

Tenant Bulletin

Date: November 2, 2022
To: 1500 Jefferson Building Tenants
From: Tim Whittier, Property Administrator
Re: **Veterans Day Holiday - Friday, November 11**



The 1500 Jefferson Building will be closed Friday, November 11, 2022, as designated by the State of Washington Statute in recognition of Veterans Day.

Things to consider during this closure:

- **Property Management Office** - The Property Management Office will be open with staff onsite. Please be aware that there may be building projects taking place during this closure. *Some of these projects, such as woodwork repair and maintenance painting that may create odors/fumes for short periods of times in areas of the building.* We ask that you use caution if planning to be in the building on that day.
- **Security** - Security staff will not be in the lobby due to the building closure.
- **Building Access** - All doors and elevators will be secured. Card key access will be required for entry into the building and/or desired floors/areas.
- **Janitorial Service** - No janitorial service will occur that day. Normal service will resume the following business day.
- **Energy Conservation** - Please turn off all unnecessary electrical equipment. Items such as computer monitors, copiers, desk/task lights, and holiday decorations should all be turned off.

Please feel free to contact Property Management should you have any questions or concerns regarding the Veterans Day holiday building closure.

Wright Runstad & Company thanks all our Veterans for their service and sacrifice.

Thank you,
Wright Runstad & Company
Property Management
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