

## Tenant Bulletin



**Date:** November 15, 2018  
**To:** 1500 Jefferson Tenants  
**From:** Tim Whittier, Property Administrator  
**Re:** **Monthly Carpet Maintenance/Spot Cleaning – Monday, Nov 26**

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Monthly carpet cleaning on the first and second floor common areas and elevators, as well as, spot cleaning will occur Monday, November 26, 2018. The carpet cleaning crew will begin work at approximately 6:00 p.m.

If you are aware of a carpet stain that needs attention, please contact your *Tenant Representative*\*\* with the location of the stain and it will be addressed during the cleaning.

The cleaning method used is a dry polymer that completely vacuums away leaving the carpet clean, dry and odor-free. The cleaner is bio-degradable which does not leave any residue or moisture in the carpet. The processes and products used are compatible with the LEED values used in care of this building. MSDS for products used are available in the Property Management Office upon request.

For more information on the cleaning method used please refer to the following website:  
[www.pacificmodular.com](http://www.pacificmodular.com).

Please contact the Property Management Office should you have any questions or concerns regarding this project.

Sincerely,

Wright Runstad & Company  
Property Management  
(360) 359-4790  
[1500mgmt@wrihtrunstad.com](mailto:1500mgmt@wrihtrunstad.com)

*\*\*Agency-appointed Tenant Representatives serve as the contact between your agency and the building's property management staff and are responsible for making requests or reporting problems, as well as, passing on important information from the Property Management Office to tenants.*