



Designers Guild
BUILDING

NEWSLETTER

OCTOBER 2020

Darby's Pub & Grill

Darby's patio area will remain open as weather permits this fall.

Stop by for a great lunch or to catch a game on TV.



CONSTRUCTION ZONE

- The parking deck off of 3rd floor will be closed for repairs until late October.
- Exterior masonry repairs will continue into October – subject to weather delays.
- Exterior window washing will begin immediately following completion of the tuck pointing project – even if there is snow on the ground!
- We are excited to begin remodeling of DGB. Please visit our website for project updates, fun facts, and schedules.

For periodic project updates, go to
www.designersguildbldg.com
or follow us on social media.



Common Area Updates at DGB

Under the direction of the new property owner, we are very close to the anticipated remodel of DGB's first and second floor common areas. Following are several pertinent project updates:

- For storage locker holders, we will need to relocate all storage lockers no later than Thursday, October 15th. Please contact the management office for additional information.
- The fitness center and bike storage area will be closed during construction.
- The DGB management office was relocated to Suite 220. Please stop by and say hello – there's plenty of space for social distancing and masks will be worn by all. Eventually we will have renderings of the new spaces so you can see what the future DGB will look like!

Thank you for your patience while we work with the City for direction on exterior projects, tuck pointing and parking deck repairs. Due to the limited history on DGB, the City is helping to maintain the historical preservation of the building while the DGB project team works to maintain the structural integrity and aesthetics.

Lobby Design Concepts



COVID-19 Update

Thank you to all of the tenants that returned Newmark's COVID back-to-work survey. We will continue to manage the property in accordance with guidelines provided by the Centers for Disease Control and Prevention (CDC) in order to provide you with a safe, comfortable work environment, but we need you to keep doing your part.

Please continue to wear a face mask in public places, wash your hands, and stay home if you are ill (subject to your employer's policy).



See Something, Say Something

As tenants begin to repopulate their offices at DGB, remember to keep personal belongings out of sight. Be aware of your surroundings and please call 911 if you see suspicious activity.

To enhance life safety, alarms and strobes will be added to DGB's fire panel. Watch for details on the timing of this installation.

Reminder: JBM Patrol conducts periodic vehicle drive-by inspections of the building exterior and walks the interior of the building nightly to ensure tenant safety after hours.

Quick Updates

- **New Tenant Handbook:** A DGB tenant handbook is currently being developed and this document will encompass the new amenities and features of the upcoming remodel. Until the tenant handbook is final and ready for distribution, please visit www.designersguildbldg.com for links to Building Rules and Regulations, On-Site Dog Rules and other forms.
- **Housekeeping:** All empty boxes and miscellaneous trash items must be brought to the loading dock trash and recycling area. Tenants must also remove electronics and larger equipment (i.e., printers, fax machines, computers, etc.) or make arrangements with building management. If not, a charge will be applied to your final rent payment. Please be courteous to the DGB cleaning crew and avoid leaving any excess items in the bins on your floor.
- **New Work Order System:** If you haven't done so, please email lisa.sherman@ngkf.com with the name and email address for employee(s) authorized to place work orders for your firm. Authorized employees will receive an email from Angus Systems with login credentials.
- **Loading Dock:** Please refrain from parking in the loading dock. This area is for trash hauling, delivery vehicles and construction vehicles. All deliveries must use this entry.
- **Interstate Parking:** Contact Parking Manager Josh Barstow at jbarstow@interstateparking.com or by calling **612.375.1301** with any parking related questions.
- **Building Hours:** Building hours at DGB are 7am-5pm Monday-Friday. The building is closed Saturdays and Sundays and accessible via card access only.



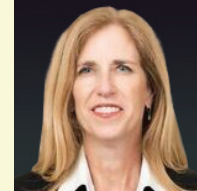
Move-Ins and Move-Outs

While we always look forward to new tenants and are sad to say farewell to old friends, Newmark has established the following procedures to simplify the physical move process:

- Request a check-out form from the management office.
- Schedule your moving company before or after business hours (before 7am or after 5pm).
- Obtain a certificate of insurance or COI from your moving company and include all additional insured parties.
- Confirm your freight elevator reservation with the Newmark property management office. Please do not use the 3rd Street entry or the passenger elevator for move-related activity.
- **Move In:** Schedule initial walk-through of space with Newmark management. Complete tenant form.
- **Move Out:** Schedule final walk-through of space with Newmark management. Provide forwarding address and contact information.

- Bicycle Storage Room
- Digital Security/Card Access
- Dog Friendly
- Fitness Center with Showers
- Parking Ramp
- Restaurant: Darby's Pub & Grill
- Storage Rooms

DGB CONTACTS



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