

AUG 11 1997

Jefferson

Memorandum

Date: August 8, 1997

To: Josep Dominguez DRES
Jerome McCarty OEM

From: S. Lee Wright (W) IA/Jefferson

cc: Jerome Hauer OEM
Michael Byrne OEM
Kevin Danehy CBC/Madison
Rosemary Viso CBC/Madison
Vinicius Castagnola DRES
Richard Ramos DRES
~~Jeff Kondrat~~ DRES

Subject: Mayor's Office of Emergency Management (OEM)
Project: 96-1346
PROGRAM DRAFT

Please review the attached DRAFT P&E forms which are based upon the information provided by the agency thus far and certain basic assumptions. All "assumptions" are clarified on the program package and need to be reviewed and confirmed as accurate by the agency and DRES.

We would appreciate any comments prior to our meeting on Monday August 18, 1997 so we may adjust the forms accordingly for the meeting. We are looking forward to having all parties at the meeting so we can finalize the program. It is our understanding that we are looking to complete the program as quickly as possible following this meeting so all assistance in advance would be appreciated.

The following is the carpetable square footages and the known available space on the 23rd floor, the difference is quantified so the agency may begin to look at the required deductions to the program items on the 23rd floor.

Space Allocation Analysis:

23rd Floor

Carpetable Square Footage for <i>Office Staff</i> :	7,074	CSF
Carpetable Square Footage for <i>Office Support</i> :	2,041	CSF
Carpetable Square Footage for <i>Technology Space</i> :	22,954	CSF
Carpetable Square Footage for the <i>UPS</i> :	333	CSF
Carpetable Square Footage for the <i>A/C Unit</i> :	2,666	CSF

SUB TOTAL REQUIRED FOR 23RD FLOOR	35,068	CSF
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*Carpetable Square Footage Available on the 23 rd floor:	32,339	CSF
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*(Floor carpetable being revised to deduct additional corridor space)

ESTIMATED REDUCTION IN 23RD FLOOR REQUIREMENTS:	3,000	CSF
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The other program requirements include the following items and are further quantified in the P&E forms::

7th Floor

Carpetable Square Footage for *Generator System*: 533 CSF

Roof Top Space

Carpetable Square Footages for *Antennas and Satellite Dishes*: 1,000 CSF

I am available at (212) 207-6151 if you should have any immediate questions or concerns.

Thank-you.