

**1500 JEFFERSON
TENANT NEWSLETTER
DECEMBER 2018**

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HOLIDAY BUILDING CLOSURES

TUESDAY, DECEMBER 25 & TUESDAY, JANUARY 1

The 1500 Jefferson Building will be closed on Tuesday, December 25 and Tuesday, January 1 in observance of the Christmas and New Year holidays. *Things to consider during this closure:*

- **Property Management Office** - Wright Runstad & Company also recognizes these dates as company holidays and will not have staff onsite during this closure. *The Property Management Office will close at 12:00 pm on Monday, December 24, 2018.*
- **Security** – The reception/security desk will be closed. 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 December 26 and January 2.
- **Energy Conservation** - Your assistance in powering-off all unnecessary electrical equipment is appreciated and strongly encouraged. Power conservation is one of the biggest cost saving measures you can have a personal effect on!

BLOOD DRIVE - TUESDAY, DECEMBER 18

Your next opportunity to donate blood will be on Thursday, December 13 from 9:00 am and 3:00 pm in the Presentation Room. As a reminder, photo ID or a PSBC wallet card is required to donate. You may sign up for a donation time online at www.bloodworksnc.org.



Happy Holidays



THE 1500 JEFFERSON HOLIDAY ELEVATOR
THURSDAY, DECEMBER 13
10:30 AM



HOLIDAY REMINDERS FROM THE GREEN TEAM

The holiday season means parties, potlucks, gift exchanges and other festivities. Here's some tips from the *1500 Jefferson Green Team* to help make this holiday **green**:

- Please remember to dispose of all food scraps in the **COMPOST** bins under each kitchen counter or other designated bins.
- Paper, plastic bottles, and cans should be placed in the **RECYCLE** bins.
- Glass is collected separately and may be placed in the **GLASS** bins found in each kitchen.
- Crockpots, warmers and other small appliances may only be connected to kitchen/breakroom outlets, not in workstations. Workstation outlets do not have the appropriate breakers for these small appliances.
- Please clean up and clear all items from parties, meetings, events, etc. when finished so the cleaning crew may thoroughly clean the area.

If you have questions or need assistance with your party or event please contact the Property Management Office at 360-359-4790 or 1500mgmt@wrightrunstad.com .

Happy Holidays



**IN THE EVENT OF AN
EMERGENCY YOU MAY
DIAL *EITHER*:
911 or 9 – 911**

**The phone system
recognizes both!**



SUSTAINABLE HOLIDAY PACKAGING

- Package fragile gifts with newspaper instead of foam peanuts.
- Stick with simple wrapping paper (no sparkles or metallic shine).
- Reuse gift bags, boxes, ribbon and other wrapping materials.
- Make your own recyclable gift wrap by decorating paper bags and newspaper.
- Avoid over-packaged products by giving the gift of experiences.

Happy Holidays

A decorative flourish of green holly leaves and red berries at the bottom of the "Happy Holidays" text.

CARPET CLEANING

SPECIAL HOLIDAY DATE: TUESDAY, DECEMBER 18

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

COFFEE MACHINE MAINTENANCE

Tuesday, December 27 & 28

Please do not attempt to fix the coffee machines yourself.

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

DECEMBER

AT 1500 JEFFERSON

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7 BLUE FRIDAY 	8
9	10	11	12	13 HOLIDAY ELEVATOR 10:30 am till the goodies are gone!	14 BLUE FRIDAY 	15
16	17	18 BLOOD DRIVE 9:00 am to 3:00 pm Presentation Room	19	20	21 BLUE FRIDAY 	22
23/30	24/31 WR&C CLOSES AT 12:00 PM	25 CLOSED CHRISTMAS DAY 	26	27	28 BLUE FRIDAY 	29