



Southwest Seventh

DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

No. 14

July 10, 1970



EMPLOYEE PARKING

July 1, 1970, the Office of Administrative Operations, OST, assumed the responsibility for DOT employee parking in the Washington Headquarters area. At this time, the parking facilities are limited to FOB-10A and the outdoor "S" lot.

Employee parking in the Nassif Building (other than on an individual commercial basis with PMI) has been delayed by failure of GSA/PMI to reach agreement on costs, hours, and services.

Employees who presently work and park in FOB-10A must exchange their old FAA permits for new DOT permits. This may be done in the "A" level escalator lobby between the hours of 9 a.m. and 3:30 p.m., from July 6 to July 13. Employees must present both their driver ID card and old FAA permit to receive a new DOT permit. Permits for "S" lots will be retained until further notice. Monthly fees for FOB-10A will remain at \$6.25 and GSI bills should be paid as usual. Temporary parking passes may be obtained from OST's Facility Management Officer, Room 833B, FOB-10A, extension 21163.

This bulletin will be issued periodically during the consolidation of the Department of Transportation headquarters into two buildings -- 400 Seventh Street, S.W., and 800 Independence Avenue, S.W.

MOTORCYCLE PARKING

Motorcycles, motorbikes, bicycles and motorscooters have been banned from pedestrian walkways, the plaza area, and sidewalks surrounding the Nassif Building, effective June 26, 1970. In a letter to the General Services Administration, Nassif Associates cited both damage from oil leakage and sidewalk traffic congestion as factors leading to the decision. The building's owners have made clear their intention to request D. C. Police to ticket all violators after June 26.

However, cyclists can now obtain reduced monthly parking rates for their vehicles in the PMI Nassif Building garage. The new monthly rate for motorcycles, motorbikes and motorscooters has been set at \$10. The daily rate, however, remains at \$2.

BICYCLE PARKING

Pending the installation of a bicycle rack on the Nassif Building premises, arrangements have been made with HUD to accommodate a limited number of bicycles in their outdoor parking rack. Contact Mr. James Latham, Room 9206, Nassif Building, extension 118-64352, for parking authorization. CAUTION: Unauthorized bicycles will be impounded.

CAFETERIA IN NASSIF BUILDING

At long last, a contract has been let by David Nassif Associates for a cafeteria in the Nassif Building. Drug Fair will operate a cafeteria on the second basement level and also will operate the various vending rooms throughout the building. Completion of the necessary construction for the cafeteria is currently estimated to be October 1, 1970. Vending rooms are presently being equipped and should be operational within the week.

STATUS OF SPECIAL FACILITY CONSTRUCTION IN THE NASSIF BUILDING

Recent labor strikes affecting the building trades and trucking industry have caused a revision of target dates for completion of special-purpose space in the Nassif Building. The construction company informs us that their schedule now calls for the following completion dates for construction work:

SPECIAL FACILITY

COMPLETION DATE

Secretary's Suite
ADP Center
Exercise Facility
Clinic

August 5
September 4
October 1
No estimated completion
date at this time
August 17

Communications Center



CONSTRUCTION NOISE CONTINUES... AND CONTINUES... AND...

Like death and taxes it apparently will be always with us. However, by late August, it should at least slow down, being necessary only as space alterations are required throughout the building. Please be as patient as possible. As stated in our last issue, if the noise threatens to completely disrupt a meeting or special event, call the Office Services Division (TAD-47, ext 62472) and efforts will be made to delay the work for an hour or so if absolutely necessary.

ADMINISTRATIVE OPERATIONS DUTY OFFICER

The Office of Administrative Operations has an employee on duty in the Nassif Building on Saturdays from 9:00 a.m. to 3:00 p.m. in Room 2318E (phone 62458) to coordinate any planned weekend requirements and to assist, where possible, in emergency situations.

TEMPERATURE AND VENTILATION OF RESTROOMS IN NASSIF BUILDING

In following up on a number of complaints concerning the heat and lack of ventilation in the restrooms in Nassif Building, we find that the construction plans did not call for air conditioning these rooms. The owner, however, did have the ventilating system checked and determined that the motors for air-handling equipment were too small for the job. New motors are now an order and a replacement program will begin just as soon as they are delivered.

GOOD HOUSEKEEPING

We are working with GSA and David Nassif Associates for the installation of trash receptacles and ash-trays at appropriate locations throughout the Headquarters Building. However, even in the absence of such containers, it hardly seems necessary to litter the corridors with discarded candy-wrappers, cigarettes, paper-cups, newspapers, etc. Covers on drink containers will avoid spillage and protect the carpeting. There are about 5,000 of us housed in the Headquarters Building and approximately 3,500 in FOB-10A. It is to our own advantage to keep the surroundings as pleasant as possible - even to the point of picking up after the other fellow if he doesn't care enough!

TRASH PICK-UPS IN THE NASSIF BUILDING

Organizations desiring to discard old files, waste materials, trash, etc., may do so by simply boxing such material and marking them plainly as "Trash." Place all such boxes against the wall in your corridor and they will be picked up shortly.

NASSIF BUILDING CORRIDOR SIGNS

Home-made and hand-lettered signs are out for Nassif Building Corridors. Past-ing signs on the walls damages the wall covering. Let's keep signs to a minimum. Determine your requirements for signs and request them by memorandum to Office Services Operations Branch (TAD-474, ext 62459) stating your needs and describing fully how each sign should read. Limit the copy to three lines per sign. Double-check spelling of executives' names. Office Services Branch will seek to expedite your order.

SAFEGUARDING PERSONAL PROPERTY

It is well that we all be periodically reminded of the need for exercising due vigilance and concern with regard to safeguarding personal property within office areas. The following are some suggestions which should be kept in mind in this regard:

1. Do not leave handbags, money, jewelry, or other valuables in or on top of your desk while you are away from your office.
2. Do not leave money or other valuables in your desk overnight.
3. When you leave your office and cannot carry your purse, lock it up or leave it with a co-worker.
4. Report immediately the presence of suspicious individuals and commission of thefts or other crimes to the Office of Investigations and Security, extension 118-64677, or the Guard Offices, extension 118-62626 (Nassif Building) and 13-20423 (FOB-10A)