



Upcoming 2009/2010 Expressway Tower Projects!

We are pleased to announce that we will be installing a new roof on the second floor annex portion of the building. This should eliminate the water intrusion which has been occurring during rainy weather. This project is slated to start mid October and should be completed by the end of October. There will be some noise involved and we ask for your patience during this time period as this will benefit those affected by water intrusion during rainy weather.

We are also very excited to announce that, we are installing a new cooling tower! This project will commence at the end of October and should be completed within a six week time period barring any unexpected issues. The cooling tower sends water to the chillers which then distributes cooled air to the air handlers and through the building. The cooling tower has well outlived it's life-cycle.

We will send out project information to everyone keeping you updated on these projects. If you have any questions please contact the management office at (214) 768-7000.

Flu Season Is Here!

It is that time of year again! Flu Season is upon us and we are once again dealing with an outbreak of Swine Flu as well as regular seasonal Influenza.

Symptoms of Influenza & Swine Flu can be; Fever, Cough, Sore Throat, Body Aches, Headache, Chills, Fatigue, Diarrhea and Vomiting. To avoid catching either type of flu, wash your hands regularly with soap and warm water for at least one minute, cover your mouth when you cough and if you are sick, stay home to avoid infecting co-workers as both types of flu are highly contagious.

If you are experiencing any flu symptoms it is best that you consult your physician and follow all instructions. Get plenty of rest, stay hydrated by drinking plenty of liquids and take over the counter pain relievers cautiously, as needed and as directed by your physician.

We all need to work together to keep the spreading of either flu virus to a minimum so we can all stay healthy this holiday season.

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Special points of interest:

Daylight Savings Time Ends

November 1st.

Management Office Closed

November 26th & November 27th

December 24th & 25th

December 31st & January 1st

Emergency Procedures Reminder

Fires, explosions, power blackouts, severe weather conditions, civil commotions, tornados, and other emergencies are all improbable but can occur with little, if any warning. Preplanning for such emergencies can result in considerably more protection than is possible if we wait until an emergency occurs before deciding how best to protect the people involved.

We recommend that all of our tenants establish programs which can effectively be implemented should an emergency situation develop. Building Management does not require tenants to take protective action; however, we will communicate the nature of most emergency situations via our emergency communication system. Over this system, the building office will suggest to all the tenants any plan of action recommended by the public authorities.

We encourage tenants who have knowledge of an actual or potential emergency or dangerous situation to communicate such information to the building office. Please review the Emergency Procedures Manual with your employees that each tenant received upon moving into the building. If you need a copy of the manual emailed to you, please contact Cristen Floyd at 214-768-7000.

EMERGENCY TELEPHONE NUMBERS

Fire	Dallas Fire Department	911
Ambulance	Dallas Fire Department	911
Police	Dallas Police Department	911
Building Management	Expressway Tower	214-768-7000 (Answered 24 hours a day)
Building Security	Expressway Tower	214-768-7000
Chief Engineer	Expressway Tower	214-768-7000

Tenant Appreciation Event - Halloween Treats

***Join us October 29th,
for
Halloween Treats
in the Lobby
from 2:00PM-3:00PM!***



Successful Strategies for a Bad Economy

Consider the following tips to position yourself, and your business, for success in any economy, particularly an uncertain one like today's:

Be Open to Change Uncertain times call for individuals who can adapt to new ways of working. Adopt an open-minded approach and remain enthusiastic even when there are shifts in organizational structure, procedures or workload.

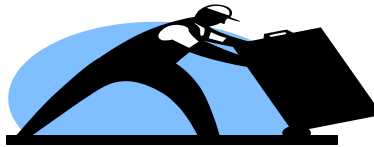
Look for Opportunities Keep in mind that changes to your organization or role aren't simply something to cope with; they could bring new opportunities. You may be asked to shoulder new responsibilities, which, down the road, could position you well for advancement.

Know your Skill Sets Expiration Date Prove yourself indispensable by staying current with all software and systems used by your company, and make sure your customer service skills shine. Whether its refining your communication skills or becoming an expert in a software program relevant to your field, always strive to continue your professional development.

Keep a Cool Head While its natural to be concerned about your job, remain a steady presence during turbulent times. Avoid becoming so consumed with speculation that you fail to do good work.

Deliveries/Moves

A Loading Area (located at the South side of the Tower) is available for routine, small deliveries between 7:00 AM and 7:00 PM Monday through Friday. Large deliveries (very large in size or quantity) must be made after 5:00 PM Monday through Friday or on Saturdays. Only the freight elevator can be used for the movement of furniture, equipment and supplies unless prior written approval to use additional elevators is granted by the Landlord. Each tenant or moving company representative is required to remove all boxes, trash, etc. When leaving the building. Any materials left behind will be disposed of and charges for this disposal will be the tenant's responsibility. All large deliveries and moves must be approved by the Management Office. Please refer to your tenant handbook for all moving policies.



Renewals	New Tenants
King Laughlin	Privacy Compliance Group Southwest Numismatic Corp.

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MANAGEMENT AND LEASING**

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Submit repair orders
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Halloween USA



Just in time for trick-or-treating, Halloween USA has opened a temporary location in Park Cities Plaza located next to the Barnes and Noble/SMU Bookstore. With hundreds of unique costumes, home décor, and party supplies, Halloween USA is your one shopping destination for the holiday. So, stop by Halloween USA on your lunch break or after work and surprise your family with items for a great Halloween.

Tenant Handbook Reminders

Smoking Policy

Expressway Tower is a non-smoking facility. Smoking is prohibited in the corridors, lobby, elevators, restrooms, garage and stairwells. Smoking is not permitted at the front or other entrances of the building.

Security

Expressway Tower on-site security hours are: 7:30 AM to 11:30 PM Monday through Friday, 8:00 AM to 4:00 PM on Saturday. Security is not allowed to provide access to the building or tenant spaces. Tenants must have their access cards and tenant keys when visiting the building after normal operating hours.

Hours of Operation

Expressway Tower will be open for normal business operations from 7:00 AM to 7:00 PM Monday through Friday, 8:00 AM to 1:00 PM Saturdays. The building will be closed on Sundays and holidays. Authorized personnel may gain access to the building 24 hours a day with an access card.

Graphics/Signage

Building graphics are standardized throughout the building and no exceptions are permitted without written permission from the Landlord.