

From: Deputy Director, Admin
Sent: Monday, May 20, 2013 3:14 PM
To: +All HQ Employees
Subject: HQ Building Update - 450 N Street Interior Window Cleaning Schedule

HEADQUARTERS BUILDING UPDATE – 450 N STREET INTERIOR WINDOW WASHING SCHEDULE

Starting this week, the Department of General Services (DGS) will begin cleaning the interior windows of the 450 N Street building as referenced in the schedule below. It is requested BOE employees remove all personal items from their office desktops, cabinets, and window areas to facilitate window cleaning for the scheduled days.

Interior window cleaning will begin at 7:00 PM each evening and continue throughout the night and early morning hours until the scheduled floors are completed. The DGS will clean the exterior of the building on the 1st and 2nd floors to remove debris and cobwebs on Saturday May 25, 2013. The remaining exterior window washing schedule will be provided at a later date once BOE receives that information from DGS.

Thank you for your patience and understanding.

450 N STREET INTERIOR WINDOW WASHING SCHEDULE			
2013 DATES	DAY	FLOORS	NOTE
20-May	Monday	19-21	
21-May	Tuesday	16-18	
22-May	Wednesday	22-24	
23-May	Thursday	11-15	
24-May	Friday	8-10	
25-May	Saturday	1-2 Exterior	<i>Pressure wash cobwebs and building exterior, begin at the Cafeteria entrance on "N" and move clockwise around the Building to 5th Street near the Mail/Print Shop. Begin at 6:30 AM and finish at approximately 2:30 PM</i>
27-May	Monday	5-7	
28-May	Tuesday	2-4	
29-May	Wednesday	1	

Thank you,
 Liz Houser
 Deputy Director Administration
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