

From: Executive Director
Sent: Friday, November 14, 2008 1:52 PM
To: +All HQ Employees
Subject: Building Update - November 14, 2008

Elevator Shaft Investigation Continues

The Department of General Services (DGS) continues its investigation and remediation of our headquarters building. A major project currently underway is the investigation of the elevator shafts by their consultant LaCroix Davis. This investigation has led to the discovery of fungal growth within the shafts, as we have reported earlier. LaCroix Davis continues to investigate the shafts through destructive testing. Most recently, containments were built on the 23rd and 24th floors so portions of the sheetrock could be removed so a visual inspection could be completed. These procedures have also taken place on the 22nd floor currently closed to employees, and are planned for the 11th floor. DGS and its consultants plan to conduct their 11th floor investigation beginning Tuesday, November 18, 2008 and anticipate the floor will be closed to all employees until December 2, 2008.

Elevator Use During Investigation

As you know, the 11th floor is used as a cross over floor for movement throughout the building from one elevator bank to another. In order for DGS and LaCroix Davis to complete their investigation, I have agreed to close the 11th floor completely for up to 10 working days so the investigation can take place, but only with the approval of the State Fire Marshal. This will mean that to get from the low rise side of the building to the high rise side, employees will have to go to the first floor and cross over in the lobby. Likewise, if employees would like to go from the high rise side to a floor on the low rise side, they will need to go to the first floor to cross over to the other side. I know this may add more time to a trip within the building from one floor to another, but only for a short period of time. Again, I ask for your patience so that the investigation of the building can continue.

In Case of Emergency

The 11th floor is also the staging area in the case of an emergency in the building for those who work on the 18th floor. We have secured temporary approval from the State Fire Marshal so in the event of an emergency during the 10 days the 11th floor is closed to employees, 18th and 19th floor employees will relocate to the 14th floor. This is outlined in the State Fire Marshal approved "Temporary Relocation Plan" that will be placed on eBOE under the 911 button. This temporary plan is effective November 17, 2008 through December 2, 2008.

Other Projects

Among other projects currently underway by DGS and its consultants are the removal and replacement of fireproofing on the 22nd floor and containment and investigation of Storage Room 5C and the electrical closet on the fifth floor.

Our consultant, Hygiene Technologies, continues to monitor the work of DGS and its consultants, in addition to conducting random air sampling in the elevator lobby areas throughout the building. All final reports are posted to our Building Assessment website once they are received.

Thank you for your continued cooperation as the work in the headquarters building continues.