

**From:** Executive Director  
**Sent:** Wednesday, November 21, 2007 4:33 PM  
**To:** +All HQ Employees  
**Subject:** Building Update - November 21, 2007

I would like to thank those of you who have submitted a building survey form and encourage those of you who have not done so, to do so. This information is extremely helpful in identifying potential areas of concern.

Also, late last week, we learned that some of you have been reporting smells or other observations on other floors directly to DGS staff. We would like to know of these reports so that we can have our hygienist investigate your observations and concerns as well as making sure that the right people at DGS are informed of your observations. Please use our e-mail on the web page to report these observations to us so that we can implement this process.

As you may know, SEIU has visited the building a few times. It is our understanding that they have retained their own consultant to assist them. We have invited that consultant and SEIU, to participate and assist in the ongoing investigation.

As we approach the Thanksgiving holiday, I want to share my thanks with all of our BOE staff. Those of you who have been relocated or helped with the relocation of the 22<sup>nd</sup>, 23<sup>rd</sup>, and 24<sup>th</sup> floors, have demonstrated remarkable cooperation and professionalism. Those of you that have taken the time to send e-mails and respond to the survey on our web page have provided valuable input to the investigation of our building. I thank you all.

As we move past Thanksgiving, and into the holiday season and the end of the year, we will still need your help. If you have seen anything, smelled anything, or have any concerns, please share that with us. Go to the web page and write an e-mail, or fill out the survey. You can help.