

HAPPY NEW YEAR!
JANUARY 2019

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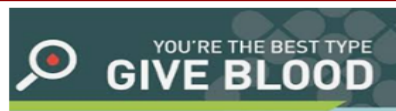
HOLIDAY BUILDING CLOSURE

MONDAY - JANUARY 21, 2019

The 1500 Jefferson Building will be closed on Monday, January 21, 2019, in observance of the Martin Luther King Jr. holiday.

Things to consider during this closure:

- **Property Management Office** - Wright Runstad & Company also recognizes this date as a company holiday so the property management office will be closed.
- **Security** – Security will not be in the lobby. Mobile patrols will continue as normal throughout the holiday.
- **Building Access** –The building will be secured. Access cards will be required for entry to the building as well as your desired floors/areas. **Janitorial Service** – Janitorial service will not be available during this closure. Regular janitorial service will continue on Tuesday, January 22.
- **Energy Conservation** - Your assistance in powering-off all unnecessary electrical equipment is appreciated and strongly encouraged.



**THE NEXT 1500 JEFFERSON
BLOOD DRIVE**

TUESDAY, FEBRUARY 12

9:00 AM – 3:00 PM

PRESENTATION ROOM

SCHEDULE YOUR APPOINTMENT AT:

www.bloodworksnc.org

or

800-398-7888

Sponsor Code: 1145

1500 JEFFERSON CONFERENCE CENTER POLICIES

PRESENTATION ROOM – 2208 – 2320 – 2322 – 2330 – 2331 - 2332

- Conference room reservations are limited to work-related use by on-site WaTech, DES, DCYF, and OFM staff.
- Conference room hours are Monday through Friday; 7:30 am – 5:00 pm.
- You can view availability, request reservations, and view room set-up options online at www.1500jefferson.com.
- You may email room inquiries and reservation requests to: 1500mgmt@wrightrunstad.com.
- A reservation is not confirmed until an email confirmation is received from property management.
- A room may be placed on “HOLD” for up to 24 hours. After 24 hours, the room will be made available to others.

If you have questions or need additional information, please contact property management at 360-359-4790 or 1500mgmt@wrightrunstad.com.

1500 JEFFERSON CONFERENCE CENTER CONFERENCE ROOM PHONE NUMBERS

Presentation Room/1213	360-407-2905
2208	360-407-2916
2330	360-407-2919
2331	360-407-2920
2332	360-407-2921
2320	360-407-2917
2322	360-407-2918

TOP 10 NEW YEAR RESOLUTIONS

More than a couple of the top 10 most common resolutions may look familiar to you:

- 1. EXERCISE MORE**
- 2. LOSE WEIGHT.**
- 3. GET ORGANIZED.**
- 4. LEARN A NEW SKILL OR HOBBY.**
- 5. LIVE LIFE TO THE FULLEST.**
- 6. SAVE MORE MONEY / SPEND LESS MONEY.**
- 7. QUIT SMOKING.**
- 8. SPEND MORE TIME WITH FAMILY/FRIENDS.**
- 9. TRAVEL MORE**
- 10. READ MORE**





REMINDERS:

- The only delivery the Front Desk can accept for tenants are flowers. No other packages or deliveries will be signed for or accepted at the Front Desk. Please coordinate deliveries through your agency's shipping & receiving department to ensure timely arrival and that they are delivered using the building's loading dock.
- Passenger elevators are for *people only* (small wheeled cases are allowed). All other items such as carts, hand trucks, furniture, tools, deliveries, etc. should use the freight elevator located on the east side of each floor of the tower.

COFFEE MACHINE MAINTENANCE

Friday, January 25

The kitchen coffee machines receive monthly maintenance on the last Friday of each month. You should experience little to no inconvenience during these service calls. Please do not attempt to fix the coffee machines yourself...contact the Property Management Office and we will address the issue as quickly as possible.

CARPET CLEANING – 4TH MONDAY OF EACH MONTH

Monday, January 28

A monthly carpet cleaning service is performed for those more stubborn and large areas that cannot be cleaned by our janitorial night crew. This service occurs on the 4th Monday of each month. Please contact the Property Management Office if you notice a carpet spill or stain and we will schedule the appropriate serve to address it.



SAVE THE DATE

RECYCLING DAY

**AT
1500 JEFFERSON**


THURSDAY, FEBRUARY 14

11:00 AM - 1:00 PM



JANUARY 2019

AT 1500 JEFFERSON

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
13 Garage and Exterior Sweeping	14	15	16	17	18	19
20	21 MLK JR HOLIDAY Building / WR&C CLOSED	22	23	24	25 MONTHLY COFFEE MACHINE MAINTENANCE	26
27	28 Monthly Carpet Cleaning	29	30	31		