

Tenant Bulletin

Date: October 12, 2011
To: Edna Lucille Goodrich Tenants
From: Amy Lamb, Property Administrator
Re: **Interior Glass/Window Cleaning & Wood Touch Up**



Interior Glass Cleaning

The cleaning of all interior glazing (perimeter windows, office and conference room relites, etc.) will begin Monday evening, October 17 and continue through Wednesday evening, October 19, 2011.

To prepare for the interior cleaning: please remove ALL items near windows or relites to avoid potential damage. Any items on top of book cases or cabinets in front of windows should also be relocated to avoid delaying the work. Your assistance and cooperation is appreciated.

Wood Touch Ups

Touch-ups will be made to wood doors, jambs, and wall panels throughout the building on Saturday, October 15, 2011.

During this work various scratches, dings, and gouges in wood surfaces (doors, panels, etc.) will repaired and refurbished.

Please contact property management with any questions or concerns regarding this scheduled work.

Thank you,

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