

Date: January 31, 2019
To: Edna Lucille Goodrich Tenants
From: Amy Lamb, Property Administrator
Re: **Annual Elevator Inspections**

Tenant Bulletin



Annual Elevator Inspections

Thursday & Friday, January 31st – February 1st

The Annual Elevator Inspections began today with very little impact to tenants in the building. Tomorrow use of all three passenger elevators will be impacted from 6:00am – 6:30am as the inspectors will be testing the elevator recall. Anyone entering the building during this time will need to use the cargo/freight elevator in the northwest wing.

The cargo/freight elevator will be closed starting at 10:00am tomorrow and will remain closed until all testing has been completed. The vendor is expecting to be done no later than 3:00pm. Anyone needing to access the upper floors during this time will need to use the passenger elevators in the main lobby.

Elevator #1 closest to the Security Desk will be set up to allow deliveries and cargo. If you have a large box, package, cart or other large item please wait for Elevator #1. Elevator 2 and 3 will be reserved for passengers only. Please see Security if you need assistance.

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

Sincerely,

Wright Runstad & Company
Property Management
360-528-4020