



# Financial Center

## Topa Talk

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### At Your Service

#### Fort Street Tower

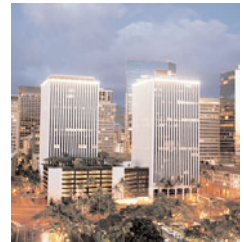
Aloha Sushi	585-7374
Bin's Convenience	521-8886
Carrot Patch	531-4037
Clark Hatch Fitness	536-7205
Cookie Corner	532-9072
Donna's Closet	224-1421
Flowers for You	521-2020
Ft. Street Bar & Grill	523-1500
Leather Soul	531-7685
Young Laundry	521-2286

#### Bishop Street Tower

Amfac Center Barber	538-7811
Andy Mohan, Inc.	521-1222
Beijing Express	478-1628
Best Printing	531-2121
Charles Schwab & Co.	534-9700
Countrywide Home Loans	532-0922
First American Title	447-4017
For the Love of Coffee	533-4486
KD Jewelry	545-7841
Komala Curry House	523-9900
Scottrade, Inc.	521-8573
Styling Crew	533-7800
Subway Sandwich	545-3945

We welcome the following company to Topa Financial Center

**FORT STREET TOWER**  
**Donna's Closet (Retail)**



### New Air Vents to be Installed

Throughout the remainder of the year, new, building standard, fire rated A/C vents will be installed in all tenant spaces. The work will be done during normal business hours. We appreciate your cooperation.

### Grammar Awareness

#### Style Matters

I am quite sure that it is correct to use "the reason is that" rather than "the reason why" or "the reason is because." However, I do not know the grammatical rule that proves my point. Is there such a rule or is it just common usage?

**Answer:** You are correct to use "the reason is that." Only a noun or noun clause, pronoun, or adjective can follow a linking verb.

**Correct:** The reason for the delay in responding is because I have been out of the office. (The noun reason is followed by a linking verb is. A noun clause is 'that I have been out of the office' must follow.

**Incorrect:** The reason for the delay in responding is because I have been out of the office (An adverbial clause that is introduced with because cannot follow a linking verb). The word "why" is redundant when used in the phrase "the reason why." The word "reason" is a "why."

**Correct:** The reason I cannot attend the meeting is that I will be in Hilo.

**Incorrect:** The reason why I cannot attend the meeting is that I will be in Hilo.

## Lessons of Tragedy

By Securitas Security Services

The twin tragedies of the past month in Blacksburg, Virginia and the Johnson Space Center in Texas reminded us of the terrible toll violence can take on campuses and in our workplaces.

The media spent countless hours analyzing possible motives and psychology behind the massacre at Virginia Tech. What was revealed from that incident and the one at the Space Center was unfortunately all too familiar.

Both incidents remind us that schools and workplaces can be vulnerable to random acts of violence. They also remind us that such acts may display similar warning signs.

### "Red Flag" behaviors may include:

- Socially isolated - a loner who avoids interaction
- Anger - easily annoyed; has a short temper
- Fascinated with weapons or violence
- Vindictive - hurtful or petty, holds grudges and may threaten revenge
- History of disruptive actions
- Blames others - does not take responsibility for actions and mistakes
- Argumentative - intimidates others and is consistently rude; frequently yells, curses or uses abusive language
- Substance abuse - problems with drugs
- Personal problems - financial worries, family pressures, unstable relationships or a troubled romantic situation
- Behaves out of character - undergoes major changes in personality, attendance, personal hygiene or productivity

Not all red flags are listed, and an individual who exhibits these characteristics will not necessarily commit a violent act. These signs may serve as an early warning system. By observing and reporting unusual behavior, you help take proactive steps

toward deterring workplace violence.

### Triggers

A person displaying a series of red flags may need a causative factor to turn to violence.

"Trigger" situations that may cause a potentially violent person to act out may include:

- Terminations
- Layoffs
- Bad performance evaluations
- Disciplinary actions
- Passed over for promotion
- Failed or spurned work-related romance
- Restraining orders

It is important for everyone to be aware of these warning signs because the first step in preventing violence is an awareness that a potential threat exists.

If you encounter an individual committing or threatening to commit a violent act, do not intervene. Respond by calling for help, contacting a security professional or calling 911 immediately.

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### Tips for Improving Your Fuel Economy

1. Keep up on recommended maintenance and keep tires properly inflated.
2. Stop circling for the "perfect" parking spot.
3. Slow down. Lay off the accelerator. Keep it steady and smooth. Don't rush to stop signs.
4. Ventilated seats can produce a 7.5 percent reduction in air-conditioning fuel use.
5. Don't make jack rabbit starts.
6. Drive at non-standard times and combine errands
7. Accelerate and brake sparingly. Lots of braking means too much acceleration.
8. Air condition at high speeds, windows open at slow
9. Reduce excess weight. An extra 100 pounds can reduce fuel economy up to 2%.

