

Tenant Bulletin

Date: February 7, 2019
To: Edna Lucille Goodrich Tenants
From: Amy Lamb, Property Administrator
Re: **Inclement Weather, Building Closure & Interior Glass Cleaning**



Inclement Weather -

Those that may be working this weekend need to be aware that Saturday and Sunday snow plowing and sanding truck vendors are on standby to ensure the parking lot is ready for Monday morning. However, during inclement weather you must use caution as you pull into the parking lot and step out of your vehicle. Please review the policy for Inclement Weather below.

It is the intention of Property Management to maintain a normal schedule of operations whenever reasonably possible during snowfall and/or icing events. Generally the building will remain open during snow or other inclement weather. The most effective way to determine whether the ELG Building has been closed is to refer to your agency's Suspended Operations policy.

Property Management staff will make every effort to de-ice all entries, sidewalks, main crosswalks and ADA parking area by building opening at 7 a.m. and to keep areas de-iced until closing at 6 p.m. Monday through Friday, excluding holidays.

Property Management will evaluate weather reports and conditions in the immediate area of the building to determine whether snow removal or sanding may be necessary. If so, they will contact the contracted vendor for service by the start of business. The parking lot will be addressed as follows:

- Snowfall less than 2" - Generally snow removal is not necessary in these conditions. Sanding of the drive lanes may be necessary if winter conditions exist and persist. Sanding is done by a contracted service and will be performed as soon as the vendor is available.
- Snowfall more than 2" - Snow will be removed from the drive lanes by a contracted service and will be performed as soon as the vendor is available. If winter conditions exist and persist sanding may also be done by the contracted service.

Recommendations for individual inclement weather preparedness include:

- Drive slowly and cautiously - especially through the parking lot during possible icy conditions.
- Wear appropriate clothing and footwear for the weather conditions present.
- Use caution when exiting vehicles and during travel to and from the building.
- When possible, limit foot travel to main walkways where de-icing takes place during possible icy conditions.
- Carry a blanket and personal emergency kit in your vehicle.

Please remember to look for the Ice Alert that turns blue on the back side of the Stop signs as you enter the parking lot so you can use extra caution while driving and walking in the parking lot.

Building Closure

Monday, February 18th



Presidents' Day

The Edna Lucille Goodrich Building will be closed in recognition of the national holiday, Presidents' 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 cards 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.

Interior Glass Cleaning

Monday, February 18th

The cleaning of all interior perimeter windows, office and conference room relites will be completed during the day on Monday, February 18th while the building is closed.

To prepare for the interior cleaning: Please remove all items near windows and relites to avoid potential damage. Items adhered to glass with tape should be removed along with the tape. Any items on top of book cases or cabinets in front of windows should also be relocated including all potted plants. Your assistance and cooperation is appreciated.

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