



# Southwest Seventh

## DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

No. 31

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### PARKING PERMITS

Your best chance to get a parking permit at the present time is to form a car pool of three or more members! The waiting list is extremely short in that category and car pool operations make the most efficient use of our parking facilities. Car pool locator boards are maintained in DOT Headquarters Building (N.E. elevator lobby, second floor) and in FOB 10A ("A" level basement escalator lobby) to assist those looking for rides or riders.

### CAFETERIA IN DOT HEADQUARTERS BUILDING

Drug Fair has had a labor problem which delayed installation of their cafeteria equipment. The dispute has now been settled, but it looks like the opening date will be set back by about two weeks to mid-August.

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.



#### POSTING NOTICES AND OTHER MATERIAL

There are bulletin boards in each elevator lobby and a few larger ones elsewhere in the building. These are the only legitimate places for posting information. Unofficial signs and announcements should not be posted up in restrooms, elevators, or on corridor walls and they will be removed by buildings management people when they are seen. Please check with your administrative office for the correct procedure for use of the bulletin boards in your area.

#### SUMMER POWER CUT-BACK - DOT HEADQUARTERS BUILDING

The possibility of an unusual draw on electrical power during the summer months throughout the Washington, D.C. metropolitan area could require a power reduction in the DOT Headquarters Building. In the event this becomes a reality, GSA, in cooperation with the lessor, will undertake certain steps to include reducing corridor, lobby, and garage lighting. One or two elevators in each bank of elevators will be halted. In addition, tenants of the Nassif Building will also be called upon to take certain actions to include the following:

1. Occupants of individual offices on the exterior sides of the building may be requested to turn off all lights and rely on sunlight.
2. To use stairwells for one or two flight trips between floors to reduce elevator use if one or two elevator cars are halted.
3. To share available air conditioning by keeping interior office doors open in the event it is necessary to shut down certain units.
4. To close all office corridor doors to prevent loss of air conditioning from employee work areas.
5. Building occupants will be expected to turn off lights at the end of each work day.

#### PARKING IN THE MAIN DRIVEWAY, P-1 LEVEL, DOT HEADQUARTERS BUILDING

You are reminded that parking in the main driveway on the P-1 level in DOT Headquarters Building is extremely thoughtless and is prohibited. If you are meeting someone, meet them at their car; chauffeurs can pick you up at the 2nd level lobbies; visitors should be reminded to have their official cars pick them up on P-2. The Doggett attendants have been instructed to be very firm on this point. This restriction must be enforced for the safe and efficient operation of the heavy traffic flow in this building.