

From: Executive Director
Sent: Thursday, July 24, 2008 1:23 PM
To: +All HQ Employees
Subject: Building Update - July 24, 2008

Today, Thursday July 24, beginning at 5:30 p.m., all elevators in the headquarters building will be unavailable for passenger use, including the parking garage elevators. DGS has hired a forensic building engineering firm, LaCroix-Davis, to conduct a building wide interior inspection as a part of the remediation project. All elevator shafts are to be inspected after hours on Thursday as the first step in this stage of the project. Please ensure that you leave work and are out of the building by 5:00 p.m. today. All elevators will be back in operation by midnight Thursday and ready for use on Friday morning.