

From: Executive Director
Sent: Thursday, September 22, 2011 5:37 PM
To: +All HQ Employees
Subject: Building Update: September 22, 2011

At approximately 9:00 p.m. on September 20, 2011, a 7th floor janitor room sink overflowed water into the janitor closet and adjacent BOE office space. DGS stated approximately 8 gallons of water flooded the janitor room and spread into the office space directly outside. This area is presently unoccupied.

At that time, DGS responded, identified all wet areas, and took the following actions:

- All work performed complied with mutually agreed upon [Water Emergency Response Protocol](#).
- DGS custodial crew removed all water from the janitor closet room and wiped down all wet areas identified by DGS.
- All carpets were extracted to remove excess moisture. The base coving was removed from walls identified to facilitate drying. Careful inspection of wall behind base cove showed no indications of water staining or mold growth. Inspection of the base coving was completed prior to placement of fans.
- Fans put in place to facilitate drying of walls and carpet.
- Although the impacted area is vacant, the fans were removed at 5:00 a.m. on September 21, 2011 so area would be ready for BOE occupancy.

On September 21, 2011, at approximately 8:00 p.m., DGS and their contractor, JLS, constructed a containment around the janitor closet room and adjacent hallway area which is now under negative air pressure. DGS is investigating the janitor closet room for water intrusion and is not performing any remediation work at this time. Should remediation be required, DGS will perform all work after hours. Our consultant, HTI, will monitor the work and conduct appropriate tests.

We will keep you updated as information becomes available. Please continue to report any and all water leaks through the [Building Assessment webpage](#).

Thank you again for your cooperation and understanding at this time.