

Tenant Bulletin

Date: October 31, 2011
To: Edna Lucille Goodrich Tenants
From: Amy Lamb, Property Administrator
Re: Carpet Maintenance – October-November 2011



The October carpet maintenance spot cleaning will occur on all floors throughout the building on Thursday, November 3, 2011. The cleaning crew will begin work at approximately 5:30 p.m.

If you are aware of a carpet stain that needs attention, please contact your Tenant Representative with the location of the stain and it will be addressed during the cleaning.

The cleaning method used is a dry polymer that completely vacuums away leaving the carpet clean dry and odor-free. The cleaner is bio-degradable which does not leave any residue or moisture in the carpet. These processes and products used are compatible with the LEED values used in care of this building.

For more information on the cleaning method used please refer to the following website:

<http://www.pacificmodular.com/commcare/>

MSDS sheets for products used are available in the Property Management Office upon request.

Please contact the Property Management Office should you have any questions/concerns.

Thank you for your cooperation!

Sincerely,

Wright Runstad & Company
Property Management
(360) 528-4020