

From: Executive Director
Sent: Friday, May 16, 2008 2:52 PM
To: +All HQ Employees
Subject: Building Update - May 16, 2008

Starting Monday, May 19, 2008, you will notice work beginning by DGS and their contractor, JR Roberts, on the windows in the corners of the headquarters building. These windows are referred to as "punched windows" and are not part of the curtain wall. As reported in the McGinnis Chen Associates report of January 11, 2008, following the major rainstorms this past winter, many of these windows leaked. This created the reported percolating noise noticed by many of you. DGS reports the windows in each of the corners will be sealed. The first corner to be addressed will be the southwest corner. That phase of the project will take approximately three weeks. An area of the parking garage roof will be barricaded so the work can begin. Once the work on the southwest corner is complete, the contractor will move to each of the other corners until all of these windows have been resealed. Again, we appreciate your cooperation during this project.