



**DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
DIVISION OF REAL ESTATE SERVICES**

MUNICIPAL BUILDING, - Room 2002S
NEW YORK, N.Y. 10007
(212) 669-8086 Fax (212) 669-3640

WILLIAM J. DIAMOND
Commissioner

LORI FIERSTEIN
Acting Deputy Commissioner

Letter of Transmittal

TO: J. ALIOTA
SHC

Date: NOV. 04, 1997
RE: MEM
PROJ#: 96-1346

We are sending you the following:

☐ Prints	☐ Letter	☐ Memorandum	☐ Scopes
☐ Shop Drawings	☐ Comments	☒ <u>STANDARDS</u>	

DESCRIPTION:

(1) COPY EACH OF THE FOLLOWING DOCS:
- STD. LEYEND & SYMBOLS (DATED JULY 91)
- SPACE STANDARDS MANUAL (DATED JULY 91)
- GUIDE FOR DESIGN CONSULTANT (REV. OCT. 1996)

REMARKS:

The Above are:

☒ As per your request	☐ Disapproved	☐ For approval
☒ For your info	☐ Approved	☐ For distribution
☐ Your comment	☐ Recommendation	☐ Per telephone conversation
☐ Immediate action	☐ Correction	☐

TRANSMITTED VIA ☐ Mail ☐ Mess. ☒ BY HAND

COPIES TO:

 Phone No. 212-669-8087
 Sig. J. DOMINGUEZ
 Title ASST DIRECTOR

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