



Southwest Seventh

DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

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SPRING CLEANING CAMPAIGN IN DOT BUILDINGS

Any casual observation of the DOT Washington Headquarters Buildings will disclose accumulations of useless materials occupying valuable office space. Excess files, heaps of paper and publications on file cabinets and credenzas, obsolete reports, printouts, maps, charts, etc., are not only unsightly, but in total represent an expensive misuse of space. There are also numerous signs, notices, advertisements and posters taped to walls and doors in spite of published DOT policy to the contrary (DOT Order 1730.7). A spring cleaning campaign is called for to invite attention to the situation and to enlist everyone's help in improving it.

Each administration is being requested to designate responsible people at all echelons to coordinate the program and assist individuals in disposing of trash and surplus material. All employees are urged to clear out unneeded materials. The designated personnel will be able to offer or obtain advice on purging files and disposing of surplus accountable property.

On May 9, each office is expected to place all excess materials in the main corridors along the wall outside the offices. Special arrangements are being made for continuous trash removal on May 9

and to continue as long as necessary to remove all material set out in the corridors. Records management/disposal officers should be consulted about purging records. No actual transfer of records should be done during the cleanup period because of the possibility of confusion with trash disposal. Surplus accountable property should be reported to the responsible property management officer for disposal.

So, look around you! Are there papers, files, publications, or office equipment you never use? Are there cartoons, ads, or other material taped to walls or doors in your area? Let's all join in on the spring cleaning that will culminate on May 9 and make our offices more pleasant and attractive places to work.



Spring Cleaning '78

NEW DOT PARKING PERMITS

May 1 is the deadline for submitting an application for a new DOT parking permit. On June 1, all of the current permits will be void and only those with updated permits will be allowed to park in DOT garage facilities. DOT Order 1700.19C and DOT Notice 1700.30 give the details on the new parking policy. Also, see Southwest Seventh No. 173, dated March 20, 1978.

No permit applications submitted after the May 1 deadline will be processed until after the initial distribution of the new permits has been completed. No new permits will be issued to anyone whose parking fees are in arrears, nor will employees having delinquent accounts be counted as regular car pool members on new applications.