

From: Deputy Director, Admin
Sent: Thursday, May 24, 2012 8:23 AM
To: +All BOE Employees
Subject: REMINDER: Building closed May 26th - 27th 2012 for plumbing repairs

Headquarters Building closed to Staff this coming Weekend of May 26th – 27th, 2012

On Saturday, May 26th 2012 at approximately 8:00 a.m., the Department of General Services (DGS) will perform plumbing work in the Board of Equalization (BOE) Headquarters (HQ) building, resulting in a temporary disruption of domestic water service. BOE staff are advised not to enter the HQ building this weekend because there will be no domestic water to operate the plumbing fixtures. Domestic water service will be restored to the HQ building on Sunday, May 27th 2012.

DGS confirmed that the BOE servers will not be affected by this repair work.

The BOE HQ Building will resume normal business operations on Monday, May 28th, which is a State Holiday.

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

Thank you,

Liz Houser
Deputy Director Administration
Board of Equalization
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