

Tenant Bulletin

Date: April 12, 2019
To: Edna Lucille Goodrich Tenants
From: Amy Lamb, Property Administrator
Re: **Weekend Work, Earthquake Safety & Thank You**



Weekend Work *April 12th – 14th*

Vendors will be working after hours to clean and refinish all stone in the main lobby and the elevator lobbies on each floor. During this time, it is important that you use stairwells or the cargo elevator to access the floors you need to get to. Please do not enter any area that is closed off for your safety.

Earthquake Safety

The first and second floor will be inspected on Friday, April 26th by a WSDOT representative and Property Management who have been asked to assist in adding earthquake brackets to secure some of the tall file cabinets lining the walls. While we walk the space, we will be analyzing cabinets and other items located in hallways to ensure they meet the minimum requirements for access to isles and noting things that need to be secured for your safety.

In preparation for this walk through below are some items you may want to look at and see if your cubicle or office space complies and make any necessary adjustments if you see a concern.

Plants

Small personal plants are allowed within an individual's workstation or office only. Pot diameter of 8" or less is allowed within an individual's work station. Plants shall not extend above cubicle walls and should not be placed on top of the overhead cabinets. In private offices, plants shall have a pot diameter of 8" or less and height not exceeding 6'. Solid fertilizers may be used with discretion, but the building's ventilation system is not designed for ventilation of insecticides, herbicides, fungicides, or aerosol sprays.

Work Space

Personal items and decorations shall be confined within the interior of each individual's workstation or office. No items allowed on top of overhead cabinets or cubical walls. Items could be a life-safety risk as items may become a projectile during an earthquake. It is recommended that any item of value always be secured, or brought home, when work space is unoccupied.

Thank You

The conference rooms are always in high demand and we know the calendar is of great use and benefit to you when trying to plan meetings, especially for large groups. The website is being reconstructed and the calendars will be restored as soon as possible. Please feel free to call the Property Management office or the Security Desk for assistance in checking the calendar for available dates. Thank you all for how kind and patient you have been while we get things restored.

Sincerely,

Wright Runstad & Company
Property Management
360-528-4020