

Date: 8/17/2026

To: Edna Lucille Goodrich Tenants

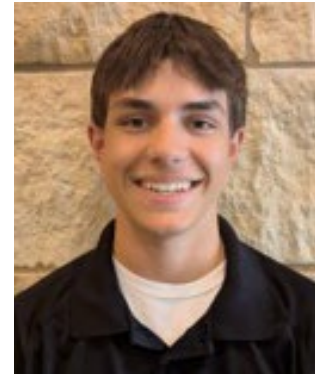
From: Tohni Rainwater, Property Manager

RE: **ELGB Security Practices**



You may have noticed a new face at the ELGB security desk in the lobby, and we are excited to introduce our newest security guard, Landon McNamara! With all the activity happening this summer, it has been great to have a third guard to help contractors, future employees visiting the space, and increased lobby traffic that comes with doing a large remodel.

With safety and security for both agencies being a top priority, and in anticipation of increased public visitors to the DOR office, Landon's role will be a permanent position. Having a third guard will allow us to provide customer service and oversight of the lobby without reducing any security protocols.



Landon McNamara

Important Security Reminders for ELGB Tenants

Security works best when everyone does their part. These protocols apply to everyone in the building

- Never allow someone to borrow your access card, it is for use only by the authorized personnel.
- Don't open or hold secured doors for others. While allowing someone into secured space may seem like a nice thing to do, it can have negative security and safety impacts.
- Do not tailgate, and don't let someone tailgate you. Following someone through a secured door, gate, or onto an elevator without using your own badge is not allowed.
- Even if you recognize someone, they should use their own access card. When in doubt, ask. If you see someone wanting to be let in, direct them to Security rather than opening the door. If you're uncomfortable approaching someone, simply contact Security and they will assist.
- After-hours entry requires your own access card. If you encounter someone having difficulty entering the building, please do not let them in. They should contact Property Management at 360.359.4790 for assistance at any time of the day or night. Property management is available 24/7 for emergencies.
- Keep all doors and cabinets with locks secured when not in use. All confidential items and valuables should remain in a secured drawer or cabinet.

- See something? Say something. Never hesitate to report to Security or Property Management about suspected theft, suspicious individuals, or unusual activity. We would rather receive a report that turns out to be nothing than miss something important.

Thank you for helping us keep ELGB a safe and secure place to work!

If you have any questions or concerns, please contact your agency representative:

For DOC email: DOCHQmanagementservices@doc1.wa.gov

For DOR email: DORofficeservices@dor.wa.gov

This bulletin and other recent bulletins can be found posted on the ELG Building website at www.elgbuilding.com .

Sincerely,

Wright Runstad & Company
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Property Management
360-528-4020