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X
sent

9/21/01

To: Elizabeth Perry, Dir. Energy Services
EDC - 110 Marden Lane office
FAX (212) 509-7544
TEL (212) 509-7549/7486/7537

From: Rose Marabetti (718) 595-4541
Karen Ellis (718) 595-4394
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Elizabeth -

We are getting many calls about entry to buildings by owners + contractors.

Please review the draft + let us know ASAP whether these procedures are okay with EDC.

We don't plan to hand out, but to use for internal use for DEP + USEPA.

Please call/fax back today.
Thank you, Rose

cc: m. Glickman

September 21, 2001

DRAFT

PROCEDURES FOR BUILDING OWNERS, CONTRACTORS AND CLEAN-UP CREWS TO OBTAIN ACCESS TO BUILDINGS NEAR THE WORLD TRADE CENTER DISASTER SITE

Building owners, contractors, crew chiefs and all staff needing to obtain access to buildings for assessment or clean-up must report first to 110 Maiden Lane/80 Pine Street for check-in with the NYC Economic Development Corporation (EDC) and must be prepared to show the following:

- 1) An official work order or request on company letterhead with the name, address and telephone number of the company
- 2) A list of the names of all employees who will be working in the building.
- 3) Each employee who will be working in the building must show identification with picture (e.g., work ID, passport, driver's license, other ID with picture)