

**From:** Deputy Director, Admin  
**Sent:** Friday, July 22, 2011 9:08 AM  
**To:** +All HQ Employees  
**Subject:** Building Update -July 22, 2011

**Headquarters Building to be Closed to Staff the Weekend of July 29-31, 2011**

As we continue to track progress toward the end of the floor-by-floor remediation of the Board of Equalization (BOE) Headquarters (HQ) building, staff are advised not to enter the HQ building the weekend of July 29 through 31, 2011 as there will be no air-conditioning or domestic water. Details regarding building repair activities are listed below:

**Floor-by-floor remediation – BOE Cafeteria: Hot Food Service remains unavailable**

The floor-by-floor remediation continues on the 1<sup>st</sup> floor in the HQ building. Since May 31, the Department of General Services (DGS) has been working in the Cafeteria kitchen. Although the Cafeteria kitchen and grill are temporarily closed for renovation and remediation, the vendor is operating and providing cold-food service and coffee service. Cold-food service is available in the main vending area of the cafeteria and coffee service is available at the coffee bar near the public entrance at the N Street entrance to the HQ building. DGS has revised their estimate and the BOE Cafeteria will be returned to full-service in mid-August 2011.

**Mezzanine Floor – Air-Conditioning and Domestic Water Work**

Beginning Friday July 29, the DGS is scheduled to perform remediation work on the Mezzanine floor in the building which will require a temporary disruption in routine air conditioning service next weekend. The BOE HQ building HVAC/air-conditioning system will be out of service starting at 6:00 p.m. on Friday, July 29 through 6:00 p.m., Sunday, July 31, 2011. DGS reports the BOE 5<sup>th</sup> Floor Server room will not be affected while this work is performed.

Simultaneously, the DGS will perform maintenance on the BOE HQ building domestic water system. The BOE HQ domestic water supply will be taken out of service at 6:00 a.m. Saturday July 30, 2011 and will remain out of service through 6:00 p.m. on Sunday July 31, 2011. BOE staff should not enter the building while the air-conditioning and domestic water supply systems are out-of-service. The BOE HQ building will resume normal business operations on Monday, August 1, 2011.

DGS has revised their original timeline and estimates completion of the floor-by-floor remediation work in September 2011.

Thank you for your continued cooperation and understanding during this lengthy process.

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