

From: Executive Director

Sent: Friday, January 02, 2009 11:21 AM

To: +All HQ Employees

Subject: Building Update - January 2, 2009

DGS and their consultants continue their investigation of the 450 N Street headquarters building and make repairs where necessary.

The current schedule for break room repairs have rooms 2113 and 1402 slated for construction repairs beginning after close of business today, Friday, January 2, 2009. The next break rooms to be addressed are rooms 903 and 808. Affected staff will be notified of when it will be necessary to remove personal items from those rooms. DGS has notified us that they intend to close access to six break rooms throughout the building at a time for repairs. We are working closely with them to ensure they do not close more than one break room at a time on any floor.

DGS has also notified us that they plan to conduct a Fire Life Safety System test on Saturday, January 3, 2009. This test will include testing of the fire sprinkler system flow devices and will require a fire hose to be placed along the corridor of the first floor.

Additionally, DGS consultant LaCroix Davis will continue their water damage assessment of the first floor and adjacent areas, including the cafeteria and the child care center, at the 450 N Street building beginning after regular work hours Monday, January 5, 2009. There will be work requiring the use of a scissor lift in these areas that will be performed on the weekends of January 10 and 11 and, if required, also on January 17 and 18.