

From: Executive Director
Sent: Wednesday, July 23, 2008 12:15 PM
To: +All HQ Employees
Subject: Building Update - July 23, 2008

On Monday July 21, 2008, DGS informed BOE of the need to close the main entrance door that faces 5th Street through July 22, while curtain wall and punch window repairs continue. This main entrance door will remain closed until close of business today, Wednesday July 23. The estimated schedule for the closure of the N Street main entrance is Thursday, July 24 through Friday, July 25, as work progresses on the north side of the headquarters building. On Monday, July 28, the cafeteria entrance door located at N Street will be closed to allow the work on the curtain wall above this location. Parking on the west side of the garage roof will be closed off at only the first row of spaces (nearest the building) and the south side parking spaces will become available again for use.

Your patience during this exterior work is appreciated. If there are any changes or modifications to the exterior construction schedule that information will be provide to you as soon as it is available.