

M E M O R A N D U M

To: All Tenants

From: Bishop Square Management

Date: December 18th, 2008

Subject: Christmas Tree Recycling

Due to the increased fire hazard that very dry Christmas trees may cause, Bishop Square Management will again request that all tenants dispose of their trees immediately. To assist in this effort we will remove trees left **inside** tenant spaces on:

Friday, December 26th, 2008

Monday, December 29th, 2008

Tuesday, December 30th, 2008

Bishop Square has contracted with The KNG Group, a green waste disposal company. They will have a container in the Basement on these nights.

Please remove all decorations, ornaments, tinsel, lights and stand before disposal. Leave tree in office prior to 5:00 p.m. on these days and the janitors will remove the tree on that night.