

## Tenant Bulletin

**Date:** January 09, 2011  
**To:** Edna Lucille Goodrich Tenants  
**From:** Amy Lamb, Property Administrator  
**Re:** **Martin Luther King Jr. Day & Project Work**

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**On Monday, January 16, 2012**, the Edna Lucille Goodrich Building will be closed in recognition of the national holiday, Martin Luther King Jr. Day, as designated by State of Washington Statute.

A few notes about the building closure:

- **Security** – The reception desk will be closed. Drive-by and interior security patrols will be conducted during the 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** – Please turn off all unnecessary electrical equipment – personal lights, monitors, task lighting, etc.
- **Property Management Office** - Wright Runstad & Company also observes this date as a company holiday and will close the property management office for the day.

### **PROJECT WORK –**

- **Wood Restoration** for wood doors, jambs, and wall panels throughout the building will be completed while the building is closed on Monday, January 16. This work refurbishes various scratches/dings/gouges in wood surfaces.
- **Carpet Spot Cleaning** will occur on all floors throughout the building on Monday, January 23, 2012. 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.

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  
[www.elgbuilding.com](http://www.elgbuilding.com)