

Art Installation Instructions for Tenant Lobby

Dear Tenants,

We are excited to announce the upcoming art installation in the lobby of our building. To ensure a smooth process, please follow the instructions below:

Installation Schedule

The installation will take place from **March 1 - March 5, 2024**.

Artist Contact

The artist responsible for the installation is **Jane Doe**. You can contact her at jane.doe@email.com.

Installation Requirements

- Access to the lobby must be cleared of all furniture and personal items.
- Noise levels should be kept to a minimum during installation hours (9 AM - 5 PM).
- Any disruption to regular building operations must be communicated in advance.

Safety Precautions

Please ensure that all safety protocols are followed during the installation process, including:

- Maintaining clear pathways for emergency exits.
- Using protective gear when necessary.

Feedback and Questions

We welcome any questions or feedback regarding the installation. Please feel free to reach out to the building management at management@email.com.

Thank you for your cooperation and enthusiasm for this exciting project!

Sincerely,

Building Management