



Designers Guild
BUILDING

SEPTEMBER 2020

NEWSLETTER

New Management Office

The DGB property management office will have a new home – for a while. During the upcoming construction, the property management office will be relocated to Suite 220.

In addition to property management, Suite 220 will also be the office for leasing and building engineering.

You can reach us 24/7 at 763.200.9333 as our office hours will vary.



**Newmark
Knight Frank**

CONSTRUCTION ZONE

- The parking deck off of 3rd floor will be closed for repairs until late October.
- Exterior masonry repairs will continue into early October – subject to weather delays.
- Due to building codes, all deadbolts on tenant suite entrances must be removed. Reid and Amber will visit each tenant's suite during the month of September to remove the deadbolt.
- IA | Interior Architects will soon be sharing new design plans for DGB common areas. Watch Facebook and Instagram for updates.

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



Common Area Updates at DGB

For those tenants just returning to DGB after spending the summer working from home due to COVID, welcome back! You'll see that some significant changes are underway at DGB. The property's new ownership team has embarked on a common area refresh that will deliver modern, functional space for DGB's tenants.

One of the more noticeable changes is the modification of the 3rd Street entry as shown in the adjacent photo. The removal of the exterior canopy was done to create a brighter, more open lobby area.

In conjunction with the common area enhancements, DGB will be introducing new colors, new textures and new lighting for a fresh, new look.

For project updates, monitor DGB's website at www.designersguildbldg.com as well as the property's Facebook and Instagram pages.



COVID-19 Updates

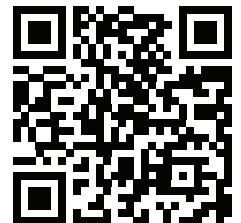
- Effective July 25th, Governor Walz issued a statewide mask mandate requiring masks in all public indoor spaces and businesses, unless you are alone or meet exemption criteria.

In accordance with Executive Order 20-81, face masks will be required at DGB indefinitely, but face masks will not be policed by building management. The City of Minneapolis has directed calls to 311 for assistance.



- Has your firm completed the Tenant Questionnaire regarding the safe return to work at DGB? If not, please download the document at <https://tinyurl.com/y6wh4vw6> and email your completed questionnaire to Lisa Sherman at lisa.sherman@ngkf.com as soon as possible so that we can adjust building operations wherever possible to best serve tenant needs.
- Newmark is committed to managing DGB in accordance with pandemic guidelines provided by the Centers for Disease Control and Prevention (CDC).

For convenient access to the latest personal safety guidelines and updates from the CDC, scan the adjacent QR code with your smartphone or visit www.cdc.gov.



Safety First

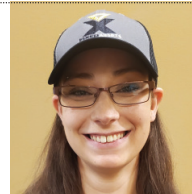
As tenants begin to repopulate their offices at DGB, remember to keep personal belongings out of sight. Be aware of your surroundings and please call 911 if you see suspicious activity.

To enhance life safety, alarms and strobes will be added to DGB's fire panel. Scheduling will be communicated in this column. Take this opportunity to update your company's evacuation plans as well.

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

DGB's Newest Team Member

We are pleased to announce a new part-time engineer at DGB. Working in partnership with Reid Corns, Amanda Crotinger will be on-site during the hours of 7am to 10am Monday through Friday to help keep the building operating at optimum performance.



Amanda Crotinger
Engineering & Maint.
amandac@fixedassetsmn.com

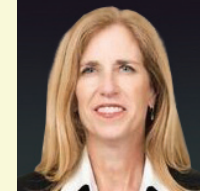
Quick Updates

- **Fitness Center Update:** The DGB fitness center now features Bowflex Select adjustable free weights that easily adjust from 5 to 52.2 pounds. To access the fitness center, you must sign a Waiver and Release of Claims. Download the document at <https://tinyurl.com/yc3hj82w> and send the completed form to lisa.sherman@ngkf.com. You will then receive access to the fitness center via your proximity card.
- **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, AM/PM quick delivery, a limited time for Alison's Cleaning and contractor visiting only.
- **Housekeeping:** When throwing out trash, please place trash in an enclosed, tied bag.
- **Rent Payment Reminder:** Please utilize the ACH process to ensure timely receipt of rental payments. If you haven't already done so, download the Direct Debit via ACH Authorization Form at <https://tinyurl.com/y7jmn6jt> and submit your completed form to lisa.sherman@ngkf.com.
- **Interstate Parking:** Contact Parking Manager Josh Barstow at jbarstow@interstateparking.com or by calling **612.375.1301** with any parking related questions.
- **Tenant Contact Information:** Newmark requires tenants to complete a Tenant Contact Information form. Please download the form at <https://tinyurl.com/y9aoqdlm> and return the completed form to lisa.sherman@ngkf.com as soon as possible if you haven't already done so.
- **Building Hours:** Building hours at DGB are 7am-5pm Monday-Friday. The building is closed Saturdays and Sundays and accessible via card access only.
- **Holiday Hours:** In observation of Labor Day, the building, including Newmark's property management office, will be closed on Monday, September 7th. Should an emergency need arise, please call our 24 hour emergency line at **763.200.9333**.



- 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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612.440.0062



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Josh Barstow
Interstate Parking



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24-Hour Engineering: 763.200.9333
Interstate Parking: 612.375.1301
JBM Patrol: 952.412.7275
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