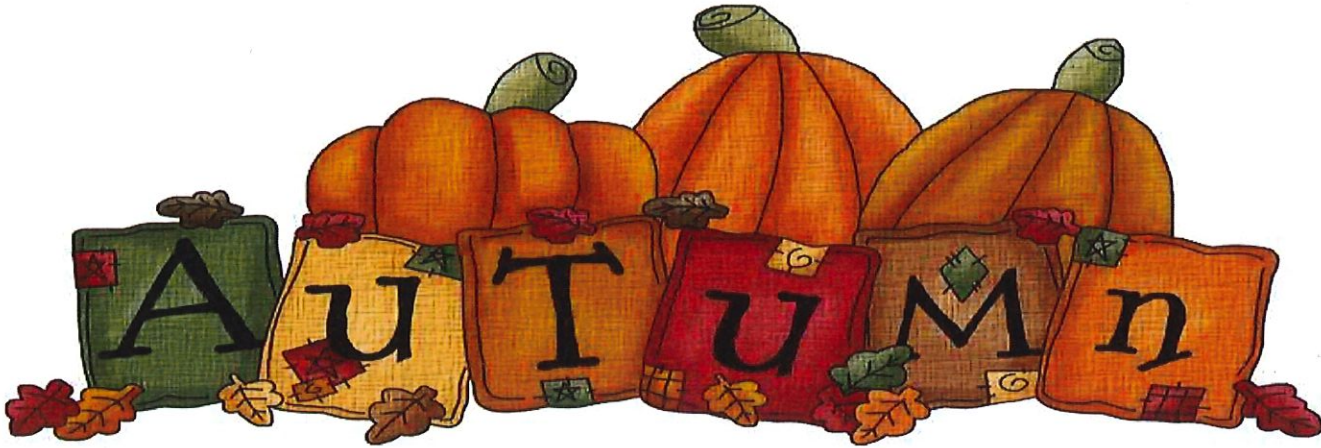


DEL AMO CROSSING NEWSLETTER

Fourth Quarter 2019

The Muller Company, 21535 Hawthorne Blvd., Suite 100 Torrance, CA 90503
www.themullercompany.com 310.406.3730



~ Welcome New Tenants ~

We would like to welcome our new tenant:

URBAN PLATES

We're happy you're here!

September 23rd
Autumnal Equinox

October 1st
International Coffee Day



October 14th
National Dessert Day



October 31st



Halloween

November 3rd
Daylight Savings time ends

November 11th
Veterans' Day

November 28th



Thanksgiving
Building Closed

On Site Management Team

Senior Property Manager – Margaret Powell

Operations Manager – Carolyn Williams

Assistant Property Manager – Edith Herrera

Chief Building Engineer – Randy DeJong

Utility Engineer – Ron Johnson

Building Day Porters – Daniel, Blanca & Daysi

Parking Manager – Eloisa Velasquez

Phone: (310) 406-3730 Fax (310) 362-8416



BUILDING SECURITY

24 / 7

(310) 614-5036

Please feel free to contact Security if you need assistance or an escort to your vehicle.

Friendly Reminders

Work Orders

We have a work order program, Workspace, for you to submit requests regarding anything within your space. Please contact the management office for login/password information or to add/delete a user. Please see the website link to access the site: <http://my.workspace.cc/login/themullercompany.com> the tenant login is at the top right hand corner. Once you put in your login info, follow the drop downs to submit your work order.

Deliveries

Getting something delivered? All deliveries must be done before 8:00AM or after 6:00PM Monday through Friday and can be done anytime on Saturday or Sunday. If a delivery company is being used, please contact the management office for vendor insurance guidelines that are required to be received prior to the delivery date. This will ensure a smooth and stress-free delivery. Please make arrangements with your delivery vendor to dispose of any large boxes. Any office furniture or other bulky items will require for you to order a bin for disposal.

Insurance

Please be sure to submit your most updated certificate of insurance **along with an additional Insured Endorsement** to us here at the management office. We want to make sure our files are up to date.

Rent

Rent payments are due on or before **1st day** of each month. In order to avoid late fees please mail your check to the lockbox at least 5 days prior to the due date. Thank you! **21515 Hawthorne Owners, LLC**
PO Box 846909, Los Angeles, CA 90084-6909

Leasing Information

There are renewals coming up this year; if you have any questions concerning your renewal or would like to get a jump start, please contact Margaret Powell at the 310.406.3730.



PARKING INFO

Parking Office Hours:
8 am – 5 pm
Office: 310-540-3039
Contact Eloisa Velasquez
Cell: 562-230-1143
Email: Eloisa.Velasquez@abm.com



We ask all tenants to please park in the tenant provided parking areas Covered or Uncovered according to the current parking agreement and by the terms of their lease agreement and leave the Visitor Levels 1A & 1 B Parking spaces open for your visitors.

Updates!

Construction continues with the parking garage.



Freight Elevator

The freight elevator is back up and running we would like to remind everyone to continue to use the Parking Elevators on 1A - 3B to access the Plaza Level to enter the 21515 Building and for mailroom access from parking elevators, press 1A. **Freight elevator should be used for freight loads, deliveries, contractors and building maintenance only.** We thank you for your cooperation.



Support the Cure



October is Breast Cancer Awareness Month and the management office will be "GOING PINK" for the cause, with October 18th being our official "GO PINK" day. We will be fundraising beginning October 1st. Please stop by the management office and drop off your donation and sign a pink ribbon that will be displayed on our glass front windows. Our goal is to cover the entire management office front windows by October 18th. All donations will be donated on behalf of our partnership with City of Hope. We sincerely appreciate your support!