

Date: 8/31/2026

To: Edna Lucille Goodrich Tenants

From: Christy Carkeek, Property Administrator

RE: **Holiday Office Closure – Labor Day**



On Monday, September 7, in recognition of the national holiday Labor Day, the ELG Building will be closed as designated by the State of Washington Statute.

A few notes regarding the building closure:

- Security – The reception desk will be closed. Drive-by and interior security patrols will be conducted throughout the holiday closure.
- Building Access – the ELG building will require a valid keycard for entry into the building and/or desired floors/areas.
- Janitorial Service – will not be provided during this scheduled closure. Normal services will resume the following business day.
- Energy Conservation – Before leaving for the long weekend please power off all unnecessary electrical equipment – personal lights, monitors, task lighting, radios, personal fans, printers, etc.
- Property Management Office - Wright Runstad & Company also observes this date as a company holiday and will close the property management office for the day.

If you have any questions or concerns, please contact your agency representative at the following address: DOCHQmanagementservices@docl.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
Elgbmgmt@wrightrunstad.com
Property Management
360-528-4020