



# Southwest Seventh

## DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

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### CAR POOL ASSISTANCE

DOT employees now have an additional aid in joining or forming car pools. A computer print-out of last spring's COG/GSA survey has been obtained which shows the name, working location by building, office telephone number, working hours, and employing agency of persons working in the Southwest D.C. Area who responded to the COG/GSA questionnaire. By locating your residence on a grid map and obtaining the identifying coordinates, you can use the print-out to locate car pool prospects who live in your vicinity. It is then a matter of calling the prospects on their office phones to pursue the possibilities. The print-out and grid chart are available for use in room 9202, Headquarters Building, along with assistance in interpreting the data. Since the data is unchanged from last spring some of it is no longer accurate but it may prove useful until a new print-out is received. When a new print-out will be received is not known at this time.

Employees are reminded that the COG/GSA car pool matching program is a continuing effort. Interested persons may obtain blank questionnaires from their respective building managers' offices



and return them there for submission to GSA for inclusion in the next computer run. By the same token, employees whose information has changed should submit updated information and mark the questionnaire "revised" or "changed." Persons who retire or leave the area should submit a questionnaire so indicating. Participation in the program is strictly voluntary. It has no connection with the issuance of parking permits to DOT personnel except as it may assist in providing eligibility under the DOT parking permit regulations for the issuance of a permit.

#### SO YOU WANT TO MAKE A VU-GRAPH

If you want to make your own vu-graph transparency for use on an overhead projector, here's all you have to do. First, prepare your copy using an image area of  $9\frac{1}{2}$ " x  $7\frac{1}{2}$ " on a sheet of  $8\frac{1}{2}$ " x 11" white bond paper and take it to your nearest Hot Copy Facility. The facility attendant (key operator) will assist you in reproducing the transparency to meet your requirements. Vu-graph mounts are available at the GSA store. If your requirements are for vu-graphs of a professional quality, they can still be produced by the Graphics Branch, TAD-486, by submitting Form DOT 1710.2.

#### STAIRWELL BARRIERS IN DOT HEADQUARTERS BUILDINGS

The stairwell barriers in each of the headquarters buildings are designed to prevent unauthorized personnel from entering or leaving the buildings during security hours and at other times when added security precautions are required.

The barriers are electronically controlled and have built-in safety features which insure that they will open automatically whenever a fire alarm box is pulled or there is a power failure in the buildings. As an additional safeguard, the barriers can be opened remotely from the Federal Protective Services Offices in each of the headquarters buildings. Signs are also posted on each barrier indicating the time when the barriers are in a closed condition.

In the DOT Headquarters Building the barriers are situated in each of the eight (8) stairwells between the 2nd floor and plaza level. In the Trans Point Building the barriers are placed between the mezzanine and 1st floor level. (NOTE: The "V" Street and 1st Street entrances are also included in the "fail-safe" control system.) In FOB-10A the outer stairwell doors (nos. 1, 4, 5, and 8) located at the ground level are equipped with a similar electric control system.