

From: 575 Center Manager <[REDACTED]>

To: undisclosed-recipients;

Subject: Lobby Construction

Date: Fri, 04 Oct 2013 20:09:21 +0000

Attachments: image013.emz; image014.emz; image017.emz; image021.emz; image022.emz; image024.emz

Inline-Images: image001.gif; image015.png; image016.png; image018.png; image019.png; image020.png; image023.png; image025.png; image026.png; image027.png; image028.png

Memo

To: Valued Clients

From: Virgo Business Centers

Date: 10/4/13

Re: **Lobby Construction**

Dear Tenants

This weekend there will be extensive construction in the lobby related to flooring. Starting at 8pm this evening in the mid/high rise elevator bank, the existing floor will be removed. A temporary floor will be installed immediately after the removal of the existing floor. Limited elevator service will be available for the mid/high rise bank during this process which will run through 3pm Saturday. Starting at 7am Saturday morning new flooring will be installed in the low rise bank which will also have limited elevator service during this process. Flooring installation will be completed Sunday morning and all elevators will be back in full service for Monday morning.

There will be Normandy personnel on site for Saturday as well as our normal Security staff. Please feel free to contact the building office with any questions or concerns.

Thank you for your continued patience during this renovation.

Regards,

Margaret Petrucci

Center Manager

Virgo Business Centers

575 Lexington Avenue

4th Floor

New York, New York 10022

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