

<b>Tenant:</b>		<b>Subtenant:</b>	
<b>Building:</b>		<b>Suite:</b>	
<b>Phone:</b>		<b>Email:</b>	

HOLIDAY	DAY OBSERVED	OPEN	SKELETAL	CLOSED
New Years Eve ●	Thursday, December 31, 2020			
New Year’s Day ●	Friday, January 1, 2021			
Martin Luther King Day ●	Monday, January 18, 2021			
President’s Day ●	Monday, February 15, 2021			
Good Friday <i>Building &amp; Management Office Open</i>	Friday, April 2, 2021			
Memorial Day ●	Monday, May 31, 2021			
Independence Day ●	Monday, July 5, 2021			
Labor Day ●	Monday, September 6, 2021			
Columbus Day <i>Building &amp; Management Office Open</i>	Monday, October 11, 2021			
Veterans Day Observed <i>Building &amp; Management Office Open</i>	Thursday, November 11, 2021			
Thanksgiving Day ●	Thursday, November 26, 2021			
Day After Thanksgiving *	Friday, November 27, 2021			
Christmas Eve *	Friday, December 24, 2021			
New Year’s Eve *	Friday, December 31, 2021			

- 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 [FolsomServices@bxp.com](mailto:FolsomServices@bxp.com) as soon as possible.**