
WRIGHT RUNSTAD & COMPANY

Tenant Bulletin

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Date: 2/9/2026
To: Edna Lucille Goodrich Tenants
From: Christy Carkeek, Property Administrator
RE: **Presidents' Day Building Closure**
Interior Glass Cleaning, Wood Touch-Ups



Building Closure for Presidents' Day *February 16, 2026*

On Monday, February 16th, 2026, the ELG Building will be closed in recognition of the national holiday, Presidents' Day, as designated by State of Washington Statute. Some notes about the closure:

- Security – The reception desk will be closed. Exterior and interior security patrols will be conducted throughout the closure.
- Building Access – A valid keycard is needed for entry into the building and your desired floors.
- Janitorial Service – service will not be provided during this scheduled closure. Normal services will resume the following business day.
- Energy Conservation – Please turn off unnecessary electrical equipment such as computers, monitors, and desk/task lights should all be powered off while you are away from the office.

Building Maintenance

This building closure provides an opportunity for WR&C to complete the following maintenance projects that day, minimizing tenant disruption.

Interior Glass Cleaning

The cleaning of all interior perimeter windows, office relites and conference room relites.

To prepare for the interior cleaning:

- There should not be any items on windowsills.
- Remove all items near windows and office relites to avoid potential damage.
- Items adhered to glass with tape should be removed along with the tape.
- Any items on top of bookcases or cabinets in front of windows should be relocated including all potted plants.

Wood Touch-Ups

Touch-ups will be made to wood doors, jambs, and wall panels. Various scratches, dings, and gouges in wood surfaces (doors, panels, etc.) will be repaired and refurbished.

If you have any questions or concerns, please contact your agency representative at the following address:

- For DOC email DOCHQmanagementservices@doc1.wa.gov
- For WSDOT email HQFacilitiesHelpDesk@wsdot.wa.gov

This bulletin and other recent bulletins can be found posted on the ELG Building website at www.elgbuilding.com .

Sincerely,

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Property Management
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