

From: Deputy Director, Admin

Sent: Monday, December 15, 2014 2:44 PM

To: +All HQ Employees

Subject: BUILDING UPDATE - Wall Repairs in the electrical room and janitor closet on the 24th floor

BUILDING UPDATE - Wall Repairs in the electrical room and janitor closet on the 24th floor

On Friday, December 19, 2014, after 5:00 p.m., the Department of General Services (DGS) will perform wall repairs in the electrical room and janitor closet on the 24th floor across the hallway from Conference Room 2428 in the BOE HQ building located at 450 N Street as a result of a water leak in the 24th floor janitor closet on November 5, 2014.

DGS reported that all air filtration units will be placed inside the electrical room adjacent to the janitor closet. A plastic drop sheet will be located outside the electrical room door hallway to prevent possible tracking of dust or debris outside of the work area during the work.

The repairs will follow containment and air monitoring, consistent with the BOE HQ wall penetration protocols. BOE's industrial hygiene consultant, Hygiene Technologies International Inc. (HTI), will monitor all work performed by DGS. DGS anticipates the repairs will be completed in the next two weeks.

We apologize for any inconvenience this may cause. Thank you for your patience and understanding.

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