

From: Executive Director
Sent: Friday, December 04, 2009 11:26 AM
To: +All HQ Employees
Subject: Building Update - December 4, 2009

Work continues on the floor by floor remediation project. Employees who work on the 16th floor are scheduled to be returning from the 22nd, 23rd and 24th floor swing space beginning the week of December 7. Ninth floor employees are moving to the 11th floor swing space while repairs occur on the ninth floor. The next group of employees scheduled to move are those on the 21st floor. They will go to the 22nd, 23rd, and 24th floor swing space while the 21st floor is repaired. This move is scheduled to begin the end of December. I recognize these moves are inconvenient for employees and disrupt regular work. I appreciate your continued cooperation.

In the near future an exciting new project will begin in the headquarters building. The Elevator Modernization Project is scheduled to begin in the new year. Because mechanical systems wear out, and our elevators get lots of use, there are often elevator problems that result in occasional elevator shut downs. This planned project should eliminate elevator down time and shorten elevator wait times. An Elevator Modernization [Question and Answer Page](#) has been placed on the Building Assessment Webpage. As more information becomes available, it will be passed along to you and posted to this webpage. As the Elevator Modernization Project continues in the coming months, if you have questions, feel free to use the [Ask Questions](#) button also located on the Building Assessment Webpage.

I will also take this opportunity to remind employees once again that it is important to report any suspected water intrusion so that it may be immediately investigated. The easiest and most efficient way to do that is through the [Report a Leak](#) button on the Building Assessment Webpage. It is your diligence in these matters that allows us to address any small problems before they become big problems. Thank you for all your help.