

Newsletter Fall 2008

WELCOME TO BP Centre!

Building News

BP Centre was established many years ago. In keeping up with a fast growing downtown Calgary, BP Centre is seeing new upgrades and improvements everyday. It's hard to believe that BP Centre is fast approaching it's 20th Anniversary.

Happy 20th Anniversary BP Centre!

On November 5th, 2008, join Bentall in celebrating the 20th Anniversary of the BP Centre. There will be cupcakes served on the main floor lobby from 11:30am to 1:30pm. Make sure

All property found within the building or on our grounds, should be turned into the Security Desk, as in all likelihood, the item belongs to a BP Centre Employee. On receipt of the property, a member of the Security Team will complete a form detailing when, where and by whom the property was found together with a detailed description of the item. The found property is then locked in a secure container for safe keeping, pending it's return to the rightful owner.

Bentall policy dictates that all found property will be retained for a period of 90 days after

to check out the display of BP Centre detailing the past, present and future plans of the building. This is a landmark anniversary as the building, and those who have worked in it, have seen enormous changes throughout the city of Calgary.

More details to follow!

BP Centre Website

BP Centre is proud to announce that we are currently developing a BP Centre website that will be available to all tenants and public.

The public section will display all the general information

Security News

which time it will be disposed of, either by destruction, (if it's an item such as a house key) or donation to a charitable entity, (if it's an item that can be used such as a sweater or pair of gloves.) Money is returned to the Finder.

Conversely, should you lose something, please report its loss to the Security Desk. A lost property form will be completed identifying the item.

Found property forms are routinely compared against Lost property forms in an effort to effect a return.

Found Property can be claimed

that BP Centre has to offer. This will include: Information About BP Centre, Location & Amenities, Building Operations, News Centre, Tenant Notices & Events, and an Environmental section.

The private section will only be available to Tenants of BP Centre; and accessible by confidential usernames and passwords. This secure Tenant Menu section will provide important forms on rules & regulations, security and policies & procedures. Once the BP Centre website is launched, an announcement will be sent out.

from the Security Office at BP Centre between 0800 and 1600, Monday to Friday.



Special Points of

Interest:

- *Welcome to BP Centre*
- *Security News*
- *Environmental News*
- *BP Centre Conference Room*
- *Local Charity*
- *Improvements and Upgrades*
- *Coming Soon!*
- *Bentall Employee Feature*
- *Tenant Updates*

Enjoy BP Centre to the

fullest!!



Security Tips for Everyone:

-Do not allow tailgating into the building or your floor. Even if you know the person, avoid letting them in.

-If any unknown person makes you nervous, please contact security at 403.237.7050.

-Purses and wallets left unattended are easy targets for "sneak" thieves, please ensure all personal items are kept locked in your desk.

-All authorized contractors at BP Centre are required to wear a visible BP Centre ID badge.

-Our Security Personnel will also be pleased to escort you to your vehicle in the parkade should you so desire. Please call them in advance if possible. This will enable an officer to be available for you.

Environmental News

DID YOU KNOW.....?

Bentall has adopted several "green" standards in order to protect the environment and reduce our carbon footprint.

- all of the garbage bags used in the building are made of 100% recycled materials
- desk side garbage bags are only replaced if they contain wet items. In order to avoid sending unnecessary garbage bags to the landfill, place your wet items in the central
- all cleaning chemicals used in cleaning are certified "green" and are not harmful to tenants or the environment
- Bentall has mandated that powered floor maintenance equipment and vacuum cleaners operate at a sound level of less than 70 dBA
- Bentall has mandated that all paper products used in our washrooms contain no less than 95% recycled materials

garbage bin on your floor

- each floor is equipped with motion sensor lighting to ensure that we are not wasting energy by providing light to unoccupied offices
- all base building lights were upgraded to an efficient system

Bentall is pleased to offer recycling services for our tenants for plastics, metals, and electronics at our P1 level recycling centre. For more information on these services, please contact Michael Cole, Tenant Services Manager, at 403-303-2443 or at mcole@bentall.com.

BP Centre Conference Room

Bentall is pleased to announce the opening of the BP Centre Conference Room. This room is located on the plus 15 level adjacent to the Security Office.

BP Centre Conference Room may be booked through your tenant contact.

You may book the room up to six months in advance and this is based on an allotted virtual dollar credit system.

The BP Centre Conference Room is one spacious room that can accommodate up to 75 people standing or 50 people

seated. There are different seating arrangements so make sure to let the Bentall Tenant Relations Manager, Reta Carswell, know your choice prior to the booking. Since the room is not furnished with audio visual equipment, all tenants are responsible for providing their own laptop, screen and projector.



Following the booking, the Tenant Relations Manager will phone or email the week before to go over the details of the reservation. The Tenant Relations Manager is always available on a short notice if you require extra assistance. Make sure to let her know if you have any specific plans such as receptions or activities planned for the Conference Room. For booking rates, credit balances or any questions, Reta Carswell may be reached at

bpconferenceroom@bentall.com or 716-2003. ***Please note the room will only be available for bookings until Summer 2009.*

Supporting our Local Charities

The Canadian Blood Services

BP Canada Energy Company has been instrumental in organizing The Canadian Blood Services donation clinics at BP Centre for years now. Here is communication thanking the tenants of BP Centre and showing our commitment and dedication to helping others:

"I wanted to send a quick note to thank you for all your help with our clinic on July 24th.

We had a very good clinic - we actually added an extra bed to this clinic to

help us collect more units to help with summer demand in the hospitals. We welcomed 121 donors and were able to collect 106 units. These 106 units can help improve or save the lives of up to 318 patients in the hospitals. Thank you again for your support and we look forward to our next clinic planned for November 13th."

