

From: Executive Director

Sent: Monday, May 14, 2012 4:42 PM

Subject: Building Update: Building closed May 19-20th and May 26-27th 2012 for plumbing repairs

The BOE HQ Building will be closed the weekends of May 19-20TH and May 26-27TH 2012

BOE TECHNOLOGY RESOURCES (SERVICES) UNAVAILABLE MAY 19-20TH – Due to mandatory plumbing repairs in the HQ that require the power and chilled air to be turned off to the building, the server room must be shut down along with the remainder of the building. The outage will begin on Saturday at 8:00 am. All BOE provided IT services will not be available during the outage: **Blackberry or I-Phone emails, Outlook emails and calendaring, G-Drive access or network resources.** The BOE staff will not be allowed access to the building while the work is conducted. The Department of General Services (DGS) plans to restore all service to the building on Sunday, May 20th, to allow BOE to resume normal business operations on Monday May 21st. Technology Services staff will restore services as soon as the work is completed by DGS. The restore effort requires two hours for testing and validation.

Note: The cellular portion of the Blackberry's and iPhones will continue to work for placing calls. Internet access to online services for the public will remain available.

BOE WATER SERVICE DOWN MAY 26-27TH - On Saturday May 26th, DGS will continue repairs of the plumbing system for the BOE HQ Building. The BOE staff will not have access to enter the HQ Building on this weekend because there will be no domestic water to operate the plumbing fixtures. **The BOE servers will not be affected by this additional repair work.** Domestic water service will be restored to the HQ Building on Sunday, May 27th. The BOE HQ Building will resume normal business operations on Monday, May 28th, which is a State Holiday.

We appreciate your assistance and apologize for any inconvenience this may cause.