



TENANT BULLETIN

TO: All Tenants

DATE: February 12, 2016

SUBJECT: Trinity/FQM 2016 Holidays

This is an annual reminder to all Tenants there will be (11) full holidays in 2016, inclusive of union holidays, in which Trinity Real Estate buildings will be operating at limited services on these days. Both Trinity Real Estate and First Quality Maintenance personnel observe these holidays unless otherwise noted.

1. New Year's Day	Friday, January 1, 2016
2. Martin Luther King Jr. Day	Monday, January 28, 2016
3. President's Day	Monday, February 15, 2016
4. Good Friday	Friday, March 25, 2016
5. Memorial Day	Monday, May 30, 2016
6. Independence Day	Monday, July 4, 2016
7. Labor Day	Monday, September 5, 2016
8. Columbus Day	Monday, October 10, 2016 <i>(FQM Union Staff Only)</i>
9. Thanksgiving Day	Thursday, November 24, 2016
10. Day after Thanksgiving	Friday, November 25, 2016
11. Christmas Holiday	Monday, December 26, 2016

As a reminder, all requests for services on these holidays should be submitted through Trinity's Workspeed website- <http://trinity.workspeed.com>
