

**From:** Executive Director  
**Sent:** Friday, January 06, 2012 3:05 PM  
**To:** +All HQ Employees  
**Subject:** Building Update: Building closed January 14-15, 2012 for repairs

### **The Building will be closed the weekend of January 14 and 15, 2012**

On Saturday, January 14, 2012 at 8:00 a.m., the City of Sacramento and the Department of General Services (DGS) will perform plumbing work to install a new water meter in the Board of Equalization (BOE) Headquarters (HQ) building, resulting in a temporary disruption of domestic water service. BOE staff are advised not to enter the HQ building on this weekend because there will be no domestic water to operate the plumbing fixtures. Domestic water service will be restored to the HQ building on Sunday, January 15, 2012. The BOE HQ building will resume normal business operations on Monday, January 16, 2012.

Additionally, as we continue to track progress toward the end of the floor-by-floor remediation of the BOE HQ building, we would like to take this opportunity to update you on the following building repair work and other building activities:

#### **Elevator Modernization Project**

The BOE HQ elevator modernization project is nearing completion. DGS and the contractor, Thyssen/Krupp, have completed the modernization for the main elevators and garage elevators. DGS has revised their original date to restore service to the freight elevator and anticipates it will be in service by January 13, 2012.

On Saturday January 7, 2012, at approximately 8:00 a.m., DGS will perform a transfer switch test to the HQ building low-rise and high-rise elevators. This test will remove the elevators from service for approximately six (6) hours. Elevator service will be restored by 2:00 p.m. DGS confirmed that this test will not affect the BOE server room.

On Friday January 13, 2012, at 7:00 p.m., DGS will perform a final transfer switch test and inspection with Cal/OSHA for the HQ building low-rise and high-rise elevators. This test will remove the elevators from service for approximately four (4) hours. DGS confirmed that this test will not affect the BOE server room. Elevator service will be restored by 11:30 p.m.

#### **BOE HQ Consolidation Project**

We have been working with DGS to begin to identify program elements for BOE's new consolidated Headquarters. Over the next several months, the BOE and the DGS will be meeting with BOE Managers and Supervisors to determine office requirements, customer access requirements, program space needs, communication and IT needs, program adjacency requirements, and other employee needs. Employees input will also be solicited via a survey so that we can steer towards a mutual goal. This is the

first step in developing the Request for Lease proposal (RFLP) that we hope to release in the Fall of 2012. The responses to the RFLP will assist DGS in developing a true cost proposal for our move to a new Headquarters.

Thank you for your patience and understanding.