

## HAPPY FEBRUARY!

February is a month of fresh opportunities, from embracing sustainable travel during Winter Commute Month to celebrating togetherness on Family Day. Whether you're making smart commuting choices, reconnecting with loved ones, or staying informed about workplace updates like Mail Screening Services, there's plenty to look forward to. Stay engaged, stay connected, and make the most of the month ahead!

— **Stephen Adams**, Associate Director, Asset Services

## SMART COMMUTE NEWS – 2025

### Winter Commute Month (February 1 to 28)

Your commute counts this February! Join Smart Commute in promoting sustainable travel by walking, taking transit, carpooling, cycling, or remote working from February 1 to 28.

Winter Commute Month is all about embracing the season, building sustainable habits, and tracking your impact along the way. Each trip – whether by bike, carpool, public transit or on foot – can reduce emissions, ease traffic congestion and contribute to cleaner communities. With our easy-to-use trip-logging feature on the Smart Commute website and app, you'll be able to log your efforts and monitor your personal stats throughout the month. Track your trips to view your carbon reduction, watch your impact add up to real change and be entered in for a chance to win some great prizes!

More information on Winter Commute Month and its contest will be posted to the [Smart Commute](#) website in the coming weeks!



## HAPPY FAMILY DAY!

As Family Day approaches on Monday, February 17, it's a perfect time to pause and appreciate the people who mean the most to us. Whether you're spending the day with loved ones, reconnecting with family traditions, or simply taking a well-deserved break, this holiday reminds us of the importance of togetherness and balance. Let's take this opportunity to recharge, reflect, and celebrate the bonds that bring us joy. Wishing you all a warm and happy Family Day!

## TENANT MEMO

### KEEPING YOU INFORMED

Hello All,

One Queen/20Richmond Street East Management is located on the concourse level near our Security Operation Centre and across the hall from the Parking Elevators.

Our Mail Screening Services offer an additional level of Security to building occupants, with our dedicated Mailroom Staff using new technology to screen the mail for any threats to security and life safety before it reaches building occupants. This service is optional, and all tenants may continue to receive correspondence through their channels as before, should they wish. Please note, however, that Security will no longer accept mail on their behalf for those who choose not to use this service.

We ask all tenants interested in utilizing our Mailroom services to ensure that deliveries, couriers, and postal carriers are directed to the Concourse Mail Room. Please note that for oversized deliveries, we will be unable to accept them in the mailroom due to limited storage capacity. For any deliveries exceeding **615 (W) x 410 (H) mm , 24.2 (W) x 16.1 (H) [in]** we ask that you please reach out to Security in advance to coordinate the use of the freight elevator. We will also not be accepting/liable for any legal documents and recommend that deliveries of this nature be arranged through other means.

If you are interested in taking part in our mail room program, you are required to reach out to us at [1queensecurity@cushwake.com](mailto:1queensecurity@cushwake.com) OR 416-360-0491 and provide us with the name and phone number for your preferred point of contact.

— **Cushman & Wakefield Asset Services**

## CONTACT US

24/7 Security Operations Center

**General Inquiries:** (416)-360-0491

**Emergency:** (416)-360-3751

