



MAYOR'S OFFICE OF EMERGENCY MANAGEMENT

7 World Trade Center, 23rd Floor New York, N.Y. 10048

To: Glenn Pymonto
Director of Space and Design, DCAS

From: Raymond M. Lynch
OEM Facilities Manager

Date: January 17, 2000

SUBJECT: Additional Work Request

Dear Glenn,

As discussed prior to the Y2K EOC activation at OEM I had requested that Ambassador Const. install some additional electrical work on the 23rd floor.

- 1) Install one, two circuit quad outlet in the kitchen for two 1500 amp coffee makers.
- 2) Install one quad outlet in the main elevator lobby, computer for activation registrations.
- 3) Install one single outlet for broadcast camera in press room.

Thank you for your assistance in this matter.

If you need additional information pertaining to this request, please do not hesitate to call me at 917-417-6687.

Sincerely,

A handwritten signature in black ink, reading "Raymond M. Lynch".

Raymond M. Lynