

**From:** Executive Director  
**Sent:** Monday, March 07, 2011 3:04 PM  
**To:** +All HQ Employees  
**Subject:** Building Update - March 7, 2011

As we are now nearing the end of the floor-by-floor remediation of the Board of Equalization Headquarters building we would like to take this opportunity to update you on the continuing work, and your quick response to report anything unusual, and to thank you for your cooperation.

**Floor-by-floor remediation.** The floor by floor remediation project is nearly complete. With the exception of the first floor, all floors have been remediated. DGS is scheduled to paint and replace the carpet in the Cafeteria and Mail Services Center on the first floor. DGS estimates that this work will be completed toward the end of March 2011. The Department of General Services is currently working in the exercise room on the ground floor of the garage, and anticipates returning the room to BOE later this month. Total completion of the floor-by-floor remediation work is anticipated to be in April 2011.

**New Investigation on two floors.** DGS is currently investigating newly reported odors associated with the 21<sup>st</sup> and 22<sup>nd</sup> floors and expects to have findings later this month. During the current investigation of the 21<sup>st</sup> floor, employees from that floor will be relocated beginning this Thursday, March 10, and the floor will be closed while DGS and our hygienists conduct tests and determine a plan of action.

**Elevator modernization.** The BOE Headquarters elevator modernization project is ongoing and on schedule. DGS is upgrading various mechanical systems in the building and estimates this project will be completed in October 2011. DGS and the contractor, Thyssen Krupp, have completed the majority of modernization for the main elevators. After the main elevator modernization is completed, the freight and garage elevators will also be modernized.

We especially thank our employees for your diligence in reporting building related issues through the "**Report a Leak**" link located on the BOE website. Any building issue can be reported through the "Report a Leak" link, it does not have to be specific to water intrusion. This way BOE management can quickly notify DGS and others who can immediately address the issue. We greatly appreciate your understanding and assistance during this lengthy process.