

NEWSLETTER

January 2023

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2023 BUILDING HOLIDAY

BUILDING

Martin Luther King Jr. Day- Monday, January 16 : **Closed**
Presidents' Day- Monday, February 20 : **Closed**
Memorial Day- Monday, May 29 : **Closed**
Independence Day—Tuesday, July 4 : **Closed**
Labor Day- Monday, September 4 : **Closed**
Thanksgiving Day- Thursday November 23: **Closed**
Christmas Day—Monday, December 25: **Closed**

On days when the building is closed, the building will remain accessible and require cardkeys for entry and elevator access.

The HVAC system will be in 'unoccupied mode' when the building is closed. If your office desires HVAC service on either of these days, please contact our office at least 48 hours in advance.

MARTIN LUTHER KING JR. HOLIDAY

Monday, January 16

1201 Third will be closed on Monday, January 16 in observance of Martin Luther King Jr. Day.
All doors and elevators will require cardkeys and the building HVAC system will be set in 'unoccupied mode'.
Please contact the Property Management office at least 48 hours in advance if your office will require HVAC and/or elevator service .

May the New Year bring you happiness, peace, and prosperity.
Wishing you all a joyous 2023!

1201
THIRD



PROPERTY MANAGEMENT

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LEASING

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TREEHOUSE DONATIONS

Thank you to everyone at 1201 Third for coming together to ensure that foster kids in King County have a gift under the tree this year. Treehouse serves more than 5,000 kids in foster care each year and 1201 Third is delighted to participate in an annual gift drive to support this important, local, non-profit. For more information on Treehouse, or to find other ways to support them throughout the year, please visit: <http://www.treehouseforkids.org>



WINTER WONDERLAND PARTY

Thank you for being apart of our first Winter Wonderland Party! We had a wonderful time celebrating with all of you!



LOADING DOCK & FREIGHT ELEVATOR POLICY

As a reminder, please review the following Loading Dock and Freight Elevator policy so our team is better equipped to serve you. A Passdown is needed for all vendors coming to the building that require use of the loading dock and/or freight elevator.

We ask prior to scheduling vendors for deliveries, service calls, or an office move, submit a Passdown Request Form and have your vendor provide a Certificate of Insurance (COI). All moves and large deliveries that require parking on the loading dock must be scheduled after hours. You can access the Passdown Request Form & COI Requirements here: <https://1201third.info/main.cfm?sid=oservices&pid=docforms>

Loading Dock & Freight (Business Hours)

Loading Dock & Freight (After Hours)

Monday–Friday: 7:00 a.m. - 7:00 p.m. (Loading/Unloading only)

Daily 7:00 p.m.- 7:00 a.m., All Day for Saturday & Sunday

Freight Elevator is CLOSED for maintenance on Thursdays 1:30 p.m. - 4:30 p.m.

Please also note and remind your fellow staff that individuals are not to use the freight as a passenger car. The freight shall only be used for contractors, deliveries, and transporting items that are not permitted in the passenger cars (i.e. furniture, large office equipment). If you have any questions regarding these policies, please feel free to email the property management office at 1201mgmt@wrighttrunstad.com.