

From: Executive Director
Sent: Friday, December 12, 2008 3:13 PM
To: +All HQ Employees
Subject: Building Update - December 12, 2008

DGS has advised us that they will begin remediation work on Monday, December 15, on break rooms 1504 and 1603. Employees who have items in those break rooms are asked to remove them immediately so that work may begin. Refrigerators will be moved out and not in use during the work. These rooms will be closed for several days at a time.

DGS also plans to address break room 1103 which is on the 11th floor, currently unavailable to employees.

DGS' plan is to work on two break rooms at a time until all identified break rooms have been addressed. Only one break room on each floor will be closed at a time so employees will still have access to one break room. We will keep you apprised of the break room remediation/repair schedule as it is presented to us by DGS.

DGS and its consultants also continue to investigate the 11th floor. Currently, DGS is planning to investigate above the ceiling. Containments will be built in the areas to be tested.

Additionally, we are still anticipating a report from DGS consultant LaCroix Davis on the results of their investigation of the elevator shafts in the 450 N street building. The report is scheduled for delivery to DGS on December 20. We will share the report as soon as DGS presents it to us.

Once again I would like to thank you for your patience and continued cooperation.