-place damper can let 8% of heat escape through the chimney. It also lets cool air out during the summer, just like having a window open. Close the damper when the fireplace is not in use.

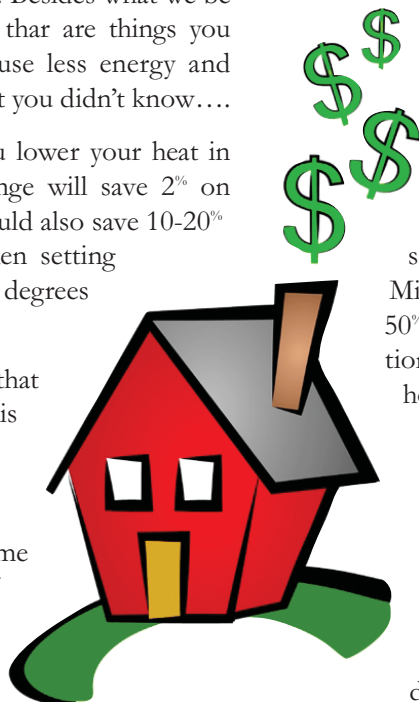
⚡ A load of dishes cleaned in the dishwasher uses 37% less water than washing

dishes by hand. However, if you fill up one side of the sink with soapy water, the other side with rinse water and don't let the faucet run, you'll use half the water the dishwasher uses. That's enough for a five minute shower.

⚡ If you need to warm up or defrost small amounts of food, use a microwave instead of the stove to save energy. Microwave ovens use around 50% less energy than conventional ovens. For large meals, however, the stove is usually more efficient. In the summer, using a microwave causes less heat in the kitchen, which saves money on air conditioning.

⚡ Check your air filter each month, especially during heavy use months. A dirty filter will slow down air flow and make the system work harder to keep you warm or cool, wasting energy.

*Fair winds and following seas,  
The Energy Admiral*



3<sup>RD</sup> ANNUAL HOLIDAY CRAFT MARKET - GET YOUR TABLE!

**T**ranswestern is proud to announce the return of the Holiday Craft Market. The **3<sup>rd</sup> Annual Holiday Craft Market** will be held **December 2<sup>nd</sup> and 3<sup>rd</sup> from 9 a.m. to 3 p.m. each day in the first floor lobby**. Marathon Oil Tower tenants, their relatives, and friends are invited to take advantage of this opportunity to sell handmade wares during the two-day craft show. Space is limited, and display table reservations will be given on a first-come, first-serve basis, so don't delay. Each display table is 6' x 3', with a red tablecloth provided.

The cost for both days is \$50 for your first table, with each additional table cost-

ing \$35. Participants must either be a Marathon Oil Tower tenant or be sponsored by a tenant. Proceeds from the rental of display tables will go to the Fire Fighters Foundation of Houston. Please note - Craft Market is for handmade items such as artwork, baskets, ornaments, jewelry, etc. No product lines such as Pampered Chef, Southern Living, etc., please.

If you would like to participate, please email [stephanie.scott@transwestern.net](mailto:stephanie.scott@transwestern.net) or call 832.369.5800 to reserve a table. The management office will be advertising the event, so we're looking forward to another great show!

PLEASE TAKE A MOMENT . . .

*Continued from the Cover*

comes to speeding through a garage. Is the minimal time a driver gains by speeding worth more than the damage caused by an accident or striking a pedestrian?

**Follow all directional signage.** These signs are there for everyone's safety and clearly direct drivers throughout the garage.

**Use the mirrors** located in areas with oncoming traffic to assist you in negotiating turns.

**Turn on your lights** when entering and while driving in the garage. This not only assists the driver but also makes your vehicle more visible to other drivers and pedestrians.

**Pedestrians should also use caution.** Always be aware of your surroundings and listen for moving traffic.

**Parking permits may be removed** for those drivers that cause a danger to others.

We encourage everyone to take garage safety seriously. If you notice missing signage, mirrors that need to be adjusted, rules that aren't followed, or someone driving recklessly, please report the issue to the management office immediately with as much information as possible. Safety takes everyone's participation!

**W**ith flu season right around the corner, here are a few, quick tips to prevent the spread of H1N1...

- Wash hands frequently using soap and water.
- When unable to wash hands, use alcohol based hand sanitizers.
- Avoid touching eyes, nose, and mouth with your hands.
- Stay at home if you are experiencing flu-like symptoms.

# OCTOBER, NOVEMBER & DECEMBER AT THE TOWER

## Flu Shots

Thursday, October 8  
1<sup>st</sup> Floor Lobby  
8 a.m. to 10 a.m.

Get ready for flu season. Walk-ups only. Shots are \$25 cash or check; \$25.<sup>50</sup> with a credit card. Email [stephanie.scott@transwestern.net](mailto:stephanie.scott@transwestern.net) for more information.

## Books Are Fun Book Fair

Tuesday, November 3  
Wednesday, November 4  
1<sup>st</sup> Floor Lobby  
9 a.m. to 4 p.m.

Time to pick up some great books and gift items for the holiday shopping list! Proceeds will benefit The Fire Fighters Foundation of Houston.

## Gulf Coast Regional Blood Center Blood Drive

Tuesday, November 10  
9 a.m. to 3 p.m.  
P10 Next to the Deli

Make appointments by emailing [stephanie.scott@transwestern.net](mailto:stephanie.scott@transwestern.net) or calling 832.369.5800. Walk-ins are also welcome!

## Annual Veteran's Day Ceremony

Wednesday, November 11  
1<sup>st</sup> Floor Lobby  
9 a.m.

The M<sup>c</sup>Lemore Detachment of the Marine Corp League returns to perform the color guard and raising of the American Flag.

## Golf Lobby Sale

Wednesday, November 18  
Thursday, November 19  
1<sup>st</sup> Floor Lobby  
9 a.m. to 3 p.m.

Look no further for that special gift for the golfer in the family. Proceeds will benefit The Fire Fighters Foundation of Houston.

## Thanksgiving Holiday Building Closure

Thursday, November 26  
Friday, November 27

The building and management office will be closed in observance of Thanksgiving. Please log on to [www.marathonoiltower.com](http://www.marathonoiltower.com) to schedule overtime HVAC and lighting. Have a safe holiday!

## Holiday Music

Monday, November 30 through  
Thursday, December 10

Enjoy the songs of the holidays with a variety of musicians performing in the lobby each morning.

## 3<sup>rd</sup> Annual Holiday Craft Market

Wednesday, December 2  
Thursday, December 3  
1<sup>st</sup> Floor Lobby  
9 a.m. to 3 p.m.

Marathon Oil Tower tenants, their relatives, and friends will be selling hand made gift wares. For more information, call the management office at 832.369.5800 or email [stephanie.scott@transwestern.net](mailto:stephanie.scott@transwestern.net).

## Tenant Holiday Reception

Thursday, December 17

Join us for the annual holiday celebration. Look for more information coming soon.

## Christmas & New Years Building Closures

Friday, December 25  
Friday, January 1

The building and management office will be closed in observance of Christmas and New Years. Please log on to [www.marathonoiltower.com](http://www.marathonoiltower.com) to schedule overtime HVAC and lighting. Have safe and happy holidays!

Don't forget, the property management office sells **TREK tickets at a 10% discount**. The cost of a ticket book is \$36 for 20 tickets and \$72 for 40 tickets. Take advantage of this service and save time and money on your commute to work! For more information, contact the management office at 832.369.5800.

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 **TRANSWESTERN**<sup>®</sup>

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.