

# ARI-EL TIMES

## Welcome New Clients

We wish to welcome the following companies who recently joined Ari-El's Tenant Family.



### Woodfield Office Park Southfield

- ◆ **Lyons Transport**  
(Transportation Company)
- ◆ **Mitchell Communications**  
(Call Center)
- ◆ **Quest Diagnostics**  
(Medical Testing)
- ◆ **Professional Financial**  
(Mortgage/Investments)
- ◆ **Rose Nursing Services**  
(Home Health Care)

### 600 West Maple, Troy

- ◆ **Beauty Systems**  
(Sally's Beauty Supply)

### 1700 Lincoln, Madison Hgts.

- ◆ **Alside** (Outdoor Building Materials)

### 7845 Middlebelt, Romulus

- ◆ **Motivational Empowerment**  
(Addiction Counseling)



### Amrhein Industrial, Livonia

- ◆ **Molly Maid**  
(House Cleaning)
- ◆ **Bath Fitter**  
(Bathroom Remodeling)

### Livonia Industrial, Livonia

- ◆ **Shaw Electric**  
(Electrical Contractor)

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## HAVE A MAINTENANCE REQUEST?

Get your request done quickly, easily and exactly as needed by submitting all of your requests **in writing**. Enclosed is a copy of our Maintenance Request form which you can complete and fax to our office at 248-557-6442 (please make additional copies first for future use).

If you prefer, you may visit our website at [www.ari-el.com](http://www.ari-el.com), click on Client Services, then click on the "Service Request" icon to download an Excel document. Save this document on your computer to be used anytime you have a service request. At the time you need service, simply complete the form and email it to [maintenance@ari-el.com](mailto:maintenance@ari-el.com)

## GREEN OFFICES

By making a few changes in our habits, we can begin to make a difference in conserving energy and reducing pollution to help save our planet.

Try some of these tips from True Green by Kim McKay:

- ▶ **Bring your own coffee mug to work** to reduce the number of Styrofoam cups which are not biodegradable.



- ▶ **Turn off your computer nightly.** It's the office's main drain, using more juice than all other equipment combined. Savings: about 75% fewer kilowatts.

- ▶ **Repurpose paper.** Because the typical worker uses 10,000 sheets each year—roughly one tree worth—keep a scrap paper tray on your desk, place a recycling bin in a high traffic area, print on both sides, and urge your office to buy recycled paper. Less than 9% of the 8 million tons used every year is recycled, but going second hand will use up to 90% less water and half the energy.
- ▶ **Reuse ink cartridges** up to four times, unless the warranty says otherwise. Using a reputable company (Staples, Dell, etc.) to refill your cartridges will save you up to 90% on the cost of a new cartridge.

## Emergency Action Plan - The Time to Plan is Now

OSHA requires you to have an emergency action plan (EAP) if fire extinguishers are provided in your workplace, and if anyone will be evacuating during a fire or other emergency.

In most circumstances, immediate evacuation is the best policy, especially if professional firefighting services are available to respond quickly. There may be situations where employee firefighting is warranted to give other workers time to escape, or to prevent danger to others by

spread of a fire. In this case, you as the employer are still required to have an EAP. For more information, visit [www.osha.gov/SLTC/etools/evacuation](http://www.osha.gov/SLTC/etools/evacuation).

Also, check out our website at [www.ari-el/tenantnotices.com](http://www.ari-el/tenantnotices.com) to see the EAPs we prepared for each of our office buildings. Select your property and feel free to use our plan to create your own. There is also a sample handbook on Workplace Violence Prevention and Response which may be helpful.

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We're on the Web!  
www.ari-el.com

Please visit our website to:

- ▶ Find available properties
- ▶ Learn about our client services
- ▶ Sign up for monthly Direct Deposit of rent payments
- ▶ Download another copy of this newsletter or a previous issue
- ▶ Obtain a Maintenance Request Form
- ▶ Download an Emergency Action Plan (EAP) for your office
- ▶ Locate and purchase used office furniture and/or equipment
- ▶ Learn more about Ari-El
- ▶ Take a Client Satisfaction Survey

## YOUR NEIGHBOR MIGHT BE YOUR NEXT CLIENT

Send a write-up about your company with a picture (or company brochure) and we may feature your business in a future issue of *Ari-El Times*. Please send copy to Marilyn Meredith at the above address or call 248-557-3800 for an interview and we will write a story for you to approve.

This is free advertising so why not give it a try!

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### Garrison Place Office Center

Dearborn

- ◆ Actia Corporation (Vehicle diagnostics equipment engineering)
- ◆ Hospice of Michigan (Office/call center health care provider)
- ◆ LabCorp (Medical Testing)
- ◆ Institute for Health Professions - **Expansion** (Education)



### Grand Rapids Corporate Center

Grand Rapids

- ◆ Marceco (Prepaid cell phones)
- ◆ Preferred Building Maintenance (Office Janitorial Services)
- ◆ SubCon - **Expansion** (Sign Company)



### One Heritage Place Office Center

Southgate

- ▶ Expedient Medstaff (Placement Agency)



### Hilltop Research & Development Center

Southfield

- ◆ CBI (Copy Products)



### Jeffries Tech Center

Livonia

- ◆ ELS Wireless (Cell phones)
- ◆ Genesis Construction (Builder)
- ◆ Precision Printer Services (Laser & Inkjet Printer Supplies & Service)
- ◆ KCC Mold - (Consulting)

### Boardwalk Commerce Center

Ann Arbor

- ◆ Frontline Church - Ann Arbor (Religious)



### 10 West Square Lake Office Building

Bloomfield Hills

- ◆ Preferred Audiology - (Hearing testing and Hearing Aid Testing & Repair)
- ◆ Dr. Marek Lutrzykowski and Dr. Jadwiga Malaczynski (Health care provider)
- ◆ LabCorp (Medical Testing)
- ◆ Bentax - **Expansion** (Accounting)
- ◆ Allergy & Asthma Care - **Expansion**



### Kingswood Office Center

Bloomfield Hills

- ◆ Hospice of Michigan (Office/call center health care provider)



### Kingswood Shopping Center

Bloomfield Hills

- ◆ COMING SOON! Rotisserie Experience (Carry-out and Catering)