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SWANKE HAYDEN CONNELL

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URGENT!

Memorandum

To: Juan Mejia
CC: John Hughes, Mike Pisano
From: Sal Lifrieri
Date: 12/14/98
Re: Changes to Security System for 7 WTC

As per my conversation with Mr. Hauer on the Friday, December 12, 1998, the following changes to the security system are necessary and need to be made effective immediately.

The changes are as follows:

- All card readers are to be prox readers with PIN Numbers.
- Room # 23-30 and 23-33 Get prox card reader with PIN
- Room 23-49 and 23-50 Get prox card with PIN
- Room 23-49 and 23-50 get Motion sensor
- Room 23-25 gets card reader with Pin and Motion

- Installation of (3) video cameras for executive hallway
- Install second VCR in room 23-18
- Upgrade video switching unit to handle additional cameras.

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