

From: Executive Director
Sent: Friday, August 15, 2008 2:44 PM
To: +All HQ Employees
Subject: Building Update - August 15, 2008

As you may be aware, the elevator shafts are undergoing inspection by Department of General Services and their contractor LaCroix Davis. Their work is being monitored by our consultant Hygiene Technologies. Most work is being completed during non-work hours. DGS has informed us that the next scheduled investigation of the elevator shafts on the high rise side of the building is slated for this Sunday, August 17, 2008, from 9:00 a.m. to 4:00 p.m. and Monday evening August 18, from 6:00 p.m. to 11:00 p.m. There will be no access to elevators on the high rise side of the headquarters building by employees during that time. DGS informs us that the low rise elevators should not be affected at this time. Employees should be mindful of this schedule if overtime work is necessary and avoid the high rise portion of the building during these scheduled investigation times.

Reports regarding activities and findings related to the elevator shafts will be posted to the Building Assessment Webpage. A special Elevator section is being developed as part of a website expansion. The expanded website is currently under construction and will be available soon.

There has been another break room closure. Room 807 on the 8th floor is being closed today and DGS says will be placed under containment this weekend, August 16 and 17, pending further investigation.

DGS has also informed us work on the First Floor Security Kiosk area will begin soon. A containment will be built in the lobby area near the elevators and then work will begin. DGS tells us that work will start before the end of August and be completed by mid-September.