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# HOLIDAYS

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**Holiday Procedures:**

The Management Office is closed on legal holidays with the following conditions in effect:

- Maintenance staff will be off duty; however, a maintenance employee and supervisor are on call
- There is no janitorial service on holidays
- There is no heating, ventilation or air conditioning (HVAC) on holidays unless prior arrangements have been made
- The elevators and lobby doors will be on Security Operations

**Holiday Heating and Cooling Requests:**

Requests for HVAC services on a holiday must be made 48 hours prior to the requested date. To make those arrangements, please call the Management Office at 952-546-8700.

**Holiday Observation Schedule:**

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day