

From: Executive Director
Sent: Thursday, December 15, 2011 5:26 PM
To: +All HQ Employees
Subject: Building Update: Building closed this weekend for repairs.

The Building will be Closed the weekend of December 17& 18th

On Saturday, December 17, 2011 at 5:00 a.m., DGS will perform plumbing repair work on the 6th floor, Mezzanine floor, 19th floor, and Penthouse floor in the HQ building which will require a temporary disruption in domestic water service. BOE staff are advised not to enter the HQ building this weekend because there will be no domestic water to operate the plumbing fixtures. Domestic water service will be restored to the building on Sunday, December 18, 2011. The BOE HQ building will resume normal business operations on Monday, December 19, 2011.

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

Hot Water Disruption for Floors 7, 8, 9, 10 and 11

On Thursday December 15th, DGS began plumbing repair work on the Mezzanine floor which will require a temporary disruption in restroom hot water. The DGS estimates the hot water service will be restored to these floors by Wednesday, December 21, 2011.

BOE HQ Air Monitoring

The Department of General Services (DGS) industrial hygiene consultant, LaCroix Davis (LCD), and BOE's industrial hygiene consultant Hygiene Technologies Inc (HTI) will begin monthly floor-by-floor air monitoring the week of December 27th to December 30th. This air testing is recommended by the consultant hygienists to note seasonal variations in indoor air quality and will be compared to previous air testing results in the building, all of which have been reported as unremarkable.

Elevator Modernization

The BOE Headquarters elevator modernization project is nearing completion. The Department of General Services (DGS) and the contractor, Thyssen/Krupp, have completed the modernization for the main elevators and garage elevators. DGS will restore service to the freight elevator the last week of December.

Thank you again for your cooperation and understanding.