

Tenant Bulletin



Date: November 14, 2011
To: Edna Lucille Goodrich Tenants
From: Amy Lamb, Property Administrator
Re: **Winter Weather Precautions**

The winter months can be especially challenging when severe weather conditions are present. This bulletin provides practical tips to use during cold and wet weather while traveling between your vehicle and the ELG building.

The Ice Alert signs are a good precaution during cold weather. They are mounted to the back side of all stop sign posts at the 73rd street entrances. These signs turn *blue* during freezing weather so extra caution can be employed to help prevent accidents on the way into the building.

It is darker during the winter both in the morning and at the end of your day. It is important to remember that vehicles may not see you as you step between cars. You are encouraged to use the sidewalks as much as possible and avoid walking between cars.

Below are additional tips to use during the winter months:

- Wear appropriate clothing and footwear for the weather conditions present.
- When possible, limit foot travel to the sidewalks and walkways where de-icing takes place. Remember to use extra care as you exit/enter your vehicle during periods of extreme cold, ice, or snow.
- Drive slow and be cautious during icy conditions, especially through the parking lot where pedestrians are on their way to/from the building.
- Be on the lookout for vehicles which may have lost traction and are slipping towards you. Pedestrians should be aware that approaching vehicles may not be able to stop at crosswalks (or traffic signals).
- Pay attention to where you step. It's common to encounter uneven surfaces during icy conditions. Use extra caution when stepping onto/off curbs, stairs, or other uneven surfaces.
- Use ice melt, sand, or salt on walkways and parking areas at your own home.
- Carry a blanket and personal emergency kit in your vehicle.

Property Management has applied a precautionary thin layer of sand in the parking lot and will communicate with Tenant Contacts to assess the conditions of the lot and apply sand as directed. Sanding will be as instructed by Tenant Contacts; however the remaining portions of the ELG Building Inclement Weather Policy below will remain in effect through this winter season.

ELG Building Inclement Weather Policy

It is the intention of Property Management to maintain a normal schedule of operations whenever reasonably possible during snowfall and/or icing events. Generally the building will remain open during snow or other inclement weather. If building hours are questionable, please refer to your agency's Suspended Operations policy.

Property Management staff will make every effort to de-ice all entries, side walks, main crosswalks and ADA parking areas by 7 a.m. and to keep areas de-iced until closing at 6 p.m. Monday through Friday, excluding holidays.

Property Management will evaluate weather reports and conditions in the immediate area of the building to determine if snow removal or sanding is necessary as follows:

- Snowfall less than 2" - Generally snow removal is not necessary in these conditions. Sanding of the drive lanes may be necessary if winter conditions exist and persist. Sanding is done by a contracted service and will be performed as soon as the vendor is available.
- Snowfall more than 2" – Snow will be removed from the drive lanes by a contracted service and will be performed as soon as the vendor is available.

Please feel free to call the Property Management Office should you have any questions or concerns regarding the information in this bulletin. Enjoy the Season!

Sincerely,

Wright Runstad & Company
Property Management
360-528-4020