

Tenant Bulletin



Date: November 17, 2011
To: Edna Lucille Goodrich Tenants
From: Amy Lamb, Property Administrator
Re: **Thanksgiving & Other Activities 2011**

November 21-23, 2011 – Exterior Window Washing

Cleaning of all exterior windows, East and West Plaza canopies, the bus shelter and smoking shelter will begin Monday, November 21, 2011. Window cleaners will be onsite working during business hours. Work will continue through the week until complete.

Please use caution when entering or exiting the building while window cleaners are on site.

Please contact property management with any questions or concerns regarding this information. Your assistance and cooperation is appreciated!

November 24 & 25, 2011

The ELG Building will be closed on Thursday, November 24 and Friday, November 25 as designated by the State of Washington Statute in recognition of the Thanksgiving Holiday.

Things to consider during this closure:

- **Security** – Security will not be in the lobby. Mobile patrols will continue as normal throughout the holiday.
- **Building Access** –The building will be secured. Access cards will be required for entry to the building as well as your desired floors/areas.
- **Heating/Ventilation/Building Systems** –The building will operate in ‘unoccupied mode’ during this holiday.
- **Janitorial Service** – Janitorial service will not be available during this closure. Regular janitorial service will continue on Monday, November 28.
- **Energy Conservation** - Your assistance in powering-off all unnecessary electrical equipment is appreciated and strongly encouraged! Items such as computer monitors, copiers, and desk/task lights should all be powered-off while you are away from the office.

- **Property Management Office** - Wright Runstad & Company also recognizes Thanksgiving as a holiday and will not have staff onsite during this closure, however, a Building Engineer will remain on call 24/7.

November 28, 2011

Holiday decorations will be set up during normal business hours in the main lobby. Please excuse the mess and any inconvenience during this set up time.

Please feel free to call should you have any questions or concerns related to the activities and building closure.

Have a wonderful and safe holiday!

Wright Runstad & Company

Property Management

360-528-4020