

**From:** Executive Director  
**Sent:** Thursday, June 03, 2010 2:32 PM  
**To:** +All HQ Employees  
**Subject:** Building Update - June 3, 2010

Beginning Monday, June 7, 2010, the Department of General Services will begin performing drainage repairs to the North East corner on the second floor of the BOE headquarters building parking garage. To perform this work, several parking spaces in that area will be blocked off and unavailable for use by employees. The parking garage work will occur in the evening during non-work hours and throughout the weekend. The work is scheduled to be completed by Sunday, June 13.

Also, on the evening of Friday, June 11, DGS will begin replacement of five valves that supply HVAC cooling to the building. This building maintenance work will require DGS to turn off the normal airflow to the building on Friday, June 11 in the early evening at 6:00 p.m. Therefore, staff should plan to be out of the building that Friday evening and the entire weekend of June 12 and 13.

No overtime should be worked in the headquarters building after 6:00 p.m. Friday, June 11 through Sunday, June 13.

Thank you for your cooperation and understanding.