



BRC GENERAL NOTICE

#2026 – 006

Effective 1300 CST March 24th, 2026.

To: All Employees

Subject: West Yard Office (Building 10- Crew Room) **Out of Service**

The West Yard Office will have all the floors repaired and epoxied the **week of April 20th thru April 24th, 2026**. During this time there will be **no access** to the West Yard office, and all items will be removed from the building.

All lockers need to be emptied, and locks are to be removed from the locker door, and personal items need to be removed from the locker no later than April 18th. All lockers, chairs, computers etc. will be removed from the building to ensure that all floors are repaired and updated.

There will be a temporary trailer placed by the West Yard building which will have all RCO equipment and computer terminals for employees to use. Temporary restrooms will also be set up with hand wash stations employees use.

Employees will be required to use alternative ADP login kiosk locations; ADP login kiosks are located at all crew reporting locations such as the General Office (Building 2) or locker room (building 3).

Jason Charbonneau
Superintendent

BRC General Notices in Effect:

Year of Issuance	Numbers
2026	001, 003, 004, 006
2025	004, 006