



The

Tower View

The Newsletter for Marathon Oil Tower Tenants

October, November & December 2008

A BUSY YEAR IN REVIEW

It's been a busy year here at Marathon Oil Tower. We've added some great new tenants, increased environmental initiatives, reduced landfill waste and energy consumption, enhanced building services and amenities, and joined with our generous tenants in helping our community and celebrating the seasons. In this, The Tower View's last issue of 2008, we thought we'd give you a re-cap of the year's activities and accomplishments.

New Tenants, Management Office & Building Services

Six new tenants moved into the Tower in 2008, while another six tenants renewed or expanded their leases.

Kim's Gift Shop, in suite 100, held its grand opening in April.

The Management Office relocated to suite 100 to make room for a new tenant on the second floor.

The Tower website was updated and improved; the Management Office implemented the Discounted Movie Ticket program, and Autopay was installed in visitor parking to facilitate easy visitor parking check-out.

Reduce, Recycle At A Glance

Since the inception of new recycling program in November of 2007, Marathon Oil Tower has recycled more than 158 tons of paper, plastic and aluminum waste. More than 85% of tenants had signed up for the program within the first three months after its introduction.

Projects such as lighting retrofits and energy management system upgrades

reduced energy consumption and garnered another Energy Star Award for the third year in a row.

Helping Our Community

Blood Drives held throughout the year provided a much needed replenishment of supply for the Gulf Coast Regional Blood Center.

Harris County Child Protective Services and the Houston Firefighters Fund received monetary donations from the proceeds of Ashworth & Callaway and Books Are Fun lobby sales.

Tenants donated two barrels of school supplies to Browning Elementary and a large pile of cell phones to Cell Phones for Soldiers through drives sponsored by the Management Office.

Celebrating The Seasons

Transwestern held a Go Texan Day hoedown in the P10 Cafeteria complete with country music, a DJ and dance floor!

The Earth Day Celebration in April introduced tenants to vendors and community organizations that provide environmentally friendly services and products.

Tenants took a cool break from the summer heat at the annual Summer Ice Cream Social in July.

Thank you, Marathon Oil Tower tenants, for a great year. We look forward to closing out 2008 with the upcoming holiday festivities as we look toward another year of successful endeavors.

HOLIDAY SAFETY & SECURITY

As the holiday season heats up, increasing numbers of shoppers will emerge from malls and retail centers each evening heavy laden with boxes, bags, and bicycles. Few will be contemplating the fact that criminal activity rises right along with the holiday shopping frenzy. Before you start off on your holiday shopping rounds, take a few minutes to review these helpful tips from the Management Office and the Houston Police Department. We'd like to help you stay safe this holiday season at work, at the mall, and at home.

In The Office

Question any suspicious or unknown individuals in your suite.

Report any suspicious activity immediately to the Management Office at (832) 369-5800.

Lock purses in drawers or cabinets. Never leave wallets in jackets hung on doors.

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MOT TENANTS TAKE A BREAK, DONATE SCHOOL SUPPLIES & CELL PHONES; JOIN THE RACE



What better way to break-up those dog days of summer than with an **ice cream social**? Marathon Oil Tower tenants were treated to an afternoon of **make-your-own sundaes**, and the soothing island sounds of a **live steel drum band**. The event, which has become an annual tradition here at the Tower, was hosted by Transwestern the afternoon of July 17th in the second floor lobby.

A big “thank you” goes to all of our generous tenants that donated cell phones for the **Marathon Oil Tower Cell Phones For Soldiers** drive in July. Tenants filled half a large barrel with donated phones. Those phones will be recycled, with proceeds from the recycling used to purchase calling cards for our military troops.

The **Books Are Fun Book Fair** held in the Tower lobby in August brought in **proceeds of \$300** for the **Houston Firefighters Fund**. Another Book Fair is coming to the Tower in November. Check out the building calendar on page four for more details!

Browning Elementary School staff, teachers, and students were happy to accept two large barrels full of shiny new school supplies donated by Marathon Oil Tower tenants. Transwestern sponsored the annual **School Supply Drive** in August. Property management staff members had the privilege of delivering the much needed supplies in person just in time for the beginning of the school year.

Marathon Oil Corporation Vice President of Human Resources, Eileen Campbell (pictured above) welcomed tenants, visitors and Komen Houston representatives to **Marathon Oil Tower's Komen 2008 Think Pink Kickoff** on August 21st. As a breast cancer survivor and a Komen volunteer, Eileen encouraged everyone to support the Race for the Cure. Joining Eileen at the Kickoff were **Marathon Oil Corporation CEO Clarence Cazalot, Human Resources Consultant Beth Wehrman, Transwestern Senior Property Manager Pat Grimes**, and local Komen Houston organizers. The 18th Annual Susan G. Komen Houston Race for the Cure will take place Saturday, October 4th in downtown Houston.

Thank you to all of our tenants that purchased race pennants from the management office to raise money for Komen Houston. **More than 200 pennants were hung in the Tower lobby** to memorialize loved ones and honor breast cancer survivors.

HOLIDAY BUILDING CLOSURES

Thanksgiving	Thursday, November 27 Friday, November 28
Christmas	Thursday, December 25
New Years	Thursday, January 1

The building and Management Office will be closed in observance of these holidays. Please contact the Management Office to set up overtime air conditioning and building access during these closures.

Have Safe and Happy Holidays!

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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 210, Houston, TX 77056 or call (832) 369-5800.

