

From: Executive Director
Sent: Wednesday, June 03, 2009 2:24 PM
To: +All HQ Employees
Subject: Building Update - June 3, 2009

The Department of General Services, as owner of our 450 N Street headquarters building, will begin their floor by floor remediation of the building June 10, 2009.

The 22nd floor is the only floor currently available to use as temporary swing space during this remediation process. Therefore, employees will be moved from one floor at a time for the remediation. The first floor to be remediated is the 4th floor. DGS estimates that each floor will be closed to employees during remediation for 28 working days. A schedule will be provided as soon as it is available. As more space becomes available to relocate employees so other floors may be remediated, the schedule may be expedited. Once the order of the floors for remediation is determined and a schedule in place, employees will be given at least 48 hours notice before an actual move will occur.

The move of 4th floor employees to the 22nd floor is scheduled to begin today. The 4th floor includes the Administrative Services and Financial Management divisions. Any requests made during the move may be delayed. Your patience is appreciated.

As you know, the 22nd floor has been closed to employees for the last several months. DGS and its consultants advise that they have remediated the floor and that it is ready for reoccupancy. For more information about efforts on the 22nd floor, please refer to the Building Assessment webpage tables that contain the multiple reports related to the work completed on the 22nd floor. In addition, the report from our consultant, HTI, outlining the testing that has occurred prior to moving employees to the 22nd floor can be read [here](#). While we have yet to receive a final report with results of those tests, HTI has reported that based on the unremarkable mold results received for the 22nd floor, the move may begin. Although laboratory results for the other air samples collected are not yet available, HTI has advised us that they do not expect that those samples would indicate levels higher than normal and thus be an issue for the occupancy of the floor. As soon as the written report is available, it will be posted to the Building Assessment webpage as well.

While construction continues on the 4th floor, it will be closed to BOE employees.

The floor by floor work by DGS that will take place throughout this building will be ongoing for several months. In the meantime, we continue to work with DGS to get a contract signed for the initial move of more than 600 BOE headquarters employees. This, too, is a months' long process.

Weekend remediation of the elevator shafts will begin soon, possibly as early as this weekend. DGS has informed us that employees may remain in the building at the time this work is being completed. While it may not be necessary to stay out of the building while this work is being done, it is suggested that during the weekends, overtime work in the headquarters building be limited to that which is absolutely necessary. Limited elevator access may or may not be available during the weekend elevator remediation work. As soon as written reports, protocols or other information is available, it will be posted to the Building Assessment webpage.

HTI will continue to monitor the work that DGS and its consultants perform in this building.

Once again I thank you for your cooperation and patience.