

From: Executive Director
Sent: Friday, April 22, 2011 3:29 PM
To: +All HQ Employees
Subject: Building Update - April 22, 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 performing remediation in the Parking Attendant office near the Main Garage entrance.

On April 10, 2011, the DGS completed pipe insulation replacement work in two (2) of the four (4) Fan Rooms on the Mezzanine floor in the 450 N Street building. The Fan Rooms are maintained by DGS in their mechanical operations area of the building; these rooms provide fresh outside air into a Fan Room that is then filtered and distributed through the air conditioning system for the building. Prior to performing the pipe insulation replacement work, DGS and their industrial hygiene consultant, La Croix Davis (LCD), inspected the work area for suspected mold growth. DGS and LCD informed BOE and our industrial hygiene consultant, Hygiene Technologies Inc. (HTI) that the work would require remediation activities as a result of suspected mold growth in limited areas on the mechanical equipment. While DGS and their contractors performed the work, BOE advised DGS that HTI would monitor their work and perform all necessary industrial hygiene air testing to ensure the work would not affect the 450 N Street building air quality for BOE employees. All air testing results, which have been provided to BOE and are posted on our Building Assessment website for your reference, are reported as unremarkable. Next month DGS will complete the remaining pipe insulation replacement work in the two remaining Fan Rooms and follow the same industrial hygiene requirements to ensure the health and safety of BOE employees in the 450 N Street Building. The contractors and DGS will work to ensure the upcoming Fan Room work and necessary inspections do not impact BOE health and safety requirements.

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

Continued odor investigation on two floors. DGS is currently investigating odors associated with the 21st and 22nd floors. The 21st floor remains closed while DGS and our hygienists conduct tests and determine a plan of action. DGS and their consultant, La Croix Davis (LCD), have expanded the remediation work so that LCD services now include their expertise as a Forensic Architect.

22nd, 23rd, and 24th Floor Restroom Countertop Replacement - DGS is tentatively scheduled to replace the countertops in the restrooms with product that allows for less pooling of water on the surfaces. Starting April 27, 2011, this work will begin on the 22nd floor and is scheduled during normal business hours. The managers on the 22nd floor have already been notified that staff will be required to access a restroom on another floor while the countertop replacement work is done. The 22nd floor restrooms will be returned to service by May 6, 2011. The remaining restrooms are scheduled for completion by May 22, 2011.

Elevator modernization. The BOE Headquarters elevator modernization project continues to proceed as scheduled. 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.

We greatly appreciate your understanding and assistance during this lengthy process.