

From: Executive Director
Sent: Monday, March 23, 2009 5:22 PM
To: +All HQ Employees
Subject: Building Update - March 23, 2009

Floors 8 and 9 of the 450 N Street headquarters building will remain closed on Tuesday, March 24, 2009. Employees who normally report to those floors will remain on Administrative Time Off with the exception of those who are contacted by supervisors to report to an alternate work area.

As you know, on Sunday, March 22, DGS advised us that while they were replacing a flex line in the ceiling area of the 9th floor, thousands of gallons of water were released throughout the building from the 9th floor to the first floor.

DGS and their consultants are drying and repairing the affected areas. Our consultant, Hygiene Tech, along with a DGS hygienist and hygienist consultant are conducting both air samples and tape lift samples. All hygienists report the tests to date have all come back with unremarkable results, including tests of the stairwells.

As DGS and their consultants continue to address the water intrusion, the northwest stairwell will remain closed to regular foot traffic, except for emergency purposes. Employees are asked to please continue to use the other stairwell or the elevator to travel throughout the building.

DGS reports their consultants will dry and replace sheetrock on all floors that were affected by Sunday's water intrusion event. Hygiene Tech will continue to monitor the situation.

As more information becomes available, we will keep you informed.

Employees who normally report to the 8th and 9th floors should call the Emergency Notification System at 888-668-8839 for further updates. Employees who work on floors other than those affected should report to work as normal.