

From: Executive Director
Sent: Tuesday, March 29, 2011 1:23 PM
To: +All HQ Employees
Subject: Building Update - March 29 , 2011

As we continue to track progress toward the end of the floor-by-floor remediation of the Board of Equalization Headquarters building, we would like to take this opportunity to update you on the following building repair work.

Floor-by-floor remediation. The floor-by-floor remediation continues on the 1st floor in the BOE HQ building. The Department of General Services (DGS) is currently painting the Cafeteria and Mail Services Center on the first floor. The DGS is also performing remediation work on the Mezzanine floor in the building which will require a temporary disruption in routine air conditioning service.

The BOE HQ building air conditioning will be out of service beginning at 6:00 p.m. on Wednesday, March 30, through 6:00 a.m. Friday, April 1, and the weekend starting Friday, April 1, in the evening at 6:00 p.m. through 6:00 a.m. on Monday, April 4.

Additionally, the BOE HQ building air conditioning will be out of service beginning at 6:00 p.m. Friday, April 8, and the weekend through 6:00 a.m. on Monday, April 10. BOE staff is discouraged from entering the building while the air conditioning is out of service.

Total completion of the floor-by-floor remediation work is anticipated to be in July 2011.

Continued odor investigation on two floors. DGS is currently investigating odors associated with the 21st and 22nd floors and expects to have findings in April 2011. The 21st floor remains closed while DGS and our hygienists conduct tests and determine a plan of action.

Elevator modernization. The BOE Headquarters elevator modernization project continues to proceed as scheduled. Beginning April 1, DGS will perform electrical work in the building which will temporarily disrupt elevator service to the upper floors of the building. From 6:00 p.m. Friday, April 1 to 6:00 a.m. Monday, April 4, access to Floors 14 through 24 will only be available from the stairwells. While this elevator work is performed, both the high rise and freight elevator will be out of service.

Should access to the upper floors of the building be required, staff will only have access to the low rise elevators, Floor 1 to Floor 11. Upper floor access will require the use of the stairwells for access to Floors 14 to 24. BOE staff are discouraged from entering the building while the high rise bank and freight elevator are out of service.

DGS is upgrading various mechanical systems in the building and estimates this project will be completed in October 2011. DGS and the contractor, Thyssen Krupp, have completed the majority of modernization for the main elevators. After the main elevator modernization is completed, the freight and garage elevators will also be modernized.