



## Lobby Renovation

Many of the anticipated upgrades to Post Montgomery Center’s main lobby have begun to take shape. Although it’s a large project, we are right on schedule with completion targeted for late fall.

As a thank you to all our gracious tenants for your continued patience during this project we brought back Mission Mini’s cupcakes on Thursday, October 6<sup>th</sup>. Thanks for stopping by!

## E-Waste Recycling Results

Since 2009, Post Montgomery Center has teamed up with Green Citizen to offer a free E-waste Recycling service to our tenants. The program is simple – you send an email with an itemized list of recyclables (computers, monitors, microwaves, cords, surge protectors, etc.) to the Building Office, and we will coordinate with Green Citizen to pick up directly from your floor. Please do your part and utilize this service.

Below you will find some interesting information on what our building has diverted from the waste stream over the past two years:

### Recyclables Collected:

Electronics Recycling 2010.....	987 pounds
Electronics Recycling 2011 YTD .....	3,124 pounds
Kiosk Recycling 2010 .....	286 pounds
Kiosk Recycling 2011 YTD .....	149 pounds
<b>Electronic Recycling Grand Total.....</b>	<b>4,546 pounds</b>

## New Tenants in the Building

Post Montgomery Center is busy with new construction on several floors, new tenants moving in, and new leases being signed. Over the next few months, PMC will be welcoming four new tenants into the building including John Wiley & Sons, a global publishing company specializing in educational materials, and several smaller companies; namely DBL Investors, Joost Enterprises and Seven Post Investment Office.

## Floor Warden Training and Fire Drills in October

This year’s Floor Warden Training Class will take place from 10-11am on Tuesday, October 25<sup>th</sup>. During this training, all Floor Wardens will become acquainted with the building’s procedures for emergencies including fires, earthquakes and other critical situations. Tower Fire Drills will take place during the week of November 7<sup>th</sup>. More details to follow.

For all non-Floor Wardens, Post Montgomery Center offers a great tool to get all of your employees familiar with the building’s entrances, exits and emergency procedures. Please make sure that you are taking full advantage of it by integrating it into your training procedures for new employees.

- o <http://postmontgomery.bssnet.com/>
- o Email the building office for individual Tenant passwords.

## Green Tip of the Month: Reduce, Reuse, Recycle

You’ve seen and heard the words: reduce, reuse, recycle before, but did you know that they’re written in that order intentionally? Reduce is first, since the less we use, the less we will have to reuse and/or recycle in the long run. Because we know that offices are typically big on paper usage, we thought we’d start here. Per EPA.gov, the average office worker in the US uses 10,000 sheets of copy paper each year. Office workers in the US generate approximately two pounds of paper and paperboard products every day. An easy way to cut down on paper usage is to set your printer to always print double sided and make two-sided printing and copying standard practice for your office. Every little bit helps.

## IMPORTANT PHONE NUMBERS

**Building Office: 393-1500**  
One Montgomery St. Suite 3220  
San Francisco, CA 94104  
cwpmc.com

**Crocker Galleria: 393-1505**  
50 Post Street  
San Francisco, CA 94104  
TheCrockerGalleria.com

**Security Desk: 393-1535**  
security@cwpmc.com

**Personal Fire Extinguishers**

California and San Francisco Fire and Building Codes require fire extinguishers to be kept and maintained in our workplace, but for most, after they're purchased, they're forgotten. Fire extinguishers need to be inspected, maintained and tested so that when we need them, they will perform as expected. Consider this a reminder to service your fire extinguisher before it's too late.

Purchasing a multiple rating fire extinguisher (A-B-C) will cover most common fire types. (A: wood, paper, cloth, B: Flammable liquids and C: Electrical equipment). These are affordable and are a great defense against small fires.

Know where the fire extinguishers are located in your home and office. Find out what needs to be done to make sure they will work when needed. Finally, learn how to properly use a fire extinguisher. Remember the acronym P-A-S-S: **P**: Pull **A**: Aim **S**: Squeeze **S**: Sweep



**Classic Double-Crust Apple Pie**

**Crust**

- 2 1/2 cups all purpose flour
- 1/2 teaspoon salt
- 10 tablespoons (1 1/4 sticks) chilled unsalted butter, cut into 1/2-inch pieces
- 1/2 cup chilled solid vegetable shortening, cut into 1/2-inch pieces
- 4 tablespoons (about) ice water

**Filling**

- Nonstick vegetable oil spray
- 1 3/4 pounds sweet apples, peeled, cored, thinly sliced (about 5 1/2 cups)
- 1 3/4 pounds tart apples, thinly sliced (about 5 1/2 cups)
- 3/4 cup plus 1 tablespoon sugar
- 1 teaspoon fresh lemon juice
- 1/2 teaspoon plus large pinch of ground cinnamon
- 1/2 teaspoon vanilla extract
- 1 tablespoon all purpose flour

- \* 3 tablespoons unsalted butter, diced
- \* 1 tablespoon whole milk



**For crust:**

Whisk flour and salt in large bowl to blend. Add butter and shortening and rub in with fingertips until very coarse meal forms. Sprinkle with 3 tablespoons water; toss until moist clumps form, adding more water by teaspoonfuls if mixture is dry. Gather dough into ball; divide in half. Flatten into disks. Wrap in plastic; chill at least 1 hour. (Can be made 1 day ahead. Keep refrigerated. Soften slightly at room temperature before using.)

**For filling:**

Preheat oven to 400°F. Spray 9-inch-diameter deep-dish glass pie dish with nonstick spray. Stir all apples, 3/4 cup sugar, lemon juice, 1/2 teaspoon cinnamon, and vanilla in large bowl to blend. Let stand until juices form, about 15 minutes. Mix in flour.

Roll out 1 dough disk on lightly floured surface to 12-inch round. Place dough in prepared pie dish. Spoon in filling; dot with butter. Roll out second dough disk to 13-inch round. Using small bottle cap, cut out ten 1/2-inch-diameter circles from dough for decoration; discard circles. Drape dough over filling. Seal top and bottom crust edges together; trim to 1/2-inch overhang. Fold overhang under; crimp decoratively. Brush pie with milk. Combine remaining 1 tablespoon sugar and large pinch of cinnamon in small bowl; sprinkle over pie.

Transfer pie to baking sheet; place in oven. Immediately reduce temperature to 375°F. Bake pie until crust is golden brown, apples are tender and filling is bubbling thickly, covering edge with foil if browning too quickly, about 2 hours. Cool 30 minutes. Serve warm or at room temperature.

**Post Montgomery Center Staff**

General Manager .....Susan Court  
 Property Manager..... Jose Guevara  
 Financial Manager.....Tim Taw  
 Retail Portfolio Manager.....Nicole DuBee  
 Property Administrator..... Jill Ludwig-Montoya  
 Tenant Services Coordinator .....Lindsey Fisher  
 Administrative Assistant.....Hilary Hanhan  
 Property Accountant.....Amber Fang  
 Accounting Assistant.....Marsha Kobuchi

Chief Engineer..... Ed Perinoni  
 Assistant Chief Engineer ..... Erik Carlson  
 Journeyman Engineer .....Marty Gianni  
 Journeyman Engineer ..... Philip Rynning  
 Journeyman Engineer .....Martin Poblano  
 Journeyman Engineer ..... Matt Montanez  
 Utility Engineer .....Dominic Malatesta  
 Utility Engineer ..... Marc Paton