

From: Deputy Director, Admin
Sent: Friday, October 12, 2012 11:26 AM
To: +All HQ Employees
Subject: REMINDER: Building Closure Annual Alarm Testing - October 13th - 14th 2012

REMINDER: ANNUAL ALARM TESTING – Building Closure the weekend of October 13th – 14th, 2012

As an update to the previous announcement, beginning **tomorrow at 8:00 a.m.**, the 450 N Street building will be closed to allow the Department of General Services to conduct their annual test of the fire and life safety alarm systems; the testing will continue through **7:00 p.m. on Sunday, October 14th**. This testing throughout the weekend will cause sounding of the horns and activation of the strobes throughout the entire building. BOE staff should plan to stay out of the building from 8:00 a.m. on October 13th through 7:00 p.m. on Sunday, October 14th while the testing is performed.

Please note that the BOE network will not be affected by this testing.

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

Thank you,
Liz Houser
Deputy Director Administration
Board of Equalization
(916) 445-4272