

From: Executive Director
Sent: Friday, October 02, 2009 4:35 PM
To: +All HQ Employees
Subject: Building Update

The 11th floor has re-opened to employees. It will now be used as swing space. The 15th floor employees will be the first group to be moved to the 11th floor. That move will occur over the next several days. Repairs by the Department of General Services to the 15th floor will begin once all employees are relocated to the 11th floor. The 15th floor repairs are anticipated to take approximately 30 days. Employees will not be moved back to the 15th floor until it has been appropriately cleared by our consultant hygienist, HTI.

This also means the 11th floor is now open as a cross over floor for employees to get from the low rise elevator bank to the high rise elevator bank. While you are free to use the 11th floor for this purpose, over the course of the next week while the moving of employees is taking place, please be aware the 11th floor will be very busy.

Thank you again for your cooperation and patience.