

Date: 9/10/2026

To: Edna Lucille Goodrich Tenants

From: Christy Carkeek, Property Administrator

RE: **Interior Window Cleaning**



Interior Window Cleaning – Please prepare your workspace
Saturday-Sunday, September 12-13

To prepare for the interior glass cleaning this weekend, please remove all items near windows and office relites to help prevent potential damage.

Signage or other items adhered to any glass with tape should be removed, along with all tape.

Any items stored on top of bookcases or cabinets that are directly in front of windows need to be relocated.

Please remember that **items should never be placed on windowsills.**

Your assistance and cooperation are appreciated.

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,

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Property Management
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