Judy Jones

Community Development Coordinator
Canadian Blood Services

Connections Counselling Stampede Breakfast Results

On July 10th, 2008, the combined BP Centre and Livingston Place Stampede Breakfast hosted the local charity Connections Counselling & Consulting Foundation. You may remember the display and twoonie jar that was beside the breakfast tables. After many people stopped by to see the educational display, the donations totaled a large number of \$738.91. Great job BP Centre and Livingston Place, and thanks to all those who donated!

Improvements and Upgrades

BP Centre is continuing to maintain our high standards that our Tenants are expecting. There are a number of upgrades and improvements that are making great progress. These upgrades include:

- In keeping with our green initiative, BP Centre has installed handsfree faucets in all of the base building bathrooms conserving water.
- Other renovations include the Dual Handle Toilets commonly known as

Dual Flushometers. This will help to augment our green standard and will reduce the unnecessary water usage within BP Centre. These will be installed in all women's wash rooms by mid-October.

- Gateway Newstands will be completing its opening this Fall. They will be located on the main floor across from Studio 400. Gateway Newstands will be providing Tenant needs such as lottery services, bev-

erages, snacks and dry cleaning.

- The main floor locker rooms are due for renovations. We will be starting work later this Fall.
- The BP Centre Conference Room is open to book through the Tenant Relations Manager, Reta Carswell. *** This will only be open until Summer of 2009. See more under the article BP Conference Room.*

Coming Soon: Waste Reduction Week

BP Centre is pleased to participate in Waste Reduction Week, October 19th to 25th 2008. Waste Reduction Week is a Canada wide initiative to assist in the education of the reduction of unnecessary waste.

Did you know that Canadians produce more than 31 million tonnes of unnecessary waste every year? This is a number that can be reduced significantly and it's up to BP Centre to be a leader in the City of Calgary.

Bentall's partnership with Clean Calgary Association has helped us monitor our waste stream and come up with ways to divert materials out of the landfills.

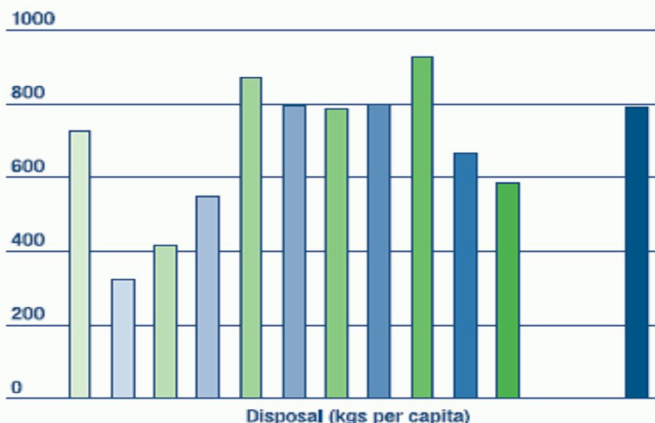
We are currently reviewing our extended recycling program for expansion to include other materials, such as, batteries and toner cartridges.

Bentall is happy to assist our tenants in reducing waste in the corporate office environment. Take the role of becoming a leader in office waste management.

To recognize the mediums of waste, whether it is small or "non-impacting", utilize the services that Bentall make available.

Should you require assistance in setting up your office programs, please contact Michael Cole, Tenant Services Manager, at 303-2443 or mcole@bentall.com. You may also view more information on Waste Reduction week website at www.wrwcanda.com.

Waste disposal per capita, all sources, by Province and Territory, 2002



□ Newfoundland and Labrador (725 kg)	■ Saskatchewan (799 kg)
□ Prince Edward Island (325 kg)	■ Alberta (928 kg)
□ Nova Scotia (417 kg)	■ British Columbia (667 kg)
□ New Brunswick (551 kg)	■ Yukon Territory (587 kg)
□ Quebec (872 kg)	■ Northwest Territories *
□ Ontario (797 kg)	■ Nunavut *
□ Manitoba (786 kg)	■ Canada Average (791 kg)

Sources: Statistics Canada, 2004
Island Waste Management Corporation, PEI
City of Whitehorse, Yukon

* The disposal rates for Northwest Territories and Nunavut have been suppressed to meet confidentiality requirements.

The Finishing Touch: Tenant Updates

BP Centre Fire Evacuation Plan

As you are aware, on September 23rd, 2008 BP Centre Tenants participated in a mandatory evacuation fire drill. The intention of this drill is to monitor all floors and make sure that all procedures and precautions are followed. Here are some requirements to safely exit the building:

- Single file, hold on to the handrail.
- Leave a clear path up the stairs for emergency personnel.
- NEVER bring a drink of any kind during the evacuation—a spilled drink could cause slippage on the stairs thus resulting in further emergency.
- Listen to the Fire Warden—they have received special training for these situations

- No talking on cell phones or to others as it will make it difficult for you and others to hear important announcements
- When you reach the muster point, please proceed to the back to allow those behind you to enter as well.

The muster points for those exiting the North Stairwell of BP Centre is at the Court Yard of Livingston Place. Those exiting through the BP Centre South Stairwell will gather in the area of the water fountain to the South West of 5th Avenue Place. For more information, please review the Evacuation Plan section of the desk tent card.

Overall, the mandatory evacuation went accordingly and the Fire Wardens have been well trained. The time for the

entire procedure has been noted at 19 minutes. Thank you BP Centre for your cooperation! For more information, feel free to contact the Bentall security office at 303-2473.



Bentall

Our foundation is
service

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Bentall