



MEMORANDUM

To: Waterfront Plaza Tenants
From: Susan Hansen, General Manager
Date: March 3, 2010
Re: 2010 Holiday Schedule - REVISED

Waterfront Plaza will be closed in observance of the following 2010 holidays:

New Year's Day	Friday, January 1
Memorial Day	Monday, May 31
Independence Day	Sunday, July 4
Labor Day	Monday, September 6
Thanksgiving Day	Thursday, November 25
Christmas Day	Saturday, December 25

On the above holidays, there will be no janitorial, maintenance or air conditioning service.

In addition to the above holidays, Pacific Office Properties property management office will also be closed on the following holidays (the building will remain open):

Martin Luther King Day	Monday, January 18
President's Day	Monday, February 15
Good Friday	Friday, April 2
Day After Independence Day	Monday, July 5
Day After Thanksgiving Day	Friday, November 26
Christmas Holiday	Thursday, December 23
Christmas Eve	Friday, December 24
New Year's Eve	Friday, December 31

Waterfront Plaza has 24-hour security guard service. When the property management office is closed, a security guard can be reached by calling 532-4510.

Should you have any questions or concerns, please do not hesitate to call the property management office at 532-4750.