

Date: 1/12/2026

To: Edna Lucille Goodrich Tenants

From: Christy Carkeek, Property Administrator

RE: **Martin Luther King Holiday Building Closure**



***Building Closure***

*Monday, January 19th, 2026*

The ELG Building will be closed on Monday, January 19th in observance of Martin Luther King Jr. Day, a designated holiday 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 require a valid keycard for entry into the building and/or your desired floors.
- Janitorial Service – service 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. Items such as computers, monitors, and desk/task lights should all be powered off while you are away from the office.

If you have questions or concerns, please contact your agency representative at the appropriate agency listed below.

- For DOC email [DOCHQmanagementservices@doc1.wa.gov](mailto:DOCHQmanagementservices@doc1.wa.gov)
- For WSDOT email [HQFacilitiesHelpDesk@wsdot.wa.gov](mailto:HQFacilitiesHelpDesk@wsdot.wa.gov)

This bulletin and other recent bulletins can be found posted on the ELG Building website at [www.elgbuilding.com](http://www.elgbuilding.com).

Sincerely,

Wright Runstad & Company  
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Property Management  
360-528-4020