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**HOLIDAY CLOSURES AT THE 1500 JEFFERSON BUILDING**

**VETERANS DAY HOLIDAY – MONDAY, NOVEMBER 12**

The 1500 Jefferson Building will be closed on Monday, November 12 as designated by the State of Washington Statute in recognition of the Veterans Day holiday.

- **Property- Management Office** - Wright Runstad & Company will be onsite on Monday, November 12 performing several building maintenance projects. *Some of these projects, such as wood repair, or metal maintenance may create odors/fumes for short periods of times in areas of the building. Please use caution if planning to be in the building on that day.*

**THANKSGIVING DAY & DAY AFTER - NOVEMBER 22 & 23**

The 1500 Jefferson Building will be closed on Thursday, November 22 & Friday, November 23 as designated by the State of Washington Statute in recognition of the Thanksgiving Day holiday.

- **Property Management Office** - WR&C also recognizes Thanksgiving as a holiday and will not have staff onsite during this closure.

*Things to consider during both of these closures:*

- **Security** - Security will not be in the lobby. Mobile patrols will continue as normal throughout the holidays.
- **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 these closures. Regular janitorial service will continue the next business day.
- **Energy Conservation** - *Your assistance in powering off all unnecessary electrical equipment is appreciated and strongly encouraged.*





**BLOOD DRIVE**

**Tuesday, November 13 – Presentation Room**

*Blood and platelets are urgently needed.* Please take this opportunity to donate blood on Tuesday, November 13 from 9:00 am to 3:00 pm in the Presentation Room. As a reminder, photo ID or a PSBC wallet card is required to donate. Sign up for an appointment at [www.bloodworksnw.org](http://www.bloodworksnw.org) **NEXT BLOOD DRIVE – DEC 18, 2018**

IF YOU SEE SOMETHING, SAY SOMETHING

**IMPORTANT SAFETY & SECURITY REMINDERS**

As recent events have proven, employees need to remain vigilant when it comes to executing security policies in the workplace. When an employee sees something suspicious, they should follow security procedures and report it. A workplace security and safety policy is only effective if it is used and practiced by everyone.

Anyone entering secured tenant space must have a visible badge showing at all times. Anyone entering secured space who does not possess a valid cardkey with 1500 Jefferson access must sign in at security, get a badge, and be escorted within secured space. This includes family members, off-site state employees, clients, etc. who do not have access to 1500 Jefferson.

The proper use and protection of access badges and/or assigned keys is the responsibility of each employee. *Badges should never be shared at any time for any purpose!*

Employees should question anyone who does not have a visible badge and, if appropriate, escort the person to the security desk for assistance, or notify security. Employees should report incidents of improper security practices to their supervisor and/or call Property Management/Security to report any policy violations.

Holiday shopping, gift giving and party-going create even more temptations and opportunities for possible thefts to occur. Please lock any items of value (purses, keys, phones/accessories, tablets, etc.) in a secure drawer or place them out of sight when not present in the immediate area. This little extra effort will greatly assist in reducing any potential loss. These same rules apply when you are out and about in your vehicle as well.

Please do not hesitate to immediately report anything suspicious or out of the ordinary to security or property management. Please contact the Property Management Office with any questions.



GOOD  
to  
KNOW

Security at the reception desk in the lobby will not accept packages or deliveries either for, or from, tenants other than flowers. All packages or deliveries coming to the building for tenants must be delivered to the loading dock and received by the agency.

## **BUILDING HAPPENINGS**

### **JANITORIAL PROJECTS / MONDAY, NOVEMBER 12**

#### **KITCHEN CLEANING**

The janitorial crew will be cleaning under all kitchen sinks; the tops of all refrigerators; and the microwave cupboards. *Any items left in these areas (under kitchen sinks, tops of refrigerators, and the microwave cupboards) at the end of the business day (6:30 pm) on Friday, November 9, shall be removed.* All removed items will be held by property management for 30 days and may be claimed at the Property Management Office (room 1145). Any items left after 30 days will be donated to charity.

#### **COPY ROOMS**

The janitorial crew will also be cleaning/dusting the countertops and cupboards in the copy rooms. To assist the crew, *please make sure all unnecessary clutter on the countertops and in the cupboards is removed by close of business (6:30 pm) on Friday, November 9.*

#### **DAY USE LOCKERS IN LOCKER ROOMS**

The lockers in the Men's and Women's locker rooms are a mix of assigned (to CTR participants who qualify) and day use which are available for use on a first come, first serve day-use only policy. Employees using the day-use lockers are responsible for securing their personal belongings and may use a personal lock; however, the lock and contents of the locker must be removed before leaving for the day.

*The contents of any Day-Use locker containing items at the end of the business day (6:30 pm) on Friday, November 9, shall be removed.* All removed items will be held by property management for 30 days and may be claimed at the Property Management Office (room 1145). Any items left after 30 days will be donated to charity.

After this date Day-Use lockers shall be randomly checked at the end of the business day and any items left in Day-Use lockers shall be removed.

Please contact property management with any questions at 360-359-4790 or [1500mgmt@wrightrunstad.com](mailto:1500mgmt@wrightrunstad.com)

#### **COFFEE MACHINE MAINTENANCE**

##### **Monday, November 19**

*Please do not attempt to fix the coffee machines yourself.*

Contact property management and we will address the issue as quickly as possible.

#### **CARPET CLEANING – 4<sup>TH</sup> MONDAY OF EACH MONTH**

##### **Monday, November 26**

Please contact your Tenant Representative or the Property Management office at [1500mgmt@wrightrunstad.com](mailto:1500mgmt@wrightrunstad.com) if you have a spill or notice a carpet spill or stain and we will schedule the appropriate service.



# NOVEMBER



AT 1500 JEFFERSON

SUN	MON	TUES	WED	THUR	FRI	SAT
				1	2 <b>BLUE FRIDAY</b>	3
4	5	6	7	8	9 <b>BLUE THURS</b>	10
11  <b>Veterans Day</b> GARAGE & EXTERIOR SWEEPING	12  <b>Veterans Day</b> OBSERVED BUILDING CLOSED WR&C ONSITE	13 <b>BLOOD DRIVE</b> Presentation Room 9:00 am – 3:00 pm 	14	15 <b>BLUE FRIDAY</b>	16	17
18	19 Monthly Coffee Machine Maintenance	20	21	22 <b>CLOSED</b>  Happy Thanksgiving	23 <b>CLOSED</b>	24
25 	26 <b>Monthly Carpet Cleaning</b>	27	28	29	30	