



BUILDING NEWS

TENANT NEWS

MANAGEMENT CONTACT INFO



Beth Parkhurst
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Kelly Smith
Senior Property Manager
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Adriana Gutierrez
Tenant Service Coordinator
Mandalaytowers@parmco.com

BUILDING ENGINEERS

Wade Reeves
Chief Engineer

Burton Tyler
Assistant Chief Engineer

SECURITY

Derrick Grant (Director)
214-697-8909
Mandalay Tower 1
214-673-9762
Mandalay Towers 2 & 3
214-502-5800

COMPANY INFORMATION



Management Office: 972-869-9399

Holiday Office Hours

November 27th –Close @ 2 pm
Thanksgiving Eve

November 28th, and 29th – Closed
for Thanksgiving Holiday

Mandalay Towers

Drive Date: Monday, December 16
Drive Location: Conference Room
Drive Time: 10:00 AM to 2:00 PM

Stay tuned for registration details!



Access cards are needed daily for garage access and exiting! If the tenant forgets their card, they will have to pay or get a validation from their employer to exit.



- Before scheduling a contractor for your suite, please schedule a date/time with management; a COI is required.
- Please provide visitors with validations as they will be subject to pay the new garage prices, \$20 without a validation.
- **When scanning out or into the garages please let the gate go completely down for the individual prior before scanning your badge.**
- Please ensure that when driving in the garage, you look at the directional arrows to avoid going the **WRONG WAY.**

BUILDING CONCIERGE SERVICES

Canal Side Café

Located on the Canal Level of Tower 1 (7 am-3 pm)

Sub'z N Stuff

-Located on Las Colinas Blvd (11 am -8 pm)

Prime Time Auto Care

On-site hand car wash and detailing available every Wednesday and Friday.

For availability contact Larry at (214)361-9988

Canal Cleaners

Located in the Mandalay Tower 1 Parking Garage

Drop-off times:

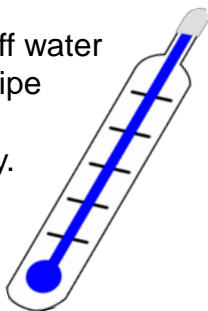
7:00 am – 10:00 am

3:30 pm – 6:30 pm

SAFETY TIPS

While the brutal heat can seem to last forever, winter always makes its way down to Texas.

- Minimize travel.
- Stay indoors during the worst part of the extreme cold.
- Keep a winter survival kit in your vehicle if you must travel.
- Check tire pressure and antifreeze level heater/defroster, etc.
- Learn how to shut off water valves for potential pipe bursts.
- Check on the elderly.
- Bring pets inside.



BUILDING AMENITIES

Mandalay Tower 2 has a new conference room now available for reservation. It is located on the 4th floor Suite 410 and is only shared by Tower 2 and 3 tenants.

*The seating arrangement cannot be modified.



MONTH OF NOVEMBER



It is time to fall back by setting your clocks back one hour and enjoying an extra hour of sleep—Sunday, November 3rd.

[https://www.griceconnect.com/local-news/fall-back-this-weekend-time-change-brings-fire-safety-reminders-9718296#:~:text=Daylight%20Saving%20Time%20\(DST\)%20ends,an%20extra%20hour%20of%20sleep.](https://www.griceconnect.com/local-news/fall-back-this-weekend-time-change-brings-fire-safety-reminders-9718296#:~:text=Daylight%20Saving%20Time%20(DST)%20ends,an%20extra%20hour%20of%20sleep.)

DID YOU KNOW?

IMPORTANT ACTIVITIES



Join the Irving Marathon Running Series for the upcoming Irving Turkey Trot. All fitness levels are welcome!

<https://www.irvingmarathon.com/irvingturkeytrot>



- It was originally called Armistice Day.
- Alabama held the first known veterans' celebration.
- In 1938, Nov. 11 became a national holiday.
- Veterans' Day is celebrated with speeches and parades across the U.S.
- Canada and the United Kingdom call the holiday remembrance day.