

Smoking Ban Impacts Office Buildings

On March 1, the City of Indianapolis enacted its smoke free air ordinance that was passed last year by the Indianapolis City Council.

According to the ordinance, smoking is prohibited in enclosed areas in businesses which are defined as an area with 2 sides and some form of a roof — like the entryways to our buildings. While many of our tenants have in the past been able to smoke near the building entries, and we have provided outdoor ashtrays for them, this new ordinance requires us to remove those ashtrays.

Please help us uphold this new ordinance by observing these newly designated non-smoking locations.



Fire Safety Tips

If you detect smoke or fire in your office building:

- Pull the fire alarm
- Leave the building quickly
- Get to a safe distance away
- Call the Fire Department
- Pulling the fire alarm doesn't automatically notify the fire department. The fire alarm is used to alert all individuals in the building and encourage evacuation.
- If you are located in a multiple story building, DO NOT USE THE ELEVATOR; exit via the stairs.

Contact Information and Maintenance Requests

During business hours (M-F) 8am to 5pm and after hours non-emergency call (317) 815-6867.

After hours emergency call (866) 548-3765.

Rent/Statement Questions & General Inquiries

Ashley Brodt, *Manager of Property Administration*
(317) 573-8100 ext. 13

Management Concerns

Ron Escue, *Senior Vice President*
(317) 573-8100 ext. 17

Liz Naue, *Senior Property Manager*
(317) 573-8100 ext. 15

Karen Arnold, *Property Manager*
(317) 573-8100 ext. 33

Expansion

Feeling cramped in your current space? Expansion space available at most properties. Contact 317-573-8100 and ask about availabilities at your property.

Ask Ashley!

Ashley Brodt takes maintenance requests, statement questions and general inquiries

As Equicor's Manager of Property Administration, Ashley works closely with the Senior Vice President and Senior Property Manager of Equicor's Real Estate Management Services to develop and oversee effective administrative functions and day-to-day property management issues.

Prior to joining Equicor Companies, Ashley was Corporate Sponsorship Manager with the Indianapolis Zoo and a sales representative with The College Network.

A member of the American Marketing Association, Ashley is a 2004 graduate of Ball State University with a Bachelor of Science in marketing. She recently finished the Indiana Real Estate Salesperson's course and passed the Indiana Real Estate Salesperson Exam for licensure.



Meet Jason Treadway



Born and raised in Pendleton, Indiana, Jason Treadway has been Equicor's maintenance supervisor since Dec. 2005. Aside from his duties with Equicor, he specializes in woodworking, cabinet making and plumbing. Jason currently lives in Fortville with his wife, Melissa, and his seven-month old son, Jacob.

Welcome New Tenants!

Southport Pavilion

- Panera Bread
- Gamestop Corporation
- Great Clips
- Azeteca, Inc.
- Revol

Northeast Office Centre

- The Dental Studio
- 20/20 Power Vision

Morton Square

- Courtland Title & Escrow

Waterplace Park

- Correct Coding Solutions, LLC

Oaklandon Plaza

- Southern Exposure Tanning

Fidelity Keystone

- MAK Mortgage
- Strategic Health
- National Mortgage Solutions

Be Prepared! Disasters can happen.

In light of the recent tornado outbreak that impacted Indianapolis' downtown and brought business conducted in the Regents Bank Building to a screeching halt, we thought it would be an opportune time to review a disaster plan.

The following is derived from the Small Business Administration Disaster Plan Web site. There are a number of software programs available that can also help companies work through this process as well as consultants who can assist with specific aspects of disaster.

The best time to respond to a disaster is before it happens. Ask yourself: what if the worst happened? Be a little pessimistic now, and assume it CAN happen to you. The following suggestions are helpful in designing a company disaster relief plan.

FACILITIES TIPS

- Develop contingency plans to remain in operation if your office, plant, or store is unusable. Examine the possibilities, of off-site operations and storage; make a plan, and assure that you and your employees know what to do.
- Store hard-to-replace parts or supplies off-site and keep it up-to-date. If this cannot be done, work with suppliers in advance to assure a secure and adequate supply.

INFORMATION & COMMUNICATION TIPS

- Make backup copies of all critical records such as accounting and employee data, as well as customer lists, production formulas, and inventory. Keep a backup copy of your computer's basic operating system, boot files, and critical software. Store a copy of all vital information on-site and a second in a safe off-site location. Make it a critical part of your routine to regularly back up files.
- Make pre-arrangements with computer vendors to quickly replace damaged vital hardware. Keep invoices, shipping lists, and other documentation of your system configuration off-site so you can quickly order the correct replacement components. Take care of credit checks, purchase accounts and other vendor requirements in advance so that the vendor can ship replacements immediately.
- Surge-protect all computer and phone equipment through power and phone lines. Invest in a surge protector that has a battery backup to assure that systems keep working through blackouts.
- Maintain an up-to-date copy of phone numbers, computer and Internet logon codes and passwords, employee phone numbers and other critical information in an accessible location. Develop an employee "telephone tree" to rapidly contact employees in an emergency.
- Create a crisis communication plan. Who will be your company spokesman? If that person is available, who should "do the talking" to the media? A public relations or communications firm



can assist your business in creating a solid crisis communication plan.

OPERATIONS TIPS

- Purchase a backup generator to maintain full operations or critical functions such as refrigeration, lighting, security systems, and computer control in the event of a power failure.
- Have alternative vendors and shippers in place in case your primary ones are disabled. Create relationships in advance and maintain them. Place occasional orders so that they regard you as an active customer when you need them.
- Guard against loss of your customer base by diversifying your product lines, sales locations, or target customers. Make it part of your annual plan to develop new customers, even if your current customer base seems fine and make the time to do so.

INSURANCE TIPS

- Review your current insurance coverage. Is it enough to get your business back in operation? Will it cover the replacement cost of vital equipment? Make it a regular annual procedure to review and update insurance. Also remember that insurance on mortgaged property probably only covers the lender with nothing left over for you.
- Be aware of your contents insurance. Does it cover the replacement cost of critical equipment?
- Know what your insurance does not cover.
- Consider business interruption insurance that assists you with operating needs during a period of shutdown. It may help you meet payrolls, pay vendors, and purchase inventory until you are in full operation again.

A community relies on its businesses to generate jobs and tax revenue and to nurture a built environment that is healthy and sustainable. When a business protects itself from natural disasters, it is also protecting one of its community's most valuable assets. There is no way to avoid a natural disaster from occurring. You can, however, take action to avoid the most devastating damage that your business may face.

A new guide is available at no charge from INSTITUTE FOR BUSINESS & HOME SAFETY (IBHS) and the United States Small Business Administration that introduces disaster planning and recovery for the small business owner. Suggestions on steps you can take to protect your building, contents, employees and customers is included in this guide. E-mail info@ibhs.org or visit its Web site at www.ibhs.org call (866) 657-IBHS (4247) for more information about the guide.