



## BUILDING MEMORANDUM

Date: October 5, 2018  
To: All Tenants –  
From: Cecile Ramos  
Re: **2018 Holiday Building Closures**

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- 2018 reminder - Management office closed, building open:  
12/24, 12/31
- **Building closed - Thanksgiving Day Thursday, November 22, 2018**
- **Building closed - Day after Thanksgiving Day Friday, November 23, 2018**
- **(Management office closed) Monday, December 24, 2018**
- **Building closed - Christmas Day Tuesday, December 25, 2018**
- **(Management office closed) Monday, December 31, 2018**
- **Building closed - New Year's Day Tuesday, January 1, 2019**