

Memorandum

To: Mr. Ramon J. Hirsig
Executive Director

Date: August 6, 2007



From: David J. Gau, Interim Deputy Director
Administration Department

Subject: **Curtain Wall and Daycare Center Projects**

Your approval is requested to place the following items on the Board's August 14, 2007 Administrative Agenda Calendar under Deputy Director's Report, Administration:

- **Update on Curtain Wall Project**

The final phase of the Curtain Wall Project is continuing with repair work on the 23rd floor balconies. Currently, tile is being installed on the east balcony and will progress next to the south balcony. The estimated completion date for all phases of the Curtain Wall Project is mid-September.

- **Update on Daycare Center**

The Daycare Center construction-related work (painting, carpeting and other floor coverings) has been completed, and a contract has been entered into with Discovery Tree School. The center reopened on August 6, 2007.

I will provide a verbal report to the Board at the meeting.

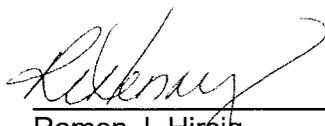
With your approval, these items will be placed on the August 14, 2007 Board meeting calendar.

DJG:kn

cc: Mr. Gary Evans
Ms. Kristine Cazadd
Ms. Charlene Yount

Approved:





Ramon J. Hirsig
Executive Director

BOARD APPROVED
At the 8-14-2007 Board Meeting

Gary Evans, Acting Chief
Board Proceedings Division