

**From:** Executive Director  
**Sent:** Wednesday, December 30, 2009 4:21 PM  
**To:** +All HQ Employees  
**Subject:** Building Update - December 30, 2009

Work continues on the remediation and repair to the 450 N Street building.

I would like to offer this status update on the floor-by-floor project:

- The 21<sup>st</sup> floor employees have been moved to the 22<sup>nd</sup> floor so remediation work may proceed on the 21<sup>st</sup> floor through the month of January. The move of employees back to the 21<sup>st</sup> floor is scheduled for early February.
- Employees moved from the 9<sup>th</sup> floor to the 11<sup>th</sup> floor are scheduled to return to the 9<sup>th</sup> floor in mid-January.
- The next planned move is for the 18<sup>th</sup> floor; employees will be temporarily located on the 11<sup>th</sup> floor while repairs are made to the 18<sup>th</sup> floor. That floor move is scheduled to begin in early February.

Beginning in January, the restrooms in the mail room area on the first floor will be closed for remediation and repair for most of the month. Those employees who generally use those restrooms will have access to other first floor restrooms while the work is being completed. DGS also plans to resurface the hallway between the mailroom and print shop (along 5th street) February 13-15, 2010. The 5th & O Street entrance will be closed during this weekend and employees will not have access to the rooms along this corridor.

Also scheduled to begin after the first of the year, is the elevator modernization project. This will include a rebuilding of the mechanical systems of the elevators. One elevator at a time from each elevator bank will be shut down for repairs. This will continue until all 450 N Street elevators have been modernized. It is a months long project that is intended to result in more elevator reliability and efficiency. More information is available regarding this project on the Building Assessment Webpage under the link "[Elevator Modernization](#)".

Again, I wish to thank you for your continued patience and cooperation during this process.