

From: Executive Director
Sent: Thursday, May 01, 2008 3:59 PM
To: +All HQ Employees
Subject: Building Update - May 1, 2008

This is to update you on the activity on the first floor of the headquarters building at 450 N Street. As you know, conference rooms 105-108 and 110 and 111 were closed temporarily following water intrusion that DGS reports was due to outside sprinklers. Rooms 110 and 111 were dried and reopened for use. Rooms 105-108 are still closed pending construction following the remediation that has occurred. DGS and their consultants are conducting the work, which is being monitored by our consultants. Multiple tests have been conducted. We are advised that the findings by hygienists to date are "unremarkable." The rooms will reopen following final clearance, based on test results. We have requested final reports and we will post these reports to the Building Assessment webpage.

Also on the first floor, near the Security Guard Station, DGS reports an air conditioning related pipe leaked, causing water intrusion through the ceiling. DGS and their consultants are handling this investigation. Their work is also being monitored by our consultants. We will update you as information becomes available.

On another issue, you may have noticed that all of the previously stained ceiling tiles have been replaced by DGS on floors 2 through 21. We now have a baseline from which to determine if a stain or leak is new. Please, if you notice a new spot on a ceiling tile notify me through the Building Assessment website by clicking on the Report a Leak/Event button and sending a message. I can not tell you how valuable it has been to get reports from observant, fast-acting employees who take the time to notify us through the website. This allows us to notify DGS and other appropriate staff to deal with issues timely. Thank you for dedication and your continued patience.