

2016 TENANT HOLIDAY SCHEDULE

Please provide the below information and return the completed form to the Office of the Building, suite 1130, or email it to Julia.Rabban@transwestern.com. Thank you in advance for your cooperation.

FIRM NAME: _____ **SUITE:** _____

HOLIDAY	DATE	OPEN	CLOSED	EARLY CLOSE TIME
Martin Luther King Day	Monday, January 18 th			
President's Day	Monday, February 15 th			
Good Friday	Friday, March 25 th			
Friday before Memorial Day	Friday, May 27 th			
Memorial Day <i>Building Holiday</i>	Monday, May 30 th			
Friday before Independence Day	Friday, July 1 st			
Independence Day <i>Building Holiday</i>	Monday, July 4 th			
Friday for Labor Day	Friday, September 2 nd			
Labor Day <i>Building Holiday</i>	Monday, September 5 th			
Columbus Day	Monday, October 10 th			
Day before Thanksgiving	Wednesday, November 23 rd			
Thanksgiving Day <i>Building Holiday</i>	Thursday, November 24 th			
Friday After Thanksgiving <i>OnDemand HVAC</i>	Friday, November 25 th			
Christmas Eve Observed <i>OnDemand HVAC</i>	Friday, December 23 th			
Christmas Day Observed <i>Building Holiday</i>	Monday, December 26 th			
New Year's Eve Observed <i>OnDemand HVAC</i>	Friday, December 30 th			
New Year's Day Observed <i>Building Holiday</i>	Monday, January 2 nd 2017			

Please provide any additional days your office will be closed:

ADDITIONAL CLOSURE DATE: _____

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