

From: Executive Director
Sent: Thursday, February 26, 2009 3:06 PM
To: +All HQ Employees
Subject: Building Update - February 26, 2009

DGS and their consultants continue to investigate and make repairs to the 450 N Street headquarters building.

The next areas that DGS plans to address in the building are the restrooms. Beginning Monday, March 2, 2009, DGS and their consultants will begin a visual investigation of both the men's and women's restrooms throughout the building. Our consultant, Hygiene Technologies International (HTI) will monitor their work. DGS will begin on the 21st floor and then move down floor by floor as they complete their inspections on each level. According to DGS, the investigation of each restroom may take up to an hour, during which time the restroom will be closed. Employees will need to use restrooms on another floor during the inspections. We appreciate your patience and cooperation during these investigations.

DGS reports that once the visual inspection of the restrooms is complete, they will provide BOE with a prioritization of any work that is deemed necessary and a work plan and schedule. Once that information is received by BOE, it will be made available to you. Again, BOE is requesting that DGS and their consultants provide a schedule that is the least disruptive to BOE employees as possible. DGS has assured us that no work will begin on the restrooms until the repairs to the break rooms are complete.

DGS and their consultants continue to make repairs to the break rooms throughout the building. DGS reports that there are still several months of work before break room repairs will be complete.

As always, if you have any questions or concerns, feel free to forward them through the Report a Leak/Event form that can be found on the Building Assessment webpage. Your reports and input are appreciated.