



Southwest Seventh

DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

No. 12

May 8, 1970



FUNDING FOR GOVERNMENT LEASING OF PARKING SPACE FY-71

Verbal agreement has been received from the Bureau of the Budget for FY-71 funding of employee parking space in the Nassif Building. This sets a precedent of which we are very proud. GSA negotiations to obtain employee parking space at a reasonable rate have not yet developed into a firm contractual agreement. DOT is pressing for an early settlement of the best possible terms.

BUILDING SECURITY MEASURES AFTER WORKING HOURS

With four separate entry/exit points in addition to basement level access, the security measures for our new building are necessarily more complicated than would be feasible in a building with one main lobby. In addition to security against illegal entry or exit, the safety of DOT employees must be kept paramount. All employees should acquaint themselves with the provisions of the Office of Investigations and Security memorandum to all employees dated April 22, 1970. It covers in detail the items briefed below:

Security Hours: 6 p.m. to 7 a.m. weekdays, 24 hours weekends and holidays.

Main Guard Post: Manned 24 hours a day, seven days a week, effective May 4, 1970, Plaza Level, S. W. Lobby (7th and E Streets), Extension 62626 (426-2626).

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.

Auxiliary Guard Post:

Manned from 6 p.m. to 12:30 a.m., weekdays only. Not on duty weekends or holidays. Plaza level, N.E. Lobby (6th & D Streets).

Stairwells:

By May 15, a new control system (locked gates between plaza level and second floor) will become operational during security hours. This will enable the discontinuance of current practice of locking corridor doors to stairwells after hours. Details of emergency measures are given in the April 22 Security memorandum.

Entry and Exit:

Use S. W. Lobby after hours, or N. E. lobby (during hours listed). Access to and from garage is covered in the notice and is handled through the guard at this time.

Elevators:

During security hours, there will be several elevators in each bank operating normally between plaza level and tenth floor.

Extra copies of the Office of Investigations and Security memorandum from which this information is extracted may be obtained from that office, Room 116A, Donohoe Building, Extension 28383.

VENDING ROOMS:

These rooms are the property of the building's owner. The delay in opening the vending rooms has been caused by the owner's difficulty in negotiating a contract for over-all food service in the building. DOT and GSA have been exerting every effort to achieve some relief for the employees in this food service area, particularly for a cafeteria, and will maintain this pressure until some solution is reached.

MAIL CHUTES:

The mail chutes in the Nassif Building should not be used at this time since no collection service has been established as yet by the Post Office Department. The Superintendent of Collections, U. S. Post Office Department, has given us a target date of May 11 for collection of personal mail and the schedules will be posted in the mail chutes.

NEW "CENTREX" TELEPHONE NUMBER FOR THE "HELP" DESK:

The new number for this activity in the Nassif Building is 62459. This desk is manned from 7:30 a.m. until 6 p.m., Monday through Friday to give assistance on any problems in the functional areas of the Office of Administrative Operations that needs immediate attention.