

<b>Tenant:</b>		<b>Subtenant:</b>	
<b>Building:</b>		<b>Suite:</b>	
<b>Business Phone:</b>		<b>After-Hours Business Phone:</b>	
<b>Fax Number:</b>		<b>Email Address:</b>	

HOLIDAY	DAY OBSERVED	OPEN	SKELETAL	CLOSED
New Year's Day ●	Monday, January 1, 2018			
Martin Luther King Day ●	Monday, January 15, 2018			
President's Day ●	Monday, February 19, 2018			
Good Friday <i>Building &amp; Management Office Open</i>	Friday, March 30, 2018			
Memorial Day ●	Monday, May 28, 2018			
Independence Day ●	Wednesday, July 4, 2018			
Labor Day ●	Monday, September 3, 2018			
Columbus Day <i>Building &amp; Management Office Open</i>	Monday, October 8, 2018			
Veterans Day Observed <i>Building &amp; Management Office Open</i>	Monday, November 12, 2018			
Thanksgiving Day ●	Thursday, November 22, 2018			
Day After Thanksgiving *	Friday, November 23, 2018			
Christmas Eve *	Monday, December 24, 2018			
Christmas Day ●	Tuesday, December 25, 2018			
New Year's Eve 2019 *	Monday, December 31, 2018			
New Year's Day 2019 ●	Tuesday, January 1, 2019			

● Indicates that the Building and Management Office are closed for the Holiday. Tenant access cards or visitors entered in the Visitor Security System through [www.bptenantsservices.com](http://www.bptenantsservices.com) are required for entry into the Building. Janitorial and HVAC/fan services are provided upon request only. These services will be billable to your firm.

\* Indicates that the Building is open and the Management Office is officially closed. HVAC/Janitorial service is provided.

**Please email your completed form to [ECPM@bostonproperties.com](mailto:ECPM@bostonproperties.com) as soon as possible.**