

**MEMORANDUM**

To: All Bishop Square Tenants

From: Bishop Square Management

Date: November 24, 2008

Subject: Holiday Decorations

In a continued effort to establish overall safety, we would like to remind tenants of the following guidelines:

- **Bishop Square Management discourages the use of Holiday lights on trees to prevent fire hazards.**
- **Holiday decorations should not be hung from fire sprinklers.**
- **Doorways, hallways and common areas should always be kept clear of obstructions.**
- **The use of candles or open flames is strictly prohibited.**

Bishop Square Management would like to wish you a safe and happy holiday season.

If you have any questions or need further assistance, please contact Chris Kuhn, Operations Manager, at #544-0166 or Sheldon Conley, Chief of Security, at #544-0177.