

Tenant Bulletin

Date: May 3, 2019
To: Edna Lucille Goodrich Tenants
From: Amy Lamb, Property Administrator
Re: **Conference Room Reservations, Bike & Fitness Expo,
Parking Updates & Evacuation Drill**



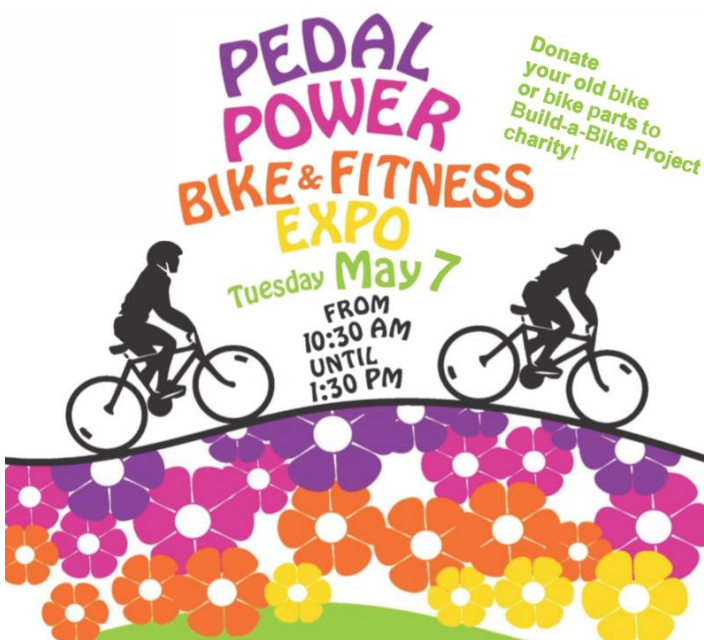
Conference Room Reservations

www.ELGbuilding.com

The website, the conference room calendar and the conference room reservation form are all working properly now. Check your calendar to see if you have a Conference Room Reservation in the months of May, June and July. Check the Conference Room Availability calendar on the website to make sure your reservation is listed. If not, forward your confirmation email to Security so they can add your meeting.

Bike & Fitness Expo

Tuesday, May 7th – West Plaza



Participating Vendors Include:

- DNR
- Curves
- Leave No Trace
- Helsing Junction CSA
- JoyRide Bikes – Repairs
- InBody Machine
- Bike Tech – e-bikes to try
- Wobbly Cart Farms CSA
- Bicycle Commuter Challenge
- WSDOT & DOC Bike Loaner Program
- Intercity Transit
- Low Cost Bike Helmet Sales
- Build -A- Bike Project- drop off old bikes or bike parts that will be donated to help build bikes for those in need.

This event is brought to you by your ELGB Wellness and CTR Programs.

Parking Updates

Thursday & Friday, May 9th & 10th

There will be a table set up in the Main Lobby from 7:30am to 1:00pm both days to allow you to provide and update your information in the Parking Database. The loss of information on the Property Management server requires that we gather lost information. The following information is required for each vehicle you park here at ELGB. Even if you already have a sticker – please provide Security with **your name, your agency affiliation, contact information** and the following for each registered vehicle:

- Make
- Model
- Color
- Plate Number
- Permit Color
- Permit Number Including the Prefix (ELG TOB TOP)
- Carpool Permit Number

If your information is not in the system, and many of you had your information lost, you will be asked to complete a new form. A great way to ensure you have everything you need is to take a photo of your license plate and your Parking Permit sticker for each of your vehicles and bring it with you.

Evacuation Drill

Thursday, May 16th

The Annual Evacuation Fire Drill will be held at an undisclosed time as required by IFC on Thursday, May 16th. When the drill begins everyone must participate and evacuate the building to your designated areas for your agency accountability. This drill is timed so please follow your evacuation brigade instructions.

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