

**From:** Executive Director  
**Sent:** Thursday, September 24, 2009 3:58 PM  
**To:** +All HQ Employees  
**Subject:** Building Update - September 24, 2009

Work on the 450 N Street headquarters building continues. The 11<sup>th</sup> floor repairs are nearing completion. Once the area is cleared by our industrial hygienist, HTI, the 11<sup>th</sup> floor will be used as additional swing space, so more than one floor at a time may undergo repair. It is anticipated that in early October, the 15<sup>th</sup> floor employees will be temporarily moved to the 11<sup>th</sup> floor while repairs are made on the 15<sup>th</sup> floor. Once the 11<sup>th</sup> floor is reopened to employees, it will again be in use as a crossover floor for movement from the low rise elevators to the high rise elevators.

Those employees who normally work on the 14<sup>th</sup> floor but are currently working in the 22<sup>nd</sup> floor swing space are scheduled to return to the 14<sup>th</sup> floor in mid-October. The employees from the 16<sup>th</sup> floor will be next to be temporarily relocated to the 22<sup>nd</sup> floor.

Areas of the 23<sup>rd</sup> floor have been reoccupied and the remainder of the floor will be used as swing space. Much of the 24<sup>th</sup> floor will also be used as swing space to temporarily relocate employees.

I know there is inconvenience associated with all of these moves. I appreciate your continued cooperation and professionalism. I would like to extend my thanks to the many BOE employees who are involved in the ongoing relocation of staff. The Technology Services Division, the Telecommunications Unit and Facilities Management staff continue to work very hard to make the moves as seamless as possible. They are doing a great job!