

VIEWS

ELEVATOR ETIQUETTE

RULES FOR THE UPS AND DOWNS

MAY

7th

Monday Morning Perk-Up!

Stop by and begin your morning right with a complimentary granola bar or fruit!

13th

Mother's Day!

19th

Armed Forces Day

28th

Memorial Day (Observed)

****Bank & Mgmt. Office Closed****

29th

Ice Cream Social

Beginning at NOON, join us in the lobby for a cold, sweet treat!

JUNE

4th

Monday Morning Perk-Up!

Join us in the lobby for coffee and a donut!

17th

Father's Day

21st

First Day of Summer!



A pleasant ride on the elevator to or from your office is the perfect time to collect your thoughts and mentally prepare for the day ahead, or relax your eyes and rest your brain as you punch out at the end of the day or break for lunch!

The following are some gentle reminders and tips for being a considerate and conscientious elevator passenger in today's busy workplace.

Sardines, Anyone? Over-crowding of the elevators is one of the most common complaints from people in the workplace. When determining whether you should board the car, know that there should be room for two people for every one person attempting to board. During high traffic times, you may find it necessary to board a car that is crowded. If there is not a verbal invitation to board, the passengers may welcome you by moving aside making space for you, which can be considered an invitation to board. If you are with someone else, do not assume that the invitation stands for all of you. It may be necessary to split up and meet at your destination floor.

Holding the door for someone that is running toward the car is only appropriate when the car is empty or there is consensus among the passengers that it is ok to wait.

The "My Floor" Rule. In a crowded elevator, when there are others between you and the door, announce that the elevator has arrived at your floor and excuse yourself while making your way through the crowd.



"Try to finish all cell phone conversations before getting on to an elevator."

Allow Them To Exit. When waiting to get on an elevator, please avoid hovering at the doors waiting to race inside. If people are exiting the elevator when the doors open, allow the passengers to step out before you attempt to step inside.

Volume Control! When talking to others on the elevator, be considerate and talk softly. Don't make the assumption that other passengers want to know what you are talking about. Try to finish cell phone conversations before getting on an elevator. Like

overcrowding, cell phone usage in elevators is one of the most common pet peeves of professionals.

A little cooperation, courtesy, and professionalism will help everyone have a better ride!

THE DOWNTOWN LOWDOWN

Wednesday, May 2, 5 PM

**Kentucky Derby Post Position Draw
Fourth Street Live!**

Derby horse owners and trainers will select their starting positions for the 133rd running of the Kentucky Derby. Stick around for COLLECTIVE SOUL and FIVE FOR FIGHTING performing LIVE at 6:30 PM with special guest The Muckrakers.

May 24 - May 28

Abby Road on the River

The Galt House & Belvedere Festival Park

Modeled after a weeklong festival held in Liverpool, England for more than two decades, Abbey Road is the largest Beatles festival in the United States, celebrating the world's greatest rock-and-roll band. Six stages at The Kentucky Center for the Arts, the Belvedere Festival Park and the Galt House Hotel & Suites feature more than 30 great Beatles tribute bands. This legendary five-day celebration of music, food and art is not to be missed!

Monday, May 28 (Memorial Day), 11 AM - 4 PM

**Taste of Health
Louisville Slugger Field**

Enjoy cooking demonstrations, fun and educational activities, an extended restaurant sampling fair, national speakers and children's activities at this "healthy people, healthy planet" festival! Admission and parking are free. Visit www.tasteofhealth.org for more information.

Monday, May 28 (Memorial Day), 10 AM

**Mayor's Memorial Day Hike and Bike
Waterfront Park, Great Lawn**

All ages & experience levels are invited to join in this 15 mile bicycle ride to Iroquois Park and back (there are turnarounds for those wanting shorter rides). Enjoy activities, giveaways and entertainment at Waterfront Park. No registration is required. Visit www.louisvilleky.gov/CommunityRelations for more info.

FIRE ALARM REMINDERS!



- Upon hearing an alarm, all **DESIGNATED** floors are to evacuate **IMMEDIATELY!** Either or both stairwells can be used. Typically, only the 'Alarm Floor' and two (2) floors immediately above it and one (1) immediately below it would initially be in alarm and be instructed to evacuate.
- There continues to be confusion between evacuation messages on the floor and those messages broadcast throughout the stairwells. Whenever ANY floor receives an evacuation message, the SAME message is broadcast throughout the stairwells. If YOUR floor receives an evacuation notice, the message will come from the speakers located on YOUR floors.
- Never use an elevator during a fire alarm!
- Direct your personnel out of the building to a pre-designated meeting place.

**A MESSAGE FROM
LOUISVILLE METRO POLICE DEPARTMENT**

Safety Considerations for the Downtown Area

In the last few months, we have noted an increase in thefts from Downtown offices. One of the current trends is for the criminals to go into unsecured rooms. This normally happens during the day while the business is open. A lot of the employees leave their laptops, purses, PDA's, or valuable items unsecured during these times. The criminals will take anything they can steal and are gone in a very short period of time. These suspects dress in a casual or professional manner and do not appear disheveled or indigent. We recommend that you secure your personal belongings in a **locked** drawer or just lock the door during breaks/lunch. This very basic security measure could reduce numerous thefts. Also, please keep your conference rooms locked when not in use if they contain televisions, computers, or any audio visual equipment.

We continue to see thefts from vehicles parked in the parking garages and lots. It is incumbent upon all of us to secure our valuables in the trunks of our vehicles or just leave them at home. A theft from a vehicle is a **crime of opportunity** based upon a failure to secure our belongings. We continuously see reports where victims leave their purses, laptop computers, wallets, golf clubs, cell phones, and numerous other valuable items in plain view inside their vehicles. Please reinforce to your employees that it is imperative for them to secure their belongings if they want to keep them.



If we can be of assistance in the Downtown area, feel free to contact us at your convenience.

Lt. Rob Davis
LMPD- 1st Division, (502) 574-7167

**FREE PARKING
(for your bike!)**

Are you one of the few, the proud, and the fit, who cycle their way to work downtown? Good for you! Take advantage of our TWO bike racks and enjoy free parking at National



City Tower! One of our racks is located at the corner of 5th and Main Streets (the contemporary art metal sculpture pictured to the left). For covered bicycle parking, a rack is located on Level D of the parking garage. Cyclists must use the elevator located in the garage vestibule to access the rack as opposed to biking up the garage ramps (your safety is our priority!). If you have any questions about parking your bicycle at National City Tower, don't hesitate to get in touch with Building Management.



www.nationalcitytower.com
for the latest news and activities in
National City Tower

**National City
T O W E R**

Management & Leasing

Suite 2410

(502) 589-4280 (tel.)

(502) 589-0245 (fax)



WIN LUNCH ON US!



Summertime is right around the corner, and we want to know your favorite thing to do downtown during the summer! Just email us a short description of how you like to spend your leisure time in this area when it's warm and sunny! We'll pick the one that sounds interesting and fun and give that lucky person a gift card to an area restaurant. The winning entry will be featured in the June issue of *VIEW*S, too!

Send emails to e.graves@nationalcitytower.com.

Do you have feedback about this issue that you'd like to share with us or story ideas you'd like featured? Please email e.graves@nationalcitytower.com. We love hearing from our tenants!