## The Cause and Effect of Shrinking Workspaces

From: Buildings, August 2006

Employees today often feel as though the walls are closing in around them. And, the truth is, they are. Workspace standards have changed significantly in the last 30 years since the cubicle was invented.

Workstations are shrinking, technology is smaller and sleeker, collaboration is the new buzzword, and it's now possible for pajama-clad employees to work at home. These changes have had a dramatic effect on how and where people work, as well as the allocation of space in the modern office.

With the ultimate goal of productivity, and a secondary goal of more efficient space utilization, corporate real estate professionals must carefully assess the needs of workers to determine the most appropriate workstation size. Twenty or thirty years ago, there was a generic standard for workstations. In this day and age, workstation sizes are largely predicated on the job functions for which they're used.

As companies strive to increase privacy and collaboration in open-plan office environments, more team space is designed into office space - sometimes at the expense of individual workstation square footage. Total space is reducing so the individual workstation is taking a double hit.

The result of increased workstation densities (and employees working in closer proximity) is communication - much to the benefit and bane of workers.

More interaction facilitates collaboration, synergy, and brainstorming, but it also creates distraction.

Even with the best acoustics, an open-plan office environment with high workstation densities must provide accommodations for employees. It is difficult to provide proper air conditioning when spaces are over occupied. In some cases, air conditioning must be added in order to supplement the crowded space.

If you do a better job of utilizing space and making it more efficient, then employees can be satisfied in a smaller workstation. When workspaces don't work, employees can't work, either.

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A small matchbox sized piece of Cheddar (30 grams) contains about 30% of the recommended daily calcium intake for adults; it also contains valuable quantities of protein, vitamins and other minerals, 10.5 grams of fat and only 125 calories. *Courtesy: BritishCheese.com*

## Space Saving Tips for Small Spaces

- Make furniture and equipment serve multiple functions. Examples: Ottoman's with storage, Fax machines that serve as copiers, printers, and scanners.
- Go virtual with your fax or answering machine.
- Mount a flat screen TV to free floor space.
- Replace your bulky desktop computer with a laptop
- Download all of your music to a music program like iTunes and put those CD's in storage.
- Skip purchasing a stereo system. Instead look into a Squeezebox or use an old laptop to play internet radio and your music downloaded to iTunes.
- Purge your belongings on a monthly or quarterly basis depending on need.
- Choose wall or ceiling mounted lighting vs. floor or table lamps.
- Do a closet makeover by adding shelving and storage space.

- Courtesy of <http://www.InfoMiss.com>

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## Building Events

### Independence Day

Wednesday, July 4, 2007

### Building Holiday

### Tenant Appreciation Day

Wednesday, July 11, 2007

### Floor Warden Meeting

Monday, July 23, 2007

10 a.m. - 20th Floor FST



### Fire / Evacuation Drill

Thursday, July 26, 2007

### Book Fair (Rotunda)

August 2 and 3, 2007

### Labor Day

Monday, September 3, 2007

### Building Holiday

## Quick Tips for Office Fitness

### Sleep is Just a Satin Eye Mask Away

Here are some ideas to help busy professionals to burn a few extra calories



- Take the stairs instead of the elevator
- Stretch at your desk
- Enjoy a lunchtime walk

- Park your car farther away from the office
- Keep your desk stocked with low-fat, low-calorie snacks to prevent vending machine binges
- Take the long route to the restroom
- Walk over to co-workers instead of phoning or e-mailing
- Join a nearby gym that you can enjoy before or after work or even at lunchtime
- Get up from your desk and stretch
- Walk or bike to work
- Stand while talking on the phone
- Get off the bus a stop early and walk the rest of the distance
- Change your routine - visit a park or museum during lunch
- Take a walk on the beach
- Close your office door and dance!

### Quotes

Don't limit a child to your own learning, for he was born in another time.

– Rabbinical saying

If your words aren't truthful, the finest optically letter-spaced typography won't help, and if your images aren't on point, making them dance in color in three dimensions won't help.

– Edward Tufte



TOPA TALK - A newsletter published quarterly by Topa Management Company (Hawaii)

## Save money and resources

Join Honolulu's Freecycle group to donate or find free items like clothing, kids toys, household goods, office supplies, furniture and whatever else you can imagine.

<http://groups.yahoo.com/group/FreecycleHonolulu/>

## Best Tips for your College Graduate

1. Establish an emergency fund.
2. Avoid consumer debt.
3. Save for retirement.



More at: <http://www.getrichslowly.org/blog/>

## Building Management

### Contact Information

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