

From: Deputy Director, Admin
Sent: Thursday, November 10, 2011 9:48 AM
To: +All HQ Employees
Subject: Building update: BOE HQ Freight elevator service
Importance: High

The Freight Elevator will be out of service effective Monday, November 14.

The BOE Headquarters elevator modernization project continues. DGS and their contractor, Thyssen Krupp, have completed the modernization of the main elevators and garage elevators. The final elevator to be modernized will be the freight elevator. On Monday, November 14, Thyssen Krupp will take the freight elevator out of service and this elevator will remain out of service until late December 2011. While the freight elevator is out of service, DGS will use Car 3 on the low rise bank and Car 6 on the high rise bank for freight service. Car 3 and Car 6 will have protective canvas padding installed while they provide service for freight deliveries in the BOE HQ building. Cars 3 and 6 will continue to be available to BOE staff for normal passenger traffic throughout this process. DGS estimates that the entire elevator modernization project will be completed in early January 2012. Thank you for your patience and understanding.