

**From:** Executive Director  
**Sent:** Friday, December 14, 2007 2:42 PM  
**To:** +All HQ Employees  
**Subject:** Building Update - December 14, 2007

Earlier this week, I sent a reminder to you to use the Occupant Survey posted on the Building Assessment webpage on the BOE website to notify me of any water intrusion that you may have observed during the last rain. To date, I have not received any information that there were leaks resulting from that storm. We are approaching the official start of Winter and more rains are expected next week. Once again I am asking that you notify me of any water intrusion you may witness in the building. We need your information to appropriately address any issues with the building. Information you send me will be shared with our consultants and DGS and their consultants.

DGS has begun the process of containment on the south side of the 23<sup>rd</sup> floor. Once the area is fully contained, remediation will begin. You will be updated as progress continues in the assessment and remediation of our headquarters building.