

From: 575 Center Manager <[REDACTED]>

To: undisclosed-recipients;

Subject: Lobby Elevation

Date: Fri, 27 Sep 2013 13:39:47 +0000

Attachments: image014.emz; image016.emz; image018.emz; image020.emz; image022.emz; image029.emz

Inline-Images: image001.gif; image015.png; image017.png; image019.png; image021.png; image023.png; image024.png; image025.png; image026.png; image027.png; image028.png; image030.png

Memo

To: Valued Clients

From: Virgo Business Centers

Date: 9/27/13

Re: **Lobby Renovations**

Dear Tenants,

Beginning Friday night at 10pm, the building will be demolishing the floor tile in and around the low rise elevator bank. Therefore, the Lexington Avenue entrance will be closed between the hours of 10pm and 2am. All persons will be required to enter and exit through the 51st door during those hours. At 2am they will reopen the Lexington Avenue doors and close off the 51st door so they can continue demolishing floor tile in the back area of the lobby.

Temporary flooring will be installed following the demolition, beginning at 7am Saturday morning and continue until 3pm that afternoon. There will be some disruption to the low rise elevator service (floors 1-14) during this time. Please inform the building office if you will have employees working during the Fri.10pm-Sat. 6am time frame so they can ensure proper entrance and egress for all building personnel.

If you have any question please feel free to contact Virgo Management at 212-600-2300.

Regards,

Margaret Petruccelli

Center Manager

Virgo Business Centers

575 Lexington Avenue

4th Floor

New York, New York 10022

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