



NEWSLETTER

JULY 2020

Everyone Needs an Alibi

Take advantage of on-site salon Alibi, which offers traditional haircare services and brow/ facial waxing as well as wedding and event styling. The Alibi stylists book appointments Tuesday - Saturday beginning at 10:00a.m.

To learn about a stylist's individual services or to book an appointment, call the salon at **612.353.5008** or visit www.alibithesalon.com.

In accordance with the Minnesota State Order, Alibi has implemented a COVID-19 plan to mitigate risk and protect staff and clients alike. Go to www.alibithesalon.com for details on the salon's COVID policy.



CONSTRUCTION ZONE

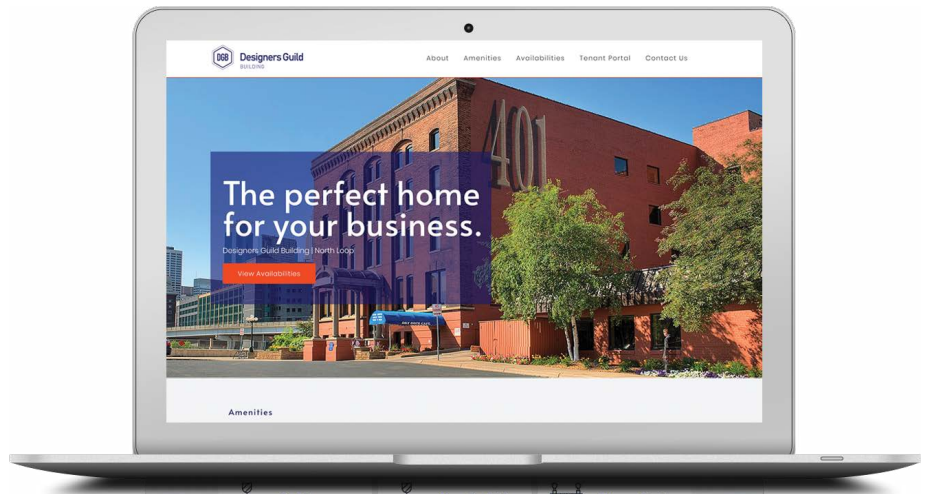
- Exterior tuckpointing work will begin in July. We will try to provide updates regarding the status of repairs as some days will be disruptive.
- The DGB parking deck will be closed for repairs for several periods in the month of July.
- The new owner has engaged IA | Interior Architects for strategic planning and design of common area updates throughout DGB.

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



Introducing designersguildbldg.com

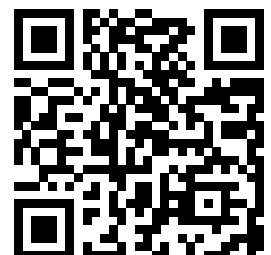
The new Designers Guild Building (DGB) website is live at www.designersguildbldg.com. Go to the "Tenant Portal" page for up-to-date information on building projects and to access various tenant forms, etc. Follow DGB on social media, such as **Facebook** and **Instagram**, as well for the latest information on upcoming events and other news.



COVID-19 Updates

- In an effort to minimize the spread of the coronavirus, the City of Minneapolis has issued a regulation requiring the use of cloth face masks when inside 'places of public accommodation', which includes grocery stores, recreation centers, hotels, retail businesses, the skyway system, and government buildings. While the use of masks is certainly encouraged at DGB along with social distancing practices, masks will not be enforced by building management. The City has directed tenants/visitors to call 311 for assistance.
- Newmark building management is seeking the input of all DGB tenants as we prepare for the safe return of tenants to the building. We are requesting that key tenant contacts please take a few moments to complete a Tenant Questionnaire, which can be downloaded at <https://tinyurl.com/y6wh4vw6>, so that we can adjust building operations wherever possible to best serve tenant needs. Please email your completed questionnaire to Lisa Sherman at lisa.sherman@ngkf.com no later than Wednesday, July 15th.
- 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 a preemptive measure, front exterior glass areas of DGB were covered with plywood during the recent civil unrest in an effort to protect the property and its occupants. It was deemed necessary to leave the plywood in place for a period of time as a precaution in the event of additional disturbances downtown.

Reminder: JBM Patrol security officers are not authorized to provide building or suite access, regardless if the individual has a business card or an email stating permission.

Quick Updates

- **Janitorial Vendor:** Effective June 2020, Capital Maintenance Services, LLC, has been engaged as the new cleaning vendor at DGB. As a result, you will notice new crews cleaning the common areas during business hours and weekday evenings. Capital Maintenance Services is a locally owned, full-service custodial maintenance company serving the Twin Cities metro area. The partners at Capital have been in the contract cleaning field for over 38 years and they are excited for the opportunity to put their expertise to work on behalf of the tenants at DGB.
- **Fitness Center Waiver:** Anyone wanting access to the DGB fitness center must complete a Waiver and Release of Claims document. Download the form at <https://tinyurl.com/yc3hj82w>, complete the information and email the form to lisa.sherman@ngkf.com. You will then be granted access to the fitness center via your proximity card. Please be sure to practice social distancing in the fitness center.
- **New Work Order System:** In conjunction with the new website, DGB will be utilizing a new on-line work order and reservation system known as Angus Systems. If you haven't already done so, please email lisa.sherman@ngkf.com with the name and email address for employee(s) you want authorized to place work orders via the new system. Authorized employees should watch for an email from Angus 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.
- **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 to facilitate our new working relationships at DGB. Please download the form at <https://tinyurl.com/y9aoqdlm>, complete and return the form to lisa.sherman@ngkf.com as soon as possible. Thank you in advance to those that have already submitted their forms.
- **Holiday Hours:** In observation of Independence Day on July 4th, the building, including Newmark's property management office, will be closed on Friday, July 3rd. Should an emergency need arise, please call our 24 hour emergency line at **763.200.9333**.



Warehouse District Association

The Designers Guild Building is a member of the Minneapolis Warehouse District Association, which is working to provide service, safety, and networking opportunities for our tenants. Check out the association's website at www.mplswarehouse.com – it's a great resource for local events, restaurants and closures.

- 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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Josh Barstow
Interstate Parking



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Kenwood Commercial
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Mike Doyle, CCIM, SIOR
Leasing Agent
Kenwood Commercial
612.242.8820

- 24-Hour Engineering:** 763.200.9333
- Interstate Parking:** 612.375-1301
- JBM Patrol:** 952.412.7275
- DGB Website:** www.designersguildbldg.com



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