

Tenant Bulletin

Date: May 23, 2019
To: Edna Lucille Goodrich Tenants
From: Amy Lamb, Property Administrator
Re: **Café Work, Building Closure & Carpet Cleaning**



Café Work

Thursday, May 23rd

There will be vendors working in the café after hours today to do some wall repairs and painting. Work could continue late into the night and early morning.

Building Closure

Memorial Day- Monday, May 27th

The Edna Lucille Goodrich Building will be closed Monday, May 27th in recognition of Memorial Day as designated by State of Washington Statute. A few notes about the building closure:

- **Security** – The reception desk will be closed. Drive-by and interior security patrols will be conducted throughout the closure.
- **Building Access** – The building will be secured requiring an access badge for entry.
- **Janitorial Service** – Janitorial services will not be provided during the closure.
- **Energy Conservation** – Please turn off all unnecessary electrical equipment such as personal lights, monitors, task lighting, etc.
- **Property Management Office** - Wright Runstad & Company also observes this date as company a holiday so the property management office will also be closed for the day.

Carpet Cleaning

Tuesday, May 28th

The Monthly spot carpet cleaning will occur Tuesday, May 28th. If you are aware of a stain in your office or cubicle area, please report the location to your Tenant Representative by noon Tuesday and it will be addressed during the cleaning.

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