



thecornerstone

Who **We** Are

WELCOME TO THE INAUGURAL ISSUE OF THE RGM CORNERSTONE

Our tenant newsletter is designed to facilitate communication between you, the people who lease space and work in our buildings; and us, the ones you rely on to help make your day-to-day professional lives more productive and efficient.

This should be an interactive exercise; we encourage you to give us feedback on items that may appear on these pages, to be proactive in suggesting measures we can take to improve your tenant experience, and even to contribute stories and ideas that you may want to see featured.

There's a reason we have chosen the name Cornerstone to grace the masthead of this newsletter. In building terms, it is defined as "a stone uniting two masonry walls at an intersection", which perfectly expresses our vision for this publication. We want it to be a meeting point, a common ground on which we can discuss issues and share ideas. We are here for you – available and accessible – and aim to continue to make working in an RGM building an extraordinary experience for you and your staff!

Newtown **Centre:** TOWN, MADE NEW

RGM's newest project is making businesspeople rethink the concept of "town". A stone's throw from downtown Port of Spain, Newtown Centre is all about conducting business in a more convenient fashion – located along Maraval Road just south of the Queen's Park Savannah, the property has a friendly, almost neighbourhood-type atmosphere about it, yet is the epitome of professionalism – the soon-to-be flagship building in an area that is becoming more and more commercial in nature.

Historically, Newtown has been one of Port of Spain's most significant suburbs; its contributions to culture (numerous pan yards, whose annual Carnival offerings continue to be a



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real treat, not to mention having been home to brilliant mas' makers like Raoul Garib and Wayne Berkeley), education (Newtown Boys and Girls Schools have been bastions of primary level learning), sports (the now-defunct Casuals and Shamrock clubs have churned out many of our nation's top sportsmen and women) and religion (St. Patrick's Roman Catholic Church and All Saints Anglican Church are both historically relevant and architecturally awe-inspiring) have been substantial.

Keeping this history in mind, RGM seized the opportunity to place a signature A-class building into the modern vibe of such a vibrant community, which now boasts restaurants, "liming" spots, retail shops and other commercial endeavours – we wanted to add value to the neighborhood in a responsible way. The new building offers just under 80,000 square feet of space, with underground parking for approximately 200 cars and all the modern amenities, including:

- Standby power and water supplies
- State-of-the-art fire detection and suppression

- Around-the-clock security monitoring
- A modern building management system

Design-wise, we also felt the need to go beyond the "glass and steel" approach of many newer buildings; various classical architectural elements give the building a distinct presence (and a nod to the area's past). Understanding the value of rooftop space in an increasingly congested suburb, the property also offers tenants the use of its lovely rooftop terrace – breathtaking views of the Queen's Park Savannah all the way to the Gulf of Paria make it the perfect place to entertain clients, close a business deal, or just have an after-work "lime".

New tenants who sign leases for office space will be in good company – Guardian General Insurance Limited, one of the region's premier general insurers, is already the Centre's primary tenant – the building will house the company's Head Office and main operations. There are still three remaining floors available for commercial leasing, so put your request in today, because Newtown Centre is good for business!

Safety First

ACCIDENTS IN THE WORKPLACE ARE MORE COMMON THAN YOU MIGHT THINK, OFTEN RESULTING IN SERIOUS INJURY THAT MAY INVOLVE MUTILATION, LIFESTYLE-ALTERING EFFECTS OR EVEN DEATH.

Of these, falls are perhaps the most common, but there are other contributing factors, which is why RGM gives so much thought to seemingly routine things like the layout of the work environment and ergonomics, the latter of which especially goes a long way to help eliminate potential injuries associated with the overuse of muscles, bad posture and repetitive motion. But to avoid workplace injuries, we must be mindful of the potential pitfalls. Here are some practical tips on how to stay injury-free, especially where falls are concerned:

1. **Step up your game.** Always use a stepladder or stool to retrieve anything above shoulder level. Swivel chairs, boxes or any other unsteady piece of office furniture are not reliable alternatives and you should not over-extend yourself as it risks straining back muscles.
2. **Be solid as a rock.** It may seem obvious, but anything you put your weight on should be sturdy and not have any broken rungs or legs.

3. **Stay on an even keel.** Avoid leaning too far back in chairs, which often results in over-balancing and tipping over. Some serious injuries have been caused by falls like these.
4. **Clear the way.** Your office should not be an obstacle course. Make sure the pathway is clear (of stray electrical cords, wires, accessories like briefcases, etc.) before you walk – especially important for women who wear high heels.
5. **Don't twist and shout.** Avoid excessive bending, twisting, and leaning backward while seated. Many workers believe they should be able to do everything while seated at their desks. Simply because your chair has wheels does not mean you should use them to travel. Getting up to get the job done is always a safer alternative.

Are you **stressed** out?

IF YOU ARE, YOU'RE NOT DOING YOURSELF OR YOUR PRODUCTIVITY ANY GOOD. STRESS AFFECTS YOUR HEALTH, YOUR RELATIONSHIPS, YOUR SLEEP PATTERNS, YOUR OUTLOOK ON LIFE, EVEN THE QUALITY OF YOUR WORK PERFORMANCE – AND WHILE YOU MAY NOT BE ABLE TO AVOID IT ALTOGETHER, YOU CAN LEARN HOW TO HANDLE IT EFFECTIVELY.

A key contributing factor to stress is change. Major life transitions can make you feel ill-equipped to handle the accompanying demands, but as with most things in life, it's how you respond to the situation that matters. This is what managing stress is all about – knowing that challenges are temporary, that you have the tools to cope with whatever you may be facing and that you will come out of the experience even stronger.

Different people deal with stress in different ways. Some experience adverse physical symptoms such as upset stomach, fatigue, tightness of muscles, irritability and headaches. Others make the effects of stress worse through poor lifestyle choices, including over-eating or eating lots of junk food, excessive drinking or smoking, a lack of sleep and even drug abuse.

The first step in properly managing stress is to identify its cause. Then, take steps to address the issue in a positive, solutions-oriented way. How?

- **Acceptance.** So many of us worry about things over which we have no control. We lose sleep thinking about scenarios that may never even happen. A good way to stop this vicious cycle is to simply accept that certain things are beyond your control and release them. If your concerns do actually materialize, you can chalk it up to a learning experience.
- **Attitude.** Are you a glass half-empty or half-full kind of person? The latter tend to live longer and happier lives, because they focus on the silver lining rather than the cloud. In every circumstance, try to consider the good that can come out of it, what you can learn. You will find that positivity is a wonderful antidote to stress.
- **Perspective.** Many of us thrive on making mountains out of molehills. Everything is “urgent”; it is almost as if the sky will fall if we don't hold it up ourselves. If you recognize this trait in yourself, take a step back, breathe and get some perspective. Look at the bigger picture. Chances are the thing you're getting so over-worked about is not important in the grand scheme of things.

When you are able to break situations down to the simplest equation, you will notice that most of the things you get stressed out over are not even worth the effort. Keep two key questions in your mind:

1. **Is it important?**
2. **Can you control it?**

If the answer is no, let it go, using your newly acquired skills in acceptance, attitude and perspective to take back your power over stress. If you can influence the course of events and positively alter the outcome, then by all means act! Take charge of the situation! But always keep in the back of your mind that on some level, stress may actually be an arrogant condition because it assumes that everything is urgent. In the end, nothing is that critical – especially if it is having a negative effect on what's really important in life.

Water, **Water**, Everywhere?

A reliable water supply has never been a problem in any of RGM's buildings, but the reality is that it is a precious commodity that still needs to be conserved, especially in today's ecological climate. Here are a few easy steps you can take to help:

1. **Don't be a runaway.** Leaving the water running while you wash your hands is a bad idea; too much of it is wasted, especially if you take the time to wash your hands properly.
2. **Don't overstuff.** The toilets are not garbage disposals – use a moderate amount of toilet paper when using the commode and refrain from adding items like heavier paper towels (for hand-drying) to the mix – there's a waste paper bin for that!
3. **See beyond the obvious.** Don't literally pour water down the drain, especially when there may be another use for it (e.g.: cleaning or watering plants).
4. **Be a water monitor.** Report leaks and water losses immediately – as your parents used to say, “Waste not, want not.”
5. **Keep it up.** Continue your water conservation efforts at home and teach these habits to your children – you'll be surprised how these small steps can save large amounts of water!



Doing our part **to save** energy

In a world where global warming is a real consideration, we all need to be more conscious of how we use energy – and companies, due to their size and energy consumption, often contribute more to Greenhouse Gas (GHG) emissions. RGM has therefore introduced a simple, but effective measure to minimize the effect our buildings have on the environment, while reducing costs and extending equipment life cycles: the shutdown of non-critical building systems after hours. In other words, if it's not a necessity, we turn it off.

This applies to the elevator systems as follows:

- **Monday – Friday:** Service lifts and one passenger lift will be switched OFF at 10:00 p.m. and back ON at 5:30 a.m.
- **Weekends and Public Holidays:** Service lifts and one passenger lift will be OFF all day and night.
- **On the bp 9/80 schedule,** one passenger lift will be switched OFF throughout.

Tenants who may require the use of the service elevator during the OFF periods may make written arrangements at least 24 hours prior, via the Servus Help Desk.

...and to the air conditioning systems as follows:

- **Monday – Friday:** The air conditioning systems will be switched OFF at 9:00 p.m. and back ON at 5:00 a.m.
- **Weekends and Public Holidays:** The air conditioning systems will be switched OFF all day and night.

Tenants who may require the use of the air conditioning systems during downtime or OFF periods may make written arrangements at least 24 hours prior, via the Servus Help Desk. Should your operations schedule need a long-term adjustment to accommodate your staff, please notify us.

We've got space!

IS YOUR BUSINESS EXPANDING? DO YOU HAVE A COLLEAGUE OR PROFESSIONAL ASSOCIATE WHO NEEDS A NEW OFFICE ADDRESS? YOU KNOW FROM EXPERIENCE THAT RGM IS A GREAT LANDLORD, SO WHY NOT CONSIDER ANY OF OUR NEW LOCATIONS?

ALBION PLAZA

Victoria Avenue, Port of Spain
8th Floor – 3,199 sq. ft.
Available July 2009

PRINCES' COURT

Corner, Keate & Pembroke Streets,
Port of Spain
Ground, 1st & 3rd Floors – 28,729 sq. ft.
with option to lease outfitted space
Available July 2009

NEWTOWN CENTRE

Maraval Road, Port of Spain
Ground, 4th, 5th & 6th Floors – 34,460 sq. ft.
Available for outfitting immediately

All of the preceding sites are Class "A" office space, centrally located with underground parking.

CHANCERY LANE

5,500 sq. ft.
Available July 2009
Elegantly renovated building in fenced, secure area with on-site parking.

All spaces are listed with real estate agents; for further information please contact Anya Steuart at (868) 625.6505, ext. 24.

Notice

The following upgrading and maintenance work will begin in June:

ISTHMUS COURT:

Re-painting of the building
Re-sealing of the windows

QPP:

Re-surfacing of the East & West car parks

We apologise for any inconvenience this may cause to your staff and clients and ask for your patience while these works are in progress. We look forward to your enjoyment of the improved facilities once the upgrades are completed.