



MEMORANDUM

Date: May 24, 2019
To: Davies Pacific Center Tenants
From: Management Office
Re: 2019 Davies Pacific Center Holiday Schedule

The Davies Pacific Center will be closed in observance of the holidays listed below. Please note that there will be no air conditioning service, maintenance service or janitorial service for these dates.

New Year's Day	Tuesday, January 1
Memorial Day	Monday, May 27
Independence Day	Thursday, July 4
Labor Day	Monday, September 2
Thanksgiving Day	Thursday, November 28
Christmas Day	Wednesday, December 25

In addition to the above holidays, the building management office will be closed on the following days. Building will remain open with janitorial, maintenance and air conditioning as usual.

Martin Luther King Jr. Day	Monday, January 21
President's Day	Monday, February 18
Good Friday	Friday, April 19
Columbus Day	Monday, October 14 th
Veteran's Day	Monday, November 11
Day after Thanksgiving	Friday, November 29
Christmas Eve	Tuesday, December 24

The Davies Pacific Center has 24-hour security guard service. When the building management office is closed, Security can be reached by calling 520-3738.

Should you have any questions or concerns please do not hesitate to call the management office at 545-1121.