



# Southwest Seventh

## DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

No. 46

February 15, 1972



### PRINTING PLANT TO MOVE TO DOT HEADQUARTERS BUILDING

After long negotiations, JCP and GSA approvals were finally received to move the DOT Printing Plant to the Headquarters Building in accordance with our original consolidation plans. A contract has been let for the necessary construction work to house the printing operation on the P-2 level. GSA advises that work is currently scheduled to begin March 1, and be completed June 1, 1972. This consolidation should achieve many improvements in service and convenience.

### PARKING CAPACITY IN DOT HEADQUARTERS BUILDING WILL BE AFFECTED BY MOVE OF PRINTING PLANT TO P-2 LEVEL

The present parking capacity in the Headquarters Building will be considerably reduced beginning March 1, with initiation of construction for the printing plant. We are making every possible effort to avoid the recall of any currently valid permits. In order to avoid that necessity, we will need to live with certain inconveniences for a period of time and we would like all permit holders to be aware of the reason for this change.

- . There are two periods during each day when parking is extremely tight and the required reduction of parking spaces will make these times even more severe. These times are about 9:45 in the morning and 2:30 in the afternoon, give or take 15 minutes either way. Those of you who enter the garage at these peak periods may not be able to find a space in our present parking configuration. In that case, we plan for you to park in an aisle between two two-stack park-and-lock locations. The attendants have been instructed to direct you to those locations for parking. They have also been instructed to repark your automobile later in the day as spaces become available. This means that it is imperative that all cars parked in aisles be left unlocked with the ignition key in the ignition. It also means that you may be inconvenienced by not always finding your car just where you parked it. The attendants, however, have been instructed to park them in the same general area.
- . Naturally, there will be some reassignment of permits from the second level to other locations within the building.
- . The FOB-10A configuration will not be changed in that they are already density stack-parked and that facility is at capacity.

We trust we will get your full cooperation so that you or your other fellow employees who are now parking will not suffer loss of their permits.

#### REQUEST FOR PUBLICATIONS

When extra copies of DOT publications (Orders, Notices, etc.) from stock are required, the number to call is 64622. This is a code-a-phone system whereby your request is recorded, the recording checked and the orders filled each evening. The recording system relieves the Publications Supply Unit from tying up one or more positions to cover telephone requests and yet the system provides for fast service. It appears, however, that many customers are calling other offices in the printing plant to place their requests. This not only disrupts the work of those who have no responsibility for this function, but frequently results in that busy individual forgetting to pass the request on to the proper person. In order to reduce this problem, and assure that you receive the proper service, no requests will be honored except those placed to the proper number: 64622.