

**From:** Deputy Director, Admin  
**Sent:** Wednesday, March 16, 2016 3:57 PM  
**To:** +All HQ Employees  
**Subject:** Building Update – Building Leaks at 450 N Street

### **Building Update – Building Leaks at 450 N Street**

As a result of recent storms in the greater Sacramento Area, the State Board of Equalization (BOE) Headquarters (HQ) building at 450 N Street experienced leaks on the 10<sup>th</sup> and 22<sup>nd</sup> floors. The Department of General Services (DGS) is investigating the cause and source of these leaks.

Given the extent of recent storms the building may have experienced other water leaks. If you see a ceiling tile that is stained or water leaks are noted in the building, please be sure that you advise your supervisor of that event as a Building Maintenance issue and submit a BOE 1080 Work Request Form so the DGS is advised of the leak. The BOE 1080 form is available on eBOE at <http://eboe/docs/Forms/boe1080.pdf>.

If you have any building-related questions, feel free to review the Building Assessment webpage which is located at [http://www.boe.ca.gov/info/building\\_update.html](http://www.boe.ca.gov/info/building_update.html).

If you are aware of or discover a significant water event, you can also complete a "Report a Leak/Building Event" form on the Building Assessment webpage.

Thank you for your cooperation.

Edna B Murphy, MBA  
Deputy Director, Administration Department  
Board of Equalization