



# Southwest Seventh

## DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

No. 23

March 1, 1971



### AUDIT OF CAR POOL MEMBERSHIPS

In accordance with the parking policy Order (DOT 1700.19), the Office of Audit has begun an audit to evaluate the effectiveness of the parking application system relating to car pool memberships. Each holder of a permit under the "car pool" criteria, should be sure that the information on his application is current and correct. Erroneous information may lead to revocation of your permit.

### NEW TELEPHONE NUMBER FOR TRANSPORTATION SYSTEMS CENTER IN CAMBRIDGE, MASS.

Effective March 1, 1971, the telephone numbers for the Director's Office are:

Area Code 617

Director James C. Elms	494-2222
Secretary Irene T. Murphy	494-2222
Special Assistant	
James T. Dennison	494-2224
Secretary Francis Damigella	494-2224

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.



## WATER DAMAGE - NASSIF BUILDING

A number of rest room sinks have been stopped up by coffee grounds. Not only does this require a plumber to open the drains, but in numerous cases it has caused flooding of corridor areas and of offices adjacent to the rest rooms. The problem can be easily avoided by disposing of grounds in plastic garbage bags or, if necessary, by flushing down toilets. Care must be used to prevent continued misuse of sinks.

## MAIL CHUTES

The mail chutes in the DOT Buildings are for the deposit of personal mail only, as a convenience to tenants of the buildings. In accordance with Post Office Department instructions, no official mail should be deposited in either the chutes or in the collection boxes on the Plaza level. The Post Office employees collecting from these boxes are not prepared to handle the heavy volume which would result if chutes were used for official mail.

Oversized letters should not be folded or forced into the mail slots as this only results in blocking the chutes. Any blocked chute should be reported to the appropriate mail room: Headquarters Building - Ext. 61825, FOB-10A - Ext. 68180. They will arrange for a U. S. Post Office employee to clear the blockage. Only the Post Office Department has authority to open these chutes.

## DIRECTORY OF SERVICES -- DOT TELEPHONE DIRECTORY

If you are unaware of the fund of information available to you under the Directory of Services in the DOT phone book, glance through pages one through five. In addition to guidance on location and phone number for many DOT services, listed by Administration, there are telephone numbers listed for airlines, bus companies, taxi companies, and railroads. Next time you need help or information on how to obtain an official service, check the directory under the heading of your administration.

## WARNING - DOT PARKING PERMIT HOLDERS

The small ID card, identically numbered to your official parking permit, should not be left in your vehicle. This card identifies you as the individual authorized to remove from the garage the car with the matching permit. Leaving the ID in your vehicle makes it easy for someone to take your car and also relieves Doggett from the responsibility for a stolen vehicle. In some cases, your insurance company may not be liable for damages incurred. The recommended procedure is to keep the ID card on your person at all times and display it only as you exit the garage.