

From: Executive Director
Sent: Thursday, October 18, 2007 8:54 AM
To: +All HQ Employees
Subject: Building Update

As you know, the Curtain Wall Project is nearing completion with the windows all sealed and the deck resurfacing almost finished.

Many BOE employees have been inconvenienced throughout this construction process. The cooperation of staff during the moving in and out of workspace and the multiple moves has been commendable. The planning that went into this effort was incredible and carried out by a dedicated and hard working staff. The Technology Services Division and Telecommunications staff continue to be accommodating and flexible. It is this kind of team work that allows us to endure the challenges we face.

Now that the project is almost complete, and with the change in the weather, I need more help from you. We, as managers, need to know about your weather related experiences in this building. If there is a leak noticed anywhere, let us know. Any water intrusion, large or small, is not welcome in this building. We will need to address any leak promptly and completely. Please notify your supervisor or email me directly if you notice any water entering the building. Thank you for your continued assistance.