

TOWER TRIBUNE

At The Landmark In Downtown Houston

ARE YOU READY?

Hurricane season officially began June 1 and will continue through November 30. With the hurricane season bearing down on all East and Gulf Coast states, all Americans need to take time to have a well thought-out plan of action.

When a hurricane threatens your area, evacuating is the smartest move. These storms are highly unpredictable and can strengthen rapidly in a matter of hours. Prepare and make your evacuation plans well in advance. Review this checklist before you leave:

- ◇ To protect your home, whether you are staying or going, put up shutters or plywood on all windows & openings. Winds are stronger at higher elevations & high-rise apartments or condos.
- ◇ Move patio furniture, hanging plants & gas grills inside. If your home is vulnerable to rising water, move valuables & furniture to a higher level.
- ◇ Notify relatives and friends about evacuation plans & confirm reservations if you are planning to stay at a hotel.
- ◇ Be familiar with other places to stay between your home & destination should roads become clogged. Do not ride out a hurricane in a car. Know where emergency shelters are along the route.
- ◇ Turn off electricity at the main circuit breaker or fuse box to protect appliances from power surges & reduce the risk of live dangling wires after the storm
- ◇ If the house is supplied with natural or propane gas, turn the gas off at the meter or tank.
- ◇ Make a final walk-through inspection of the home before closing the door.
- ◇ Do not try to tow a trailer or boat in high winds. It is too hazardous.
- ◇ Your emergency preparedness kit should include radio and flashlight with extra batteries, extra eye glasses, medications & special products for babies & elderly family members, bottled water, non-perishable food, dry clothes, bedding & important documents in waterproof containers.

Do you ever wonder if your home is at risk for flooding? What items might be damaged by three inches of flood water? How costly will a foot of flooding be? Where can you find an insurance agent to discuss flood insurance? Answers to these questions and more can be found at www.floodsmart.gov, the official website of the National Flood Insurance Program (NFIP). The site is administered by *FEMA* and it has resources for home and business owners and renters. On the site, you can type your address into a form and find out how susceptible your home or business is to flooding, find local flood insurance agents, estimate the cost to repair damages caused by different depths of flood water, and estimate your flood insurance premiums.

Did you know:

- ◇ Texas is number one in the nation in the incidence of flash floods
- ◇ An average of 15 Texans die each year in floods
- ◇ Texas is second only to Florida in the incidence of hurricanes. Tropical storms can do as much damage as hurricanes in Texas
- ◇ Texas frequently leads the nation in the incidence of tornadoes
- ◇ Texas averages 132 tornadoes per year
- ◇ The 2005 estimate is 102 tornadoes

Source: State of Texas Emergency Mgmt-Governor's Division of Emergency Mgmt

What's Happening this Summer at the Tower??

June 12-13: Jewelry is Fun in the Tunnel
 June 14-16: Books are Fun in the Tunnel;
 Remember your Father this Father's Day
 July 4: JPMorgan Chase Tower Holiday
 Observance; Building closed
 July 12: JPMorgan Chase Tower Blood Drive;
 64th floor conference room from 10am-3pm
 July 13-20: JPMorgan Chase Tower School Supply
 Drive

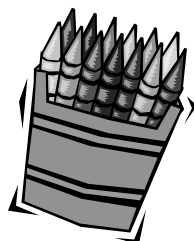
Back to School Supply Drive in the Tower July 13-20

Please donate new school supplies to help Houston area schools. All donations can be dropped off at either the Tunnel Level donation box or in the Management Office located in suite #6920

Items Needed this School Year:

Crayons (16-24 pack)	Colored Folders
Manila Paper	Clear 3 hole zippered pouch
White Glue	Supply Boxes
Glue Sticks	3 Ring Binders
Scissors-pointed	Map Pencils
Scissors-blunted	Highlighters
Plastic Rulers	Grading pens/pencils
Erasers	Dividers
Water Colors	Water soluble markers
Protractor	Index Cards
Compass	Backpacks
Notebook Paper	
Spiral Ring Notebooks	

All supplies are being donated to the Houston Area-Women's Center- Children Enrichment Committee



They are also looking for large donations. If your company wants to donate school supplies &/or backpacks for all ages or monetary donations of any amount to purchase the above items, please contact 713-528-6798 x2255

PUTTING THE SLAM ON TRAFFIC JAM!!

