



## DGB Construction Update

Installation of the new freight elevator will be in full swing in July. Mindful of your business day, Newmark is working with the elevator contractor to minimize noise. Due to the nature of the project, however, tenants will experience moments of loud noise from the elevator shaft. The loudest noise is anticipated the week of July 12. We apologize in advance for any inconvenience, but trust everyone will agree the resulting building improvements will be well worth it.

Construction of the 3rd floor common area will also kick off in July. The addition of two individual ADA bathroom stalls, updated mens and womens restrooms, new lighting, flooring, wall paint and the Suite 250 entry will begin in July as well. We ask that tenants please use the restrooms located on floors 1, 4, 5 or 6 for the time being.

When complete, Suite 260 will be the new home for Kids' Hair. Watch for construction of Suite 100 to begin in late August.

For more construction updates, join us for Happy Hour: 3:30pm to 4:30pm at Darby's the third Thursday of the month.

## Drop Boxes Relocated

As you may have seen on DGB's social media channels, the FedEx and UPS drop boxes have been moved away from the 5th Avenue entrance and relocated to the corner of 3rd Street and 5th Avenue adjacent to the USPS mail box.



The 5th Avenue entrance will become the main building entrance once the current buildout of that area is complete.

How can you keep up to date on the construction schedule and changes? Scan the adjacent QR code (also displayed on signage throughout DGB's common areas) for the latest project activity. Check back often for status updates.



## New BAS for DGB

As mentioned in last month's newsletter, the building is undergoing a conversion from steam to hydronic heat which will allow for removal of all of the old radiators throughout the building.

This also means that contractors will need access to your suite to install tubing and connect it to the new BAS (building automation system). The benefits of this system are improved temperature control throughout tenant suites and common areas as well as reduced energy bills.



The conversion should be completed by fall 2021.

## Work Orders in Angus Anywhere

Light bulb burned out? Need a fob for a new employee? Enter a work order in Angus Anywhere!

All tenant requests must be entered into Angus as we manage building maintenance and track work that needs to be completed.

Don't have credentials to log on to Angus? Contact Lisa Sherman at [lisa.sherman@nmrk.com](mailto:lisa.sherman@nmrk.com) to request access to the online portal.

# News & Resources

- **Mechanical Updates:** In response to an overwhelming need for control over suite temperatures, the HVAC system is being upgraded so that all VAVs (Variable Air Volume) will be connected to the building's automation system. VAVs are preferred for greater temperature control, longer parts life, reduced noise, and energy efficiency.
- **New Car Care Service:** Bobby and Steve's Auto World will pick your car up from DGB OR your home!! Call 612-333-8900 for detailing, auto service, an oil change, etc.
- **Work Orders:** Please use the Angus online portal for placement of all work orders. Angus is for use by authorized personnel only as some work order requests are billed back to the tenant. If you need sign-on access, please email [lisa.sherman@nmrk.com](mailto:lisa.sherman@nmrk.com).
- **Property Website:** Access the Tenant Portal on the DGB website at [www.designersguildbldg.com](http://www.designersguildbldg.com) for forms and the latest updates.
- **Loading Dock:** Please refrain from parking in the loading dock area. It is reserved for contractor parking during the renovations.
- **Housekeeping:** Empty boxes/trash should be brought to the trash/recycling area at the loading dock. Tenants must also remove electronics and larger equipment (printers, fax machines, etc.) or make arrangements with Newmark to avoid a charge on your final invoice.
- **Interstate Parking:** Contact Parking Manager Josh Barstow at [jbarstow@interstateparking.com](mailto:jbarstow@interstateparking.com) or 612.375.1301 with questions.
- **Building Hours:** Building hours are 7am-5pm Monday-Friday. DGB is closed Saturdays and Sundays and accessible via card access only. If necessary, DGB's 24-hour service hotline is 763.200.9333.

## ACCESS TO SUITES

Security of tenant suites is a top priority at DGB that Newmark takes very seriously.

To maintain the security of tenant suites, if you or one of your employees forget or lose a fob/key and request suite access from the Management Office, our protocol will be to call the primary tenant contact and/or the person who signed the lease to obtain authorization.



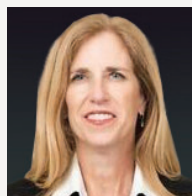
## DESIGNERS GUILD BUILDING CONTACTS

### NEWMARK

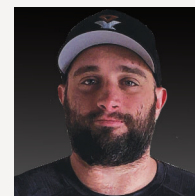
24-Hour Engineering: 763.200.9333  
Interstate Parking: 612.375.1301  
JBM Patrol: 952.412.7275  
DGB Website: [designersguildbldg.com](http://designersguildbldg.com)

#### NEWMARK

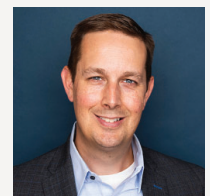
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