



# Southwest Seventh

DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

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## METROBUS SERVICE DISPLAY IN DOT HEADQUARTERS BUILDING

The WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY will have a staffed information desk in the S. W. lobby of the DOT Headquarters Building from 9:00 a.m. to 4:00 p.m., Monday and Tuesday, June 10 and 11. Metrobus timetables, maps, atlases and other materials explaining Metrobus service in the S.W. employment area, including the recently expanded bus service, will be available at the desk. A Metrobus transit information operator will provide additional information or explanation about the available materials. This effort is part of the WMATA program to promote bus ridership and is in response to requests for more precise information on services available.

Employees who are unaware of the bus services near their residences may find that they have been overlooking a fast and convenient way to commute to work.

## HEADQUARTERS BUILDINGS PUBLIC ADDRESS SYSTEM

Despite a number of delays associated with material shortages, installation of a public address system in the three DOT headquarters buildings is nearing completion. The system is intended only for use in passing information rapidly to building occupants in urgent situations where time does not permit the use of normal administrative communication channels. Control consoles in each building permit announcements to be made within the respective buildings separately. Additionally, the master console in the Headquarters (Nassif) Building can be used to transmit to all three buildings simultaneously. The system has only a one-way capability and will be used only in special situations.

The final acceptance tests should be completed by the end of the fiscal year.

As many headquarters personnel are aware, the Nassif Building system underwent its first operational test on May 15 when a defective window air conditioner generated considerable smoke before it was disconnected and the possibility of a fire eliminated. The fire alarm had been sounded and building evacuation had been underway for several minutes before it was determined that the hazard had been eliminated. The public address system was used to cancel the evacuation, thereby saving many building occupants a trip to the ground level and, in the aggregate, a large number of working hours for Uncle Sam.

The system will also serve in a standby capacity if the building alarms should fail or become inoperative. Such was the case on May 29 when the Metro contractors working in the Nassif Building garage inadvertently cut the power supply to the building alarm system.

We hope that the occasions for using the new public announcing system will be restricted to non-emergency situations. However, the redundancy that the system provides affords an additional measure of security in all three headquarters buildings.

## REMINDER ON AVAILABLE HOT COPY SERVICE

Customers are reminded that low priority copy work--large or small jobs--may be left with the hot copy room attendant to be run off during slack periods as time permits. The attendant can usually estimate a time for pick-up. Use of this service for work that is not of extreme urgency can be a real savings in valuable secretarial time.