



Preparing for Recovery: COVID-19 CRISIS

April 28, 2020

Dear Tenants:

Although we are not out of the woods yet, we are excited by the initial conversations our leaders are having around lifting some of the recent mandates. With that in mind, we wanted to share the status of the buildings that we manage so that you can plan accordingly for your business.

For the past several weeks, MacKenzie Management has been deemed an essential business, therefore we have remained on the job throughout this crisis. Not only have our building engineers been on-site at all buildings performing their normal duties, but they've been doing additional work to proactively address issues that may arise in a lower than normally occupied building. In particular, they've been walking the buildings checking on unoccupied suites, maintaining mechanical systems, and flushing the water throughout the building. They have been provided with cleaning products and disinfectants so that they can supplement our janitorial efforts throughout the day by wiping down high touch areas such as door handles and elevator buttons. Our janitorial teams have been instructed to follow the CDC guidelines for cleaning to ensure that the offices are as clean as possible. Our goal from the outset was to keep the buildings open and as safe as possible for our tenants to access them as needed.

Now that we are beginning to think about the recovery phase of this crisis, we will maintain our efforts at the buildings, and are ready to meet the needs of our tenants and your teams. We ask that you continue to heed the advice of our government and public health leaders as you plan your business's strategy and pay particular attention to social distancing, handwashing, and wearing face masks - the new normal to which we should all be adhering.

If you have any specific issues that we need to address, we ask that you put in a work order through our customer service line by calling 410-321-1277 or emailing customerservice@mackenziemanagement.com. Our team is standing by and ready to support your business!

Sincerely,

MacKenzie Management Company, LLC