

Date: August 30, 2019
To: Edna Lucille Goodrich Tenants
From: Amy Lamb, Property Administrator
Re: **Building Closure & Vendor Work**

Tenant Bulletin



Building Closure

Labor Day, September 2nd

On Monday, September 2nd, the Edna Lucille Goodrich Building will be closed in recognition of Labor Day as designated by State of Washington Statute.

A few notes about the building closure:

- **Security** – The reception desk will be closed. Exterior and interior security patrols will be conducted throughout the closure.
- **Building Access** – The ELG building will be secured requiring an access card for entry into the building and desired floors or areas.
- **Janitorial Service** – Janitorial services will not be provided during this scheduled closure. Normal services will resume the following business day.
- **Energy Conservation** – Please turn off all unnecessary electrical equipment – personal lights, computers and monitors, task lighting, etc.
- **Property Management Office** - Wright Runstad & Company also observes this date as a holiday and will be closed for the day.

Vendor Work

Monday, September 2nd

During the building closure the elevators and other metal surface areas around the building will be getting cleaned and refinished. The elevators may be closed during this cleaning requiring you to take another route to access the upper floors. The passenger elevators and cargo elevators will not be closed at the same time but the timing is undetermined.

If you are in the building during this time please avoid any areas where vendors are working or any closed off areas.

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