BACK BY POPULAR DEMAND - HOLIDAY CRAFT MARKET

Crafty Marathon Oil Tower tenants and those still searching for that one-of-a-kind Christmas gift will be glad to know Transwestern is hosting the **2nd Annual Holiday Craft Market** right here at Marathon Oil Tower. Tenants, their relatives, and friends are invited to take advantage of this opportunity to display handmade wares to thousands of people during the two-day craft show.

The Holiday Craft Market will be held **December 10th & 11th from 9 a.m. to 3 p.m. each day in the first floor lobby.** Transwestern is providing all **Marathon Oil Tower tenants** with an **early opportunity to reserve a display table.** 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 costing \$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 - to participate in the Marathon Oil Tower Craft Market, one must have handmade items such as artwork, baskets, ornaments, jewelry, etc. No product lines such as Pampered Chef, Southern Living, etc., please.

If you are interested in participating, simply pick up an application form in the Management Office, Suite 100, and return the completed form with a check for the full amount of your table rental. The Management Office will be advertising the event, so we're looking forward to a great show. If you have any questions, please call the Management Office at (832) 369-5800. Event details will be mailed to participants in early November.

WI FI AND MORE FOR YOUR NEXT MEETING

As many of you know, Transwestern offers the use of four private dining rooms located on garage level P10. The dining rooms accommodate from 15 to 52 people and may be reserved for a variety of functions, from an informal lunch, to an all day conference. A full menu of catering services is also provided by Sudexho.

So what could make these fully decked, conveniently located dining rooms even better? How about wi fi? Transwestern recently added wireless internet service to the dining rooms, making the addition of internet capabilities to your next meeting as easy as 1, 2, 3. Once inside your reserved dining room, simply locate or "discover" nearby wireless networks on your laptop. You should be prompted to select one of three networks - 'Marathon1', 'Marathon2' or 'Marathon3'. Select the network with the

strongest signal, (signal strength is determined by the closest Wireless Access Point) and you're ready to surf the internet. It's completely hassle free - no password, passcode, or encryption key - and it's available for use by everyone attending your meeting.

If you would like more information about this great new service, or would like to reserve a dining room for your next meeting, please contact the Building Management Office at (832) 369-5800.

The Tower Shoe Shine is now open Monday through Friday from 8:30 a.m. to 4:30 p.m. The Tower Shoe Shine is located by the mailroom on the first floor. For more information, contact Felix at 713.296.3330.

HOLIDAY SAFETY cont'd...

Lock main office doors at the close of the business day, whether or not anyone else is still working. Always keep rear office entrances locked.

When working late or arriving early, arrange for an escort with our security personnel.

At The Mall

Shop with friends or co-workers.

Don't carry large amounts of cash.

If you carry a purse, don't rap the strap around your arms or shoulder. You could be injured if someone tries to snatch your purse. Carry a clutch purse tightly under your arm, or wear a fanny pack.

Don't carry a wallet in a back pocket. Instead, carry it in your front pants pocket.

Crooks look for the "high dollar" shopping bags. When possible, slip bags into a plain bag.

Don't overburden yourself with too many packages. Use the department store's package pick-up.

Keep purchases hidden in your vehicle in the trunk.

In the Parking Lot

Park in a high visibility area and check for lighting in case you leave after dark.

Do not park next to a vehicle with dark tinted windows.

Leave the store with others, not alone.

Have your car keys ready and walk briskly and confidently to your vehicle.

At Home

Keep the outside of your home well lit with doors locked and curtains drawn.

Don't display gifts beneath the christmas tree that can be seen from windows or doors.

After the holidays, don't advertise gifts received by the boxes left for garbage collection. Destroy boxes and place them in a sealed, opaque, garbage bag.

While You're Away

Get an automatic timer for your lights.

Ask a neighbor to watch your home and even park in your driveway.

Have you mail and newspaper delivery sopped while you are away or ask a neighbor to pick it up everyday.

Some of the information in this article is from www.houstonpolicedepartment.com.

OCTOBER, NOVEMBER & DECEMBER AT THE TOWER

Flu Shots

Get a jump start on staying healthy through the holidays. Fit for Life will be giving flu shots for \$22 each. Please contact the Management Office at (832) 369-5800 to schedule an appointment.

Monday, October 13
9 a.m. to 10 a.m.
First Floor Lobby

Books are Fun Book Fair

Take advantage of this opportunity to do some hassle-free holiday shopping right here at the Tower.

Wednesday, November 5
Thursday, November 6
1st Floor Lobby
1 p.m. to 3 p.m.

Regional Blood Center Blood Drive

Help the Regional Blood Center prepare for the busy holiday season by giving the gift of life. Please contact the Management Office at (832) 369-5800 to schedule an appointment. Walk-ins are also welcome!

Monday, November 10
P10 Deli Area

Golf Apparel & Equipment Lobby Sale

Pick-up the perfect gift for that golf enthusiast on your holiday shopping list.

Wednesday, November 19
Thursday, November 20
1st Floor Lobby

Tenant Holiday Reception

Join the management team and fellow tenants for a holiday celebration with music, food, and fun. Look for more information coming soon.

Tuesday, December 16
2nd Floor Lobby

Holiday Music

Enjoy the sounds of the holidays with a variety of musicians each morning.

Monday, December 1
through
Friday, December 12

Holiday Craft Market

Marathon Oil Tower tenants, their family, and friends, will be selling handmade gift wares in this second annual Marathon Oil Tower event! For more information, please contact the Management Office at (832) 369-5800.

Wednesday, December 10
Thursday, December 11
First Floor Lobby
9 a.m. to 3 p.m.

Toys for Tots Toy Drive

Donate new, unwrapped toys and help the Marine Corps bring Christmas cheer to Houston area children. Look for the collection barrels in the lobby.

Monday, December 1
through
Monday, December 15