WHAT'S TRAFFIC LIKE ON THE FREEWAYS YOU TRAVEL?

Houston TranStar can tell you. We'll send free e-mails or messages to your mobile device-color Palm, pocket PC and some Blackberrys.

Go to <http://traffic.houstontranstar.org/trafficalert/> to sign up for e-mails, or enter the URL in your mobile device's Web browser. IT'S FREE!!

Choose the freeways, which days and the times you want the alerts.

Houston TranStar can send maps of traffic, construction sites and other delays to your mobile device. For questions about your service, or if you don't know how to set up a URL, check your owner's manual or call your service provider.

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TOWER TRIBUNE
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Advertising inquires and all other correspondence should be directed to:

Kristie Mendoza
 600 Travis, Suite 6920
 Houston, Texas 77002
 713-223-0441
 kmendoza@chasetower.com

Deadline for the Fall 2006 issue is August 15, 2006.

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Hines Management Office and JPMorgan Chase Tower will be closed **July 4** in observance of 4th of July

Should you require air conditioning on the above dates, please FAX your overtime air request form to the Hines Engineering Dept. at 713-224-7811 by 1:00 p.m. on June 30th. Forms can be found at www.chasetower.com



One Minute of Office Organizing— Email Etiquette: Who Needs It?

SCENARIO: *You invited a business acquaintance to a special luncheon, one which required advance purchase of the \$50 per plate ticket. Your friend accepted the invitation enthusiastically. On the day of the function, your friend sends an email message at 10:30am to tell you something came up and she won't be able to make it to the lunch.*

Several etiquette issues may come to mind when you consider this scenario. However in the email context, how can this person presume that you will see the message before the luncheon, let alone as quickly as possible so that you have a few minutes to try to find a replacement? No one is at their computer non-stop throughout the day. If there is a time-sensitive issue, use the phone to ensure that your message is received.

“Reply” vs. “Reply to All”- Be careful in choosing the correct button, especially if you are in a group such as a Yahoo group. When the group gets a message and you hit “Reply”, it goes to everyone. If you are the one writing the message, put your reply email address in the very first line rather than at the bottom. It is easier to locate and will catch the reader's attention right away. When the address is added toward the bottom of the message, it is often overlooked as the reader skims through the text.

Bcc- Use this field when sending to a large group. No one wants to scroll down a full page to get past the list of addresses. Even if it not a large group, use this when not everyone in the group knows each other. People can be very sensitive about their addresses being revealed in light of spam proliferation.

Subject lines- Create a *spark* to get someone's attention. You can include 6-8 words within a subject line. Think back to the old days when telegrams were the urgent communication method. At \$10 per word, what words would you choose?

Emotion- Technology is not the means to employ in demonstrating anger, hurt, or any other negative feelings. First of all, it is hard to communicate those expressions, and second, it is easy to misinterpret something that is written. A poorly worded or emotional message can escalate feelings and be difficult to correct.

Forwarding- *Sensitive/confidential information: There are copyright laws involved in writing a message. Just because the message is sitting in your inbox doesn't mean that you own it and have the right to do whatever you please with it. *Jokes/motivational messages/inspirational photos: No matter how cute or clever you think a message is, do not forward it to a work address. It takes time and space and could eventually end up costing someone their position. If you do not have the courage to tell friends to stop sending these, sign up for a free email service and have the non-business correspondence sent there.

Salutations- Manners are still valuable. You do not have to put a greeting on notes you send back and forth within your department or company. However if you are corresponding with an outside party, you might include a greeting that will reflect the level of formality in your relationship.

Spelling- Yes, spelling counts, along with proper grammar. Even though email in itself bespeaks informality, it still conveys both your professional and your personal image. Do not hit the “Send” button until you have proofread the text.

Colors- The easiest setup is to use dark text against a light background. Textured backgrounds and neon lettering do not convey a business image. In addition, some people who are colorblind are not able to read colored text.

What image do you choose to portray? How are employees representing you in their message?

Denise Landers, Key Organization System Inc.
www.keyorganization.com

There are three stages in a man's life:

1. *My daddy can whip your daddy*
2. *Aw, Dad, you don't know anything*
3. *My father used to say.....*

—Dwight McSmith



Tower Dental

Welcome to our comprehensive dental center where we practice all phases of dentistry including: Orthodontics, bleaching, TMJ treatment, implants & oral surgery.

We now have Laser Whitening

Bring in this ad and receive \$20* credit toward any dental procedure—new patients only. Dental Insurance is accepted. *Restrictions apply.

Harold K. Heuszel & Assoc. Tunnel Level 713-223-8383

Ninfa's Cantina

Ninfa's will SPICE up the SUMMER!!

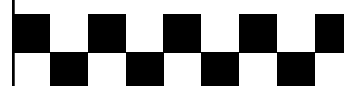


Open daily~
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JPMorgan Chase
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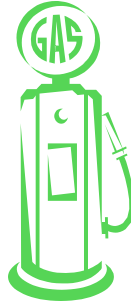
Usage of the Freight Elevators

Freight elevators are only used for contractors and/or vendors making deliveries in JPMorgan Chase Tower. Tenants should not use the freight elevators for personal use.



Gas Buying Tip

Get more fuel for your money by filling your tank at cooler times of the day. Gas will expand during the hottest hours, giving you less actual fuel. An early morning or evening purchase will save you as much as 5 percent at the pump.



Happenings around Houston

June 21-25: 2006 Houston Summer Boat Show at Reliant Center. Find a boatload of the hot test summer deals on the latest watercraft, fishing tackle, marine accessories and more. Go to www.reliantpark.com for more info.

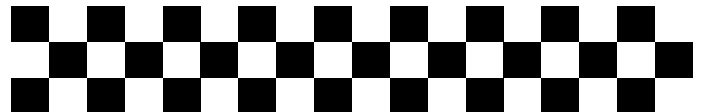
July 4: The Houston Symphony continues its annual 4th of July celebration at Hermann Park. Festivities include fireworks accompanied by a dramatic 16-cannon salute. Check out www.milleroutdoortheatre.com for more info

July 4: Another celebration is the annual "Chevy's Freedom over Texas" in Eleanor Tinsley Park. It will offer everything from live concerts on four outdoor stages to displays of military artifacts. For more info, go to www.houstonsepevents.org

July 14-23: The Greatest Show on Earth is back every summer with a brand new show. Master clown Bello, Asian Elephants, acrobats, Arabian horses and much more will delight audiences of all ages at Reliant Stadium. www.ringling.com

July 20-23: Come to the Reliant Park World Series of Dog Shows for the ultimate Houston canine competitions. For more info, go to www.reliantdogshows.com

Aug 27: Enjoy backstage tours, ongoing live performances, set and costume displays and sneak previews of the upcoming season. The Theater District offers a free look behind the scenes each summer. www.houstontheaterdistrict.org



JPMorgan Chase Center Parking Validation Books

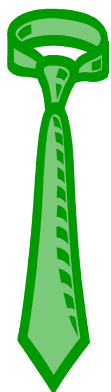
Impress your clients and treat your guests right... Validate clients and guests parking at the JPMorgan Chase Center Parking Garage by the hour or by the day—it's up to you!

Come by Hines at #6920 to purchase Books

STARBUCKS COFFEE

Serving Hot & Cold Coffees, pastries & coffee beans

JPMorgan Chase Tower
Tunnel Level
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Paradise Gifts

Cigars-Cards-Humidors-Gifts

*Remember Father's Day
June 20th*

JPMorgan Chase Tower
Tunnel Level 713-228-7818

JPMorgan Chase Tower
would like to Thank our new, renewing and
expanding Tenants!

~Control Risks Groups, LLC
~Platform Partners, LLC
~ Tindall & Foster, P.C.

For Leasing Details, please call
Prime Asset Management at 713-228-7261