

From: Executive Director
Sent: Wednesday, May 11, 2011 5:08 PM
To: +All BOE Employees
Subject: Building Update - May 11, 2011

As we continue to track progress toward the end of the floor-by-floor remediation of the Board of Equalization (BOE) Headquarters (HQ) building, we would like to take this opportunity to update you on the following building repair work and other building activities:

Floor-by-floor remediation – BOE Cafeteria: Hot Food Service down for six (6) weeks.

The floor-by-floor remediation continues on the 1st floor in the HQ building. Starting May 31, the Department of General Services (DGS) will begin work in the BOE Cafeteria kitchen. Although the BOE Cafeteria kitchen and grill will be closed for renovation and remediation, the vendor will continue to operate and provide cold-food service and coffee service. Cold-food service will be available in the main vending area of the cafeteria and coffee service will be available at the coffee bar near the public entrance at the N Street entrance to the HQ building. DGS estimates the Cafeteria will be returned to full-service in mid July 2011.

Mezzanine Floor – Air-Conditioning Work

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. Beginning this Friday, May 13, the HQ building air-conditioning will be out of service starting at 6:00 p.m. and ending at 6:00 a.m. Monday, May 16. Additionally, the HQ building air-conditioning will be out of service next weekend beginning at 6:00 p.m. on Friday, May 20 through 6:00 a.m. on Monday, May 23. BOE staff are advised not to enter the HQ building while the air-conditioning is out of service. DGS estimates completion of the floor-by-floor remediation work in July 2011.

Continued odor investigation on two floors. DGS is currently investigating musty odors associated with the 21st and 22nd floors and expects to have findings later this month. The 21st floor remains closed while DGS and BOE Hygienists conduct tests and determine a plan of action. The HTI hygienists retained by BOE report that all of the air tests to date have “unremarkable” results; these test results are available on eBOE at http://www.boe.ca.gov/cgi-bin/testing_reports.cgi. As part of this investigation, DGS has acquired the services of a Forensic Architect with LaCroix Davis, James R. LaCroix, Principal, to conduct a thorough examination of these floors. This report is expected in late May or early June 2011 and will be posted on eBOE.

Elevator modernization. The BOE Headquarters elevator modernization project continues to proceed as scheduled. DGS and the contractor, Thyssen Krupp, have completed the majority of modernization for the main elevators. After the main elevator modernization is completed, the garage elevators and freight elevator will also be modernized. DGS estimates this project will be completed in October 2011.

Fire Alarm - On Monday, May 9, the BOE HQ experienced a fire alarm that affected the upper floors of the building. The false alarm was caused when DGS and a subcontractor were working on the HQ fire and life safety system as a requirement for the elevator modernization project, and the electrical panel was reset to an “active”

rather than “test” status on the 22nd floor, allowing the alarm to sound. This contributed to the extended delay in returning BOE staff to their designated floors. BOE will be working with DGS and their contractors to implement project procedures that avoid HQ false alarms in the future.