

From: Executive Director
Sent: Friday, May 22, 2009 3:10 PM
To: +All HQ Employees
Subject: Building Update - May 22, 2009

Beginning Tuesday, May 26, 2009, the 11th floor of the Board of Equalization headquarters building will be closed to employees indefinitely. This means the 11th floor will not be accessible to employees for any purpose, including as a cross over floor from the high rise side of the building to the low rise side of the building. To cross over from one side of the building to the other, employees must first go to the first floor and cross over to the other elevator bank through the lobby. The 11th floor will also be inaccessible during an emergency. The employees previously designated to go to the 11th floor in an emergency will now go to the 14th floor in case of an emergency. The temporary emergency relocation guide has been approved by the State Fire Marshal and is at the bottom of this email.

The Department of General Services and their consultants will be in control of the 11th floor during the investigation, remediation and repair of the identified areas of concern. The 11th floor restrooms will be remediated during this time as well. BOE consultant hygienist, Hygiene Technologies Incorporated, will monitor the work.

DGS reports that all break room remediation has been completed throughout the 450 N Street building. DGS also reports they are now awaiting written approval from the State Fire marshal to begin remediation work on floors 1-9 necessary due to the March 22 water event.

The current schedule as presented by DGS to remediate the elevator shafts begins August 1, 2009 and runs through September 7, 2009. All planned work on the elevator shafts will be on weekends when no employees will be in the building. More information regarding this work will be offered once it is available.

Again, I thank you for your cooperation as this work continues in our headquarters building.

Temporary Relocation Guide

<u>Affected Floor</u>	<u>Relocation Floor</u>
24	19
23	18
22	17
21	16
20	15
19	14
18	14

17	10
16	9
15	8
14	7
11	6
10	5
9	4
8	3
7	Street
6	Street
5	Street
4	Street
3	Street
2	Street
1	Street

Floors 12-13 comprise a two-story mechanical area.