



**BUILDING NEWS**

**TENANT NEWS**

**MANAGEMENT CONTACT INFO**



**Holiday Office Hours**

November 22<sup>nd</sup> @ 2 pm  
Thanksgiving Eve

November 23<sup>rd</sup>, 24<sup>th</sup> – Closed  
Thanksgiving Day



- The freight elevators are to be used for deliveries only, with no passenger usage.
- Access card requests have a 24-hour turnaround.
- We limit the EV stations to 4 hours, to allow other tenants to charge their vehicles.
- **Prior to scheduling a contractor for your suite please provide a scheduled date/ time with management. A COI is also required.**

**Carter BloodCare**  
**BLOOD DRIVE**

Monday, December 18, 2023  
10:00 AM - 2:00 PM  
Mandalay Towers  
Conference Room  
220 E Las Colinas Blvd Ste 150  
Irving, TX 75039

Contact  
Adriana Gutierrez  
(972) 869-9399  
mandalaytowers@parmco.com

[Carter BloodCare - Donor Portal \(greatpartners.org\)](http://CarterBloodCare - Donor Portal (greatpartners.org))

Monday, December 18, 2023  
10:00 AM – 2:00 PM  
Conference Room (1<sup>st</sup> floor)  
220 E. Las Colinas Blvd.



Join the U.S.-Mexico Cultural and Educational Foundation and the Las Colinas Association in a Canalside celebration for the Day of the Dead.

<https://lascolinas.org/event/las-colinas-day-of-the-dead-canalside-celebration>

**Beth Parkhurst**  
Senior Property Manager  
[bparkhurst@parmco.com](mailto:bparkhurst@parmco.com)

**Kelly Smith**  
Senior Property Manager  
[ksmith@parmco.com](mailto:ksmith@parmco.com)

**Adriana Gutierrez**  
Tenant Service Coordinator  
[Mandalaytowers@parmco.com](mailto: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

## BUILDING CONCIERGE SERVICES

### Canal Side Café

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

### Sub'z N Stuff

-Located on the 3rd floor of Tower 3  
7am -2 pm  
and on Las Colinas Blvd

### 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, antifreeze levels, heater/defroster, etc.
- Learn how to shut off water valves for potential pipe bursts.
- Check on the elderly.
- Bring pets inside



## BUILDING AMENITIES

### CONFERENCE CENTER

Mandalay Towers has three on-site conference centers located on the campus.

**Tower 1** is located on the canal level and is for Tower 1 tenants only.

**Tower 2** is located on the third floor, Suite 305.

**Tower 3** is located on level 2, Suite 225, and is only shared by Tower 2 and 3 tenants.

## IMPORTANT ACTIVITIES



Daylight Saving Time ends on Sunday, November 5, 2023, at 2:00 A.M. On Saturday night, clocks are set back 1 hour to “fall back.” Sunrise and sunset will be about 1 hour earlier on Nov 5, 2023, than the day before. There will be more light in the morning.

## MONTH OF NOVEMBER



Sign up to run or walk the 5k or 8-mile distance around scenic Las Colinas Urban Center. Lace-up your running shoes and prepare for a fun-filled journey with thousands of participants. Don't miss out on the opportunity to celebrate the spirit of Thanksgiving while staying active and healthy.

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

## DID YOU KNOW?

- There are over 16 million veterans who served in a time of war.
- 2 million veterans are women.
- Veterans Day became a national holiday in 1938.
- California has the largest number of veterans out of all the 50 states.
- Veterans Day is one of the most popular shopping holidays.

