

## Tenant Bulletin

**Date:** November 7, 2011  
**To:** Edna Lucille Goodrich Tenants  
**From:** Amy Lamb, Property Administrator  
**Re:** **Holiday: Veteran's Day**

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The Edna Lucille Goodrich Building will be closed Friday, November 11, 2009 as designated by the State of Washington Statute in recognition of Veterans' Day.

Things to consider during this closure:

- **Property Management Office** - Wright Runstad & Company will be onsite from 8:00 am – noon with limited staff to work on building projects.
- **Security** – Security staff will not be on duty in the lobby due to the building closure. Security will be patrolled on a weekend/holiday schedule.
- **Building Access** – All doors and elevators will be secured. Card key access will be required for entry into the building and/or desired floors/areas.
- **Janitorial Service** – The Day Porter will be onsite from 8:00 am - noon working on special projects. Regular night janitorial service will resume the next business day.
- **Heating/Ventilation/Building Systems** –The building will operate in 'unoccupied mode' for the holiday.
- **Energy Conservation** – Your assistance in powering-off all unnecessary electrical equipment is appreciated! Items such as computer monitors, copiers, and desk/task lights should all be powered-off.

Please feel free to contact Property Management should you have any questions or concerns regarding the building being closed on Veterans' Day.

Have a wonderful and safe holiday!

Sincerely,

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