

From: Executive Director
Sent: Friday, May 21, 2010 4:38 PM
To: +All HQ Employees
Subject: Building Update - May 21, 2010

The Department of General Services will be working on the water chiller system at the 450 N Street headquarters building this weekend, May 22 and 23, 2010. This work will cause DGS to turn off the airflow to the building Saturday evening at 6:00 p.m. through Sunday, May 23. Therefore, staff should plan to stay out of the building on May 23 and no overtime should be worked in the headquarters building after 6:00 p.m. this Saturday through Sunday.