

**From:** Executive Director  
**Sent:** Friday, June 05, 2009 12:27 PM  
**To:** +All HQ Employees  
**Subject:** Building Update - June 5, 2009

This is a reminder that DGS will begin working on remediation of the elevator shafts this weekend beginning at 5:00 p.m. today. Employees are asked to leave promptly at 5:00 p.m. Once DGS begins the work on the elevator shafts, the elevators will be closed to employees. Any employees who are working overtime this weekend will need to use the stairs or the freight elevator. Weekend work to remediate the elevator shafts will continue for the next four weekends.

The 4<sup>th</sup> floor employees are the first group to be temporarily moved to the 22<sup>nd</sup> floor swing space so the 4<sup>th</sup> floor may be remediated. DGS advises that the work should take approximately 30 days. The 4th floor employees will then be moved back to the 4<sup>th</sup> floor, and another group of employees will be moved into the swing space so remediation may occur on a floor by floor basis. This means that Administrative Services and Financial Management Divisions are now relocated to the 22<sup>nd</sup> floor, for approximately the next 30 days.

The results of the 22<sup>nd</sup> floor reoccupancy testing conducted by our consultant HTI have come back and are posted on the Building Assessment webpage and are available [here](#).