

**From:** Executive Director  
**Sent:** Friday, December 21, 2007 3:50 PM  
**To:** +All HQ Employees  
**Subject:** Building Update - December 21, 2007

After the last couple of rains, I have asked for your help in identifying any resulting leaks. To date, I received only a few reports of suspected water leaks as a result of the recent rains. Those leaks are being investigated. I have also heard from people who observed many leaks before the curtain wall repairs, but now report that the area has remained dry during the last few rains. This is good news. But let's make sure that any bad news is not being overlooked or goes unreported.

If you noticed any water leaks in the last rains but did not previously report it, or if you heard someone complain about it, please report it to us. And if you see any leaks in the future, we want to hear from you! Please report any leaks you see or hear about by filling out the [survey form](#) on the Building Assessment webpage if you do become aware of any water intrusion issues. Thank you for your continued cooperation.

One thing you may notice is that stained ceiling tiles are being replaced throughout the building. The [protocol](#) for this effort is posted on our Building Assessment webpage. The stained tiles are being noted and replaced. This will create a baseline from which a determination can be made as to whether leaks are still occurring. If you notice a newly stained ceiling tile, we would also like you to fill out a [survey form](#) our Building Assessment webpage and let us know so we can pass it along to DGS and the appropriate consultants.

Another issue we have been working on with DGS is the overall cleanliness of the building. If there are areas of this building that you believe need some special attention we would like to hear that too.

Your health, safety and pleasant work environment are very important to me. As we move into 2008 and beyond I look forward to working with you and continuing to make BOE your employer of choice in state government.