

Tenant Bulletin

Date: June 28, 2010
To: Edna Lucille Goodrich Tenants
From: Tohni Rainwater, Property Administrator
Re: **Holiday - Independence Day**



On Monday, July 5, in recognition of the national holiday, Independence Day, the ELG Building will be closed as designated by State of Washington Statute.

Regarding the building closure:

- **Security** – The reception desk will be closed. Drive-by and interior security patrols will be conducted throughout the holiday closure.
- **Building Access** – the ELG building will be secured requiring a key-card for entry into the building and/or desired floors/areas.
- **Janitorial Service** – will not be provided during this scheduled closure. Normal services will resume the following business day.
- **Energy Conservation** – Before leaving for the long weekend please power-off all unnecessary electrical equipment – personal lights, monitors, task lighting, printers, etc.
- **Property Management Office** - Wright Runstad & Company also observes this date as company a holiday and will close the property management office for the day.

Please contact the property management office should you have any questions or concerns regarding this building closure.

Have a wonderful and safe holiday!

Sincerely,
Wright Runstad & Company
Property Management
360-528-4020