



Southwest Seventh

DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

No. 64

November 1, 1972



CLOTHING FOR KIDS DRIVE

As of October 27, a total of 58 bags of children's clothing was contributed by DOT personnel. Until October 13, DOT was leading all Government agencies but at present the Treasury Department is first.

Since DOT is now #2, we shall have to try harder. The drive will continue through mid-November, so if you haven't already done so, put your good used clothing in one of the collection boxes on the plaza level. Let's work together and provide the necessary clothing to enable needy children to attend school.

PARKING MANAGEMENT CONTRACT OPTION RENEWED

DOT has picked up its option to extend the parking management contract with Monument Parking Company, Inc., at current rates for another year beginning November 1, 1972. It was determined that the renewal of this contract was not only our most economical option, but also that Monument's past performance is assurance that DOT employees will be best served by this action.

FIRE PREVENTION WEEK - DOT FIRE DRILLS SUCCESSFUL

On October 12, fire drills were conducted at three DOT buildings in the Washington Headquarters area. The DOT Headquarters building was evacuated and inspected within a normal 13-minute period despite the simulated blocking of two of the eight stairwells. FOB-10A was completely evacuated in 4½ minutes, which was 2 minutes better than last year's drill. The Alexandria Record Center, which houses the DOT warehouse, was evacuated in a highly acceptable 2½ minutes. Each of these drills was characterized by efficient performance on the part of wardens, and outstanding cooperation by all the occupants of the buildings. In addition to providing a reminder to all of us of the importance of fire prevention and fire safety awareness at work and at home, all participants gained valuable experience in recognizing fire alarm signals and appropriately responding to them.

Questionnaires returned by employees are proving to be most beneficial. Any comments or suggestions received will be thoroughly investigated and any corrective action necessary will be taken. Your cooperation with this survey is appreciated.

OST VACANCIES FOR PART-TIME SECRETARIAL HELP

The Office of the Secretary has need from time to time for intermittent secretarial help in various of our executive offices. We would appreciate it if you would contact any of your friends and acquaintances who may have been former secretaries in the Federal service and advise them to contact the OST Personnel Operations Division, 426-4096, if they would be interested in returning to work on an intermittent basis. We are hoping to establish a pool of people who could come in to work for from a few days to a week or two at a time on relatively short notice. Although these will be GS-6 jobs, we will attempt to match previous salaries of those secretaries who formerly held higher grade positions.

PEDESTRIAN TRAFFIC PROHIBITED ON GARAGE RAMPS

Pedestrians are prohibited from using garage ramps leading from one parking level to another. There are elevators and stairwells between levels available to pedestrians and these avenues are much safer. The pedestrian on a ramp planned for vehicle use only risks his own safety and that of others. This precaution will become even more critical when METRO contractors begin their work in the DOT Headquarters building garage with the associated construction equipment using these ramps. Please help--use the stairs or elevators when on foot!