

NOTICE TO TENANTS

Monday, December 20, 2021

Hello,

On 12/14/2021, 1913 Studios LLC, took ownership of 721 Springfield St. in Dayton Ohio. As we begin our remodel and upgrades to the facility, new occupancy rules will be put in place for the safety of our crew, you, your employees, and any visitors.

Communication:

- Posted notices and building information will be posted near the large Toledo Scale in the back warehouse.
- Building issues or tenant questions should be submitted through a virtual ticket system at 1913studios.com/721 and will be responded to within two business days.
- Please look for an email from us regarding your lease and your leases defined space requirements.

Access:

- All exterior doors are being re-labeled and re-keyed effective 12/23/21. New tenant keys will be available between 3-5pm 12/23/21 or 9-11am 12/27 at the building. Please coordinate a time via email at 721@1913studios.com to pick up your new keys.
- Effective 12/24 - All access to 721 Springfield st. will be limited to west side doors and garages only. Entrances on the North, East and South sides of the building will not be available to tenants. All marked exits will be available except for the front door on the east side of the building, facing south.

Tenant Spaces:

- Effective 5:00PM EST on Monday, 1/3/22 – All tenant property inside the building must be contained within the defined square footage of your lease. Please submit any questions about your defined space via email. After 5:00PM EST on 1/3/22 any tenant property outside of the defined leased area will be placed outside of the building. Any items placed outside, if not removed by 5:00PM EST on Wednesday, 1/5/22, will be disposed of at your expense.
- Effective 5:00PM EST on Monday, 1/3/22 – Access to the front office space and back warehouse will cease except for approved construction and maintenance personnel.

Construction Dumpsters:

- One construction dumpster will be placed next to the double loading docks on the west side of the property and one will be placed inside the loading docks. These are private dumpsters for 1913 Studios construction crews only.

Please be on the lookout for additional information over the next few weeks. Thank you.

THIS NOTICE EXPIRES at 5:00PM EST on Monday, 1/3/2022