

From: Executive Director
Sent: Thursday, June 11, 2009 12:43 PM
To: +All HQ Employees
Subject: Building Update - June 11, 2009

This is a reminder that DGS will begin the remediation work on the elevator shafts at the 450 N Street headquarters building this weekend, beginning at 5:00 p.m. Friday, June 12. Employees should plan to exit the building by 5:00 p.m. on Friday. Elevators will be closed to employees. Anyone working overtime in the headquarters building during the weekend will need to use the stairs or the freight elevator. DGS reports they will conclude this weekend's work by 6:00 a.m., Monday, June 15. DGS reports a successful test of the remediation efforts last weekend, allowing them to begin the actual remediation. Our hygienist, HTI, will monitor the work of DGS and its consultants. DGS plans to continue the elevator shaft remediation during the next several weekends.

The 4th floor and the 11th floor are currently closed to employees for remediation for the next 30-60 days according to DGS' schedule.