

Date: 8/11/2026

To: Edna Lucille Goodrich Tenants

From: Christy Carkeek, Property Administrator

RE: **Upcoming Maintenance Projects**



Upcoming Maintenance Projects

We have a few maintenance projects coming up this month! Here's a quick look at what to expect so you can plan ahead.

Parking Lot Lettering | Saturday, August 22nd

The parking spaces previously designated for DOT will be repainted and designated for DOR. Please review the drawing below to familiarize yourself with the parking changes, and be sure all vehicles are removed from the affected areas by Friday, August 21st.

Metal Touch-ups and Refinishing | Monday, August 24th (after hours)

Metal cleaning and refinishing will take place throughout the property, including work that will require the staggered closure of the freight and passenger elevators. If you leave the building after 6:00pm, be prepared to use an alternate exit route if needed.

Carpet Cleaning Friday, August 28th (after hours)

With our regular monthly cleaning of the common area carpets, we also like to take care of spots or stains throughout the building. Please take a quick look around your workspace and let your agency representative know if you notice any carpet that needs some TLC. Don't worry about reporting something that may have already been reported, we'd rather hear about it twice than miss it!

Thanks for helping us keep ELGB looking its best! 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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