

**From:** Executive Director  
**Sent:** Friday, January 25, 2008 4:03 PM  
**To:** +All HQ Employees  
**Subject:** Building Update - January 25, 2008

As the rain continues to fall, we are still monitoring the effects of the rain on the building. Reports of water intrusion due to the weather have not been received this week. Please continue to report any water intrusion issues you become aware of.

We all know that water and flooding issues are not always the result of inclement weather. For example, earlier this week there was a flood on a 10<sup>th</sup> floor break room. A sink was plugged and a faucet was left running. The sink overflowed causing water to puddle on the floor, soak through to the adjacent conference room and leak down to the 9<sup>th</sup> floor. We are advised that DGS is working to dry out the area, assess the damage and develop a repair plan. We have asked our consultants to monitor this process.

Other plumbing problems have also been known to occur. Just a couple weeks ago a men's restroom toilet overflowed causing water to flood the floor.

In both of the above incidents BOE employees immediately reported these events through the use of our Building Assessment website *Report a Building Leak* form. Great job and thanks! Please remember you too can help by promptly reporting any water or plumbing problems you see in the building.

There are preventive measures that can be taken to avoid some of these situations as well. Remember, there are no garbage disposals in the break room sinks. Please scrape all leftovers to the garbage from dishes before you rinse them in the sink. This will help keep the plumbing clear. It is also important to never, ever leave running water unattended. Turn off the faucet before you leave the room to prevent the sink from overflowing.

Many of you who were relocated from the 22<sup>nd</sup>, 23<sup>rd</sup> or 24<sup>th</sup> floors left behind personal work papers or other personal items. We are working to return those items. Some items may not be returned to you right away because they have been sent to storage and will be returned to you when the floors are reoccupied. Thank you for your patience.

I will continue to keep you posted on the latest developments and please remember to notify us through the survey form on our Building Assessment webpage of any water intrusion concerns you may have.