

From: Demes, Christine R
Sent: Thursday, February 14, 2013 7:43 AM
To: +All HQ Employees
Subject: Building closed February 16, 2013 for Plumbing Repairs

Headquarters Building to be closed to Staff – Saturday, February 16, 2013

Saturday, February 16, 2013, at 8:00 a.m., the Department of General Services (DGS) will perform minor plumbing repair work on an exterior pipe and back flow valve assembly at the Board of Equalization (BOE) Headquarters (HQ) building. This will result in a temporary disruption of HQ's domestic water service.

BOE staff are advised not to enter the HQ building as there will be no domestic water to operate the plumbing fixtures. After the repair work is completed, DGS staff will check the water supply line in break rooms, restrooms, faucets and drinking fountains and flush the line to assure that the water is flowing correctly. Domestic water service will be restored to the HQ building by Sunday February 17, 2013. Should staff indicate a concern with the water supply after the work is completed, DGS will be contacted and respond to those concerns.

DGS confirmed these plumbing repairs will not affect the BOE Server; therefore, employees remote access to BOE emails, calendaring, etc. will not be impacted.

We appreciate your assistance and apologize for any inconvenience this may cause.

Thank you,

Liz Houser
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Board of Equalization
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