

**From:** Executive Director  
**Sent:** Friday, November 06, 2009 4:44 PM  
**To:** +All HQ Employees  
**Subject:** Building Update - November 6, 2009

The move of the 16<sup>th</sup> floor employees to the 22<sup>nd</sup> floor is complete and work will continue on the 16<sup>th</sup> floor through the middle of December. The move of 15<sup>th</sup> floor employees from the 11<sup>th</sup> floor back to 15 is beginning. The next planned move is for 9<sup>th</sup> floor employees to temporarily go to the 11<sup>th</sup> floor while repairs are made to the 9<sup>th</sup> floor. This move is scheduled to begin in late November.

Other recent work on the 450 N Street building included the inspection and repair of the curtain wall areas where leaks occurred during the last heavy rain storm. DGS and their consultants resealed the affected windows and patched one small area of the balcony. The repaired areas have been water tested. DGS reports that on-sight inspections will occur by their consultants during the next strong rain event.

Lastly, DGS reports the heating system in the building has been successfully activated.

Again, I thank you for your patience as we endure the ongoing repairs to the building.