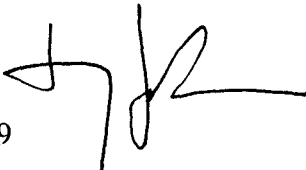




The City of New York
Office of the Mayor
OFFICE OF EMERGENCY MANAGEMENT
7 World Trade Center, 23rd Floor
New York, NY 10048

MEMORANDUM

TO: Glen Pemento
FROM: Henry Jackson 
DATE: August 19, 1999
SUBJECT: Electrical work in EOC Press Room

As we discussed, I am requesting approval for an electrical job that we need undertaken in the EOC.

The job is related to the Press Room lighting. We need to have another piece of kindorf installed, a quad box made available to plug the lights in above the drop ceiling and have wiring installed in the EOC to accommodate another set of lights that need to be controlled by a dimmer switch. Matt Furman will be you contact for more details on the exact specifications for the job. Once this request is approved, the contractor can call Matt to get a walk through on what needs to be completed.

If you have any questions, you can reach me at 212-676-2742 or Matt Furman at 212-442-2031. I thank you for your efforts on behalf of the Mayor's Office of Emergency Management.

C: Matt Furman