

From: [Deputy Director, Admin](#)
To: [+All BOE Employees](#)
Subject: Building Update – 450 N Street Building closed this weekend for repairs
Date: Thursday, September 25, 2014 12:53:47 PM
Importance: High

This weekend, September 27th through 28th, 2014, the Sacramento Municipal Utility District (SMUD) will replace a transformer at the 450 N Street Board of Equalization (BOE) Headquarters (HQ) building.

The transformer is a component of the main power distribution system for the building; all power to the building enters through this system. The transformer replacement work requires SMUD and the Department of General Services (DGS) to turn off power to a major portion of the building. As a result of this work, no overtime will be allowed this weekend. All elevators will be out of service beginning at 12:00 noon on Saturday, September 27th.

Since the building will be without power, BOE staff will not be allowed in the 450 N Street headquarters building after 12:00 noon Saturday, September 27th. BOE Technology Services Department (TSD) staff will be working in the building Friday evening September 26th and Saturday morning September 27th to perform a complete backup of all BOE servers prior to the building shut-down.

BOE employees will not have access to any information on the servers which includes outlook email and the email feature on BlackBerry devices during the time the servers are down Saturday September 27th and Sunday September 28th. Cellular phone service will not be affected.

In anticipation of this work, all refrigerators in the building shall be defrosted and emptied of their contents by 5:00 p.m., Friday, September 26th, 2014. Any remaining items not removed from break room refrigerators will be disposed of by DGS.

It is anticipated that all power will be restored to the building at 6:00 a.m. Sunday September 28th. BOE TSD staff will begin to restore the servers after 10:00 a.m. on Sunday morning, September 28th .

The BOE HQ building will be open for business on Monday, September 29th.

Thank you in advance for your cooperation and patience for this mandatory building maintenance work.

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