



PAT SENG | VP/GM NLOP

## From the GM

“Summertime...  
and the living  
is easy.”



Those words from an old George Gershwin song certainly got it right. Summer is the most easy-going time of the year. It’s the season of baseball, bike riding, barbecues and basking in the sun.

Maybe that’s why we’ve chosen our summer newsletter to talk about Office Park Etiquette. It seems that many of us have gotten a little too “relaxed” when it comes to minding our NLOP manners. (How’s that for a smooth segue?)

Turns out there are a number of websites especially devoted to office conduct that serve as good reminders of how we should show respect to our fellow co-workers and tower tenants. You’ll recognize a lot of the suggestions, but hopefully you’ll appreciate us mentioning them, because we all tend to get a little too laid back when it comes to following the golden rules of office environments.

On behalf of the Normandale management staff, we hope you all have a safe and enjoyable summer. ■

# Tower Etiquette and Other Ps & Qs

Working in a professional corporate environment that we do, it’s important for all of us to be thoughtful and considerate — not only in the way we treat the people who walk through our buildings — but for the tower lobbies and public spaces as well.

The management office occasionally hears about specific tenant pet peeves, so we’ve compiled a few polite reminders that we’d like to pass along.

**Texting and Walking.** It’s okay to text and it’s good to walk – just don’t do them at the same time. You very well may bump into people or force them to walk around you.

**Silence Your Phone Calls.** Sorry, no one wants to listen to either side of your cell phone conversations. Don’t use your speaker to make calls in public and quiet your inside voice so you don’t disturb others.

**Yield to Inside Pedestrians.** When approaching oncoming foot traffic, move aside to let people through. It’s the polite thing to do.

**Avoid Walking Four (or more) Across.** If you’re forcing people to stop to let your group through or to walk around you, break into two’s to allow others to pass comfortably.

**Off Before On.** Always step aside to let others off the elevator before you get on.

**Feet on the Floor.** You wouldn’t put your feet up on tables or furniture when you’ve been invited to someone’s house. Same goes here. Also, please don’t rearrange the furniture.

## Minding Your Ps & Qs?

### Where did it originate?

Some say it was to help children learn the alphabet. Others say it was a way for English pubs to differentiate between pints and quarts.

Still others say it stands for pleases and thank-yous. Today, we know it as minding your manners. Chances are, your mother said it to you more than once when you were growing up!

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Ps & Qs cont. from page 1

**Keep it Clean.** If you're using an "unrented" gym locker, be sure and remove your belongings after your workout, so someone else can use it.

**Visitor Parking is Not for Everyone.** Please don't be tempted to use a visitor space. They're reserved for guests only.

**Don't Cross the Line.** Center your vehicle in your parking space to avoid unnecessary bumps, bruises and cranky drivers.

**Corners for Compacts.** If you drive a larger van or truck, please avoid corner parking spots for increased visibility – for others! It's just easier to get around.

**Your Mom Doesn't Work Here.** Pick up after yourself in common areas like lobbies and restrooms. If you make a mess, clean it up.

**Take it Outside.** Smoking is still allowed on the premises, but please confine it to the designated areas listed on our website; and please use receptacles for discarding cigarettes. Never toss a cigarette haphazardly. It can and has started fires, which is a danger to all of us.

**Keep On Keeping On.** We've got the greatest tenants in the Twin Cities right here at Normandale Lake Office Park, and we're not going to let a few rule breakers tarnish our reputation as the best. If you see something you know is wrong or you think management wouldn't approve of, please say something. Call security and let them deal with the offenders.

## Random Acts of Courtesy

**Your co-workers will appreciate you even more!**

- Keep your computer and cell phone muted or on silent.
- Take personal calls in private.
- Arrive at meetings and conference calls on time.
- Give speakers at meetings your undivided attention.
- Stay out of the conversations of others, unless of course you're invited
- Carefully proofread emails and all correspondence before you send.
- Keep communal refrigerators and kitchens clean.
- Keep your favorite fragrance for social occasions, not the office.
- Greet your co-workers when you see them, and stay pleasant and positive.
- If you're sick, stay home.

## From the Wellness Center

**Come join the Warrior Challenge beginning July 23rd!**

It's a 6-week program that tracks your nutrition, daily habits and weekly workouts.

Each week you'll challenge yourself to beat your previous score, which ultimately helps you achieve a healthier lifestyle. It's competitive... it's fun...and it's, well, challenging. Plus the benefits are everlasting.



Stop by the Wellness Center to pick up more information or email Jesse at [jessevang@healthsource-solutions.com](mailto:jessevang@healthsource-solutions.com) or Kim at [kimaanestad@healthsource-solutions.com](mailto:kimaanestad@healthsource-solutions.com) with questions.



## Congratulations to Bike-to-Work Challenge Winners!

**8000 Tower:** Jon Perry, USI Insurance

**8200 Tower:** Pete Rogan, Edmentum

**8300 Tower:** Judy Soder, CVS Health

**8400 Tower:** Waverly Konynenbelt, Prime Therapeutics

**8500 Tower:** Andre' Wylie, Schwans



# Events + Updates

## July 16 – 27

### VEAP “Back-to-School” Drive

If you can, please contribute to this annual program that helps under-served K-12 students gear up for the new school year. VEAP collects new back-to-school items for every age group. Collection boxes will be placed throughout the campus. Thank you in advance for your kindness!

## July 26

### Ice Cream Social

1 – 3 p.m. – 8300 Lobby and 8400 Retail Link

Take a chill break and enjoy a cool summer treat and live music from “Metro Jam.”

## August 7

### 3-on-3 Basketball Begins

**Top Deck of the 8500 Tower Parking Ramp – Tuesdays**  
Back by popular demand! Rules, regs and sign-up forms are available at [Normandale.com](http://Normandale.com). Invite your co-workers and tenant neighbors to join in the fun. Registration deadline is July 31.

## September 20

### Memorial Blood Center Blood Drive

8 a.m. – 4 p.m. – 8500 Tower Loading Dock

Sign up online @ [www.mbcherohub.club](http://www.mbcherohub.club) enter username and password. Once you have accessed your profile, click 'Donate Blood' and enter the sponsor code 0370



NORMANDALE LAKE OFFICE PARK

## Tenants in the News

### New Tenants

KeyedIn

### Renewals & Expansions

Caribou Coffee

Razor Capital

HighJump Software

Timberland Partners

Oracle

## Winners of the Amazing Race, NLOP-Style



### 5K Run – Men

1st Place – Pablo Sanchez, Aon, 18:33

2nd Place – James Echert, IDEaS, 19:42

3rd Place – Chris Kottenstette, Aon, 21:02



### 5K Run – Women

1st Place – Jenna Conzemius, Schwan's, 18:33

2nd Place – Andrea Ferber, Schwan's, 23:00

3rd Place – Lisa Rippe, Schwan's, 24:13



### 3K Walk

1st Place – Andrew Osgar, CVS, 22:44

2nd Place – Eric Kramlinger, Daugherty, 22:59

3rd Place – Andrew McPhetridge, Highjump, 23:18



**TWO FREE REGULAR BEERS**  
With purchase of any 2 entrees or 2 signature rolls. Must present coupon. Not valid with any other offers.

**15% OFF ANY FOOD PURCHASE**  
Must present coupon. Not valid with happy hour and any other offers.

**BUY A \$50 GIFT CARD, RECEIVE A \$10 GIFT CARD FREE**  
Must present coupon. Not valid with any other offers.

**POSEIDON** 8200 TOWER  
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ASIAN FUSION AND LOUNGE (952)303-3483

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\*\$50 minimum order. 15% service charge. Large orders may require 24 hour notice.

## Services

- ATMs**  
8400 Tower, Retail Concourse  
8500 Tower, Lower Level
- RK Apothecary (convenience, gifts, and dry cleaning)**  
8400 Tower, Suite 80  
952.405.6095
- Design a Bunch**  
(flowers and gifts)  
8400 Tower, Suite 12  
952.897.5995
- Concierge Services**  
8000 Tower  
Skyway Level, 2nd Floor  
Hours: 8 am - 1 pm, M-F  
952.345.8231
- New Horizon Day Care**  
8400 Tower, Suite 10  
952.921.2273
- Shear Success (hair salon)**  
8400 Tower, Suite 20  
952.921.2288

- Overnight Courier Boxes**  
Pick up M-F 6:30 p.m.
- 8000 Tower, 1st Floor  
FedEx & UPS
- 8200 Tower, 1st Floor  
FedEx & UPS
- 8300 Tower, 1st Floor  
FedEx
- 8400 Tower, 1st Floor  
FedEx & UPS
- 8500 Tower, Lower Level  
FedEx & UPS
- Post Office**  
8000 Tower, 1st Floor  
8200 Tower, 1st Floor  
8300 Tower, 1st Floor  
8400 Tower, 1st Floor  
8500 Tower, Lower Level
- Main Bloomington Post Office**  
952-884-3698

## Do you have an article for our newsletter?

Contact: [lisa.simonson@cushwake.com](mailto:lisa.simonson@cushwake.com)  
Would you like to be notified of activities and events at Normandale Lake Office Park? Please go to [normandale.com](http://normandale.com) and click on Tenant Services, "Join Our Email List" is located in the middle of the page.

## Restaurants

- Caribou Coffee**  
8000 Tower, 1st Floor  
952.486.9500
- Poseidon Asian Fusion & Lounge**  
8200 Tower, 1st Floor  
952.303.3483
- Café Fusion**  
8300 Tower, Suite 130  
952.378.1424
- Ryan's Café**  
8400 Tower, Suite 70  
952.897.5990
- Kincaid's**  
8400 Tower, Suite 90  
952.921.2255
- Common Car Wash**  
8300 Tower - Contract Parking  
Mike Siedow  
651.308.5137
- 8500 Tower - Contract Parking  
Jim Olson  
612.503.0007
- Fitness Centers**  
8000 & 8500 Towers  
952.921.2081
- 8400 Wellness Center  
952.242.2928
- Security Escort**  
952.921.2201

## Property Management

- 8200 Tower, Suite 280  
952.921.2050
- Pat Seng**  
952.921.2034  
Vice President/General Manager
- Jim Gefre**  
952.921.2054  
Senior Property Manager  
8000, 8200, 8500
- Lance Brockmueller**  
952.921.2053  
Senior Property Manager  
8300, 8400
- Renee Hoy**  
952.921.2081  
Assistant Property Manager
- Lisa Simonson**  
952.921.2020  
Senior Operations/Brokerage Administrator
- Tjody Jacobsen**  
952.921.2050  
Operations Assistant
- Patrick Corcoran**  
952.921.2059  
Lead Engineer



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