



Designers Guild  
BUILDING

# NEWSLETTER

JUNE 2020

## Let Flowers Say It for You

Luna Vinca is open and creating flower arrangements for delivery or pickup in Suite 280. We are available weekdays and most orders go out Tuesday-Friday.

You can reach us by phone at **612-823-6178** or email [studio@lunavinca.com](mailto:studio@lunavinca.com).

After a brief break in the supply chain, larger quantities of flowers are now becoming available and quality is excellent. We've been sending out loads of beautiful spring arrangements for daily occasions and will be here to help with event, meeting, or wedding flowers when people get back to hosting gatherings.

Thank you for your support!



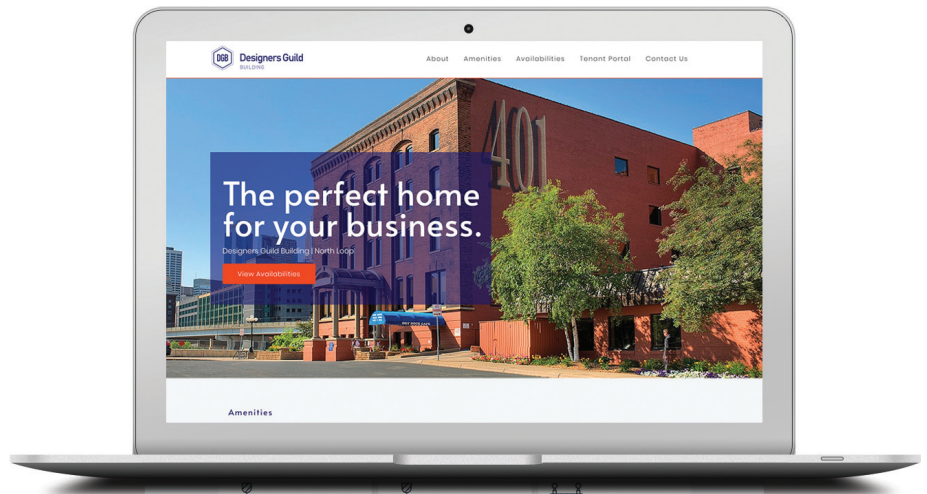
## CONSTRUCTION ZONE

- The City of Minneapolis has been notified to fill pot holes on 3rd Avenue North.
- The DGB temporary property management office will be located in Suite 248.
- Parking deck/ramp repairs will begin in June. For daily status updates, look to DGB's website at [www.dgb.com](http://www.dgb.com).



## Introducing DGB.com

The Designers Guild Building (DGB) has launched a new website! Visit [www.dgb.com](http://www.dgb.com) for up-to-date information on building construction and projects, COVID-19, tenant forms, amenities, etc. Also check out DGB on Facebook and Instagram for upcoming events and news.



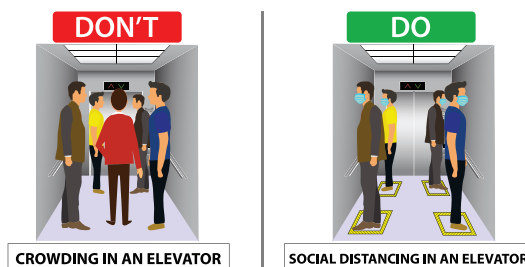
## COVID-19 Update

In anticipation of safe tenant re-entry at DGB, building management is following CDC guidelines and recommendations for cleaning, sanitizing and minimizing touchpoints. Vendors and staff will be required to wear masks and follow social distancing etiquette. Further, a day porter will be on site for a couple hours during the day to clean heavily used areas Monday through Friday. Tenants are encouraged to practice frequent hand-washing and utilize hand sanitizers positioned close to designated high-touch areas.

The DGB fitness center will be open, but please limit three individuals to the facility at a time to help maintain a six foot distance. While janitorial staff will complete a comprehensive daily wipe-down of equipment, patrons should also clean equipment after use.

Building management is committed to working with tenants, visitors and contractors to maintain CDC guidelines and recommendations; however, building management and staff are not responsible for enforcement of individual tenant requirements. We appreciate your personal efforts and will adjust building services as needed.

### COVID-19 PRECAUTION



## Safety First

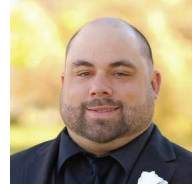
A security officer with JBM Patrol & Protection, the security partner at DGB, drives the ramp twice each night and walks the building's interior once each night. JBM's security officers are trained to watch for individuals using the ramp overnight, unlocked doors, water leakage and other unusual activity.



The security company is not authorized to provide building or suite access, regardless if the individual has a business card or an email stating permission.

## Quick Updates

- **Loading Dock:** Please refrain from parking in the loading dock. This area is for trash hauling, AM/PM quick delivery, a limited time for Allison's Cleaning and contractor visiting only.
- **Rent Payment Reminder:** Thank you for your prompt rent payments. Please utilize the ACH process to ensure timely receipt of payment. Go to <https://tinyurl.com/y7jmn6jt> to download an Authorization Form for Direct Debit via ACH. If you haven't already done so, please complete the form as soon as possible and return it to [lisa.sherman@ngkf.com](mailto:lisa.sherman@ngkf.com).
- **Interstate Parking:** DGB's new Parking Manager is Josh Barstow. Josh can be reached via email at [jbarstow@interstateparking.com](mailto:jbarstow@interstateparking.com) or by calling 612-375-1301.



**Josh Barstow**  
Interstate Parking

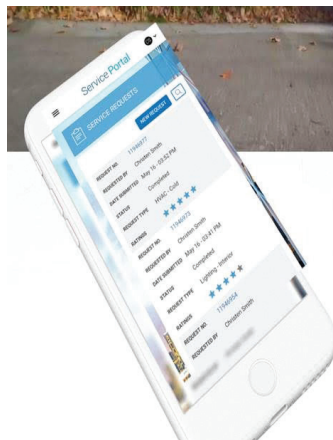
- Remember, parking payments should go directly to Interstate Parking.
- **Fitness Center Waiver:** Anyone wanting access to the DGB fitness center must complete a Waiver and Release of Claims document. Please go to <https://tinyurl.com/yc3hj82w> to download the form, complete the information and email it to [lisa.sherman@ngkf.com](mailto:lisa.sherman@ngkf.com). You will then be granted access to the fitness center via your proximity card.
  - **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/y9aogd1m>, complete the form and return it to [lisa.sherman@ngkf.com](mailto:lisa.sherman@ngkf.com) as soon as possible. Thank you in advance to those that have already submitted their forms.

## New Work Order System

In conjunction with the new website, DGB will be introducing a new online work order and reservation system: Angus Systems. Please email [lisa.sherman@ngkf.com](mailto:lisa.sherman@ngkf.com) with the name and email address for employee(s) you want authorized to place work orders within your suite and the building.

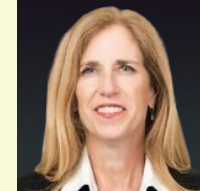
Work orders may require a bill-back to your business so please limit this access to one or two individuals. Once your designated employees have been registered, they will receive an email with instructions on how to use the Angus system.

Newmark staff will be happy to answer questions regarding the new work order system should they arise.



- 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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- 24-Hour Engineering:** 763.200.9333
- Interstate Parking:** 612.375-1301
- JBM Patrol:** 952.412.7275
- DGB Website:** [www.dgb.com](http://www.dgb.com)



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