

Date: 10/28/2026

To: Edna Lucille Goodrich Tenants

From: Christy Carkeek, Property Administrator

RE: **November Maintenance & Upcoming Building Closure**



***Minor Construction Work - First Floor Lobby***

*Monday, November 2 – Tuesday, November 3*

ADA door operators will be installed in the first-floor lobby area. The work involves drilling into the stone and concrete slab, which may be heard throughout the building. To minimize disruptions, the drilling will be limited to early morning hours. The remaining work is expected to be relatively quiet.

***Building Closure***

*Wednesday, November 11, 2026*

The Edna Lucille Goodrich Building will be closed in recognition of the Veterans Day holiday 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.
- Building Access - A valid keycard will be required for entry into the building and your desired floors.
- Janitorial Service - 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. Items such as computers, monitors, and desk/task lights should all be powered off while you are away from the office.

***Wood Touch-Ups***

*Wednesday, November 11, 2026*

During the building closure, touch-ups will be made to wood doors, jambs, and wall panels. Various scratches, dings, and gouges in wood surfaces (doors, panels, etc.) will be repaired and refurbished.

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

For DOC email: [DOCHQmanagementservices@doc1.wa.gov](mailto:DOCHQmanagementservices@doc1.wa.gov)

For DOR email: [DORofficeservices@dor.wa.gov](mailto:DORofficeservices@dor.wa.gov)

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

Sincerely,  
Wright Runstad & Company  
[Elgbmgmt@wrightrunstad.com](mailto:Elgbmgmt@wrightrunstad.com)  
Property Management  
360-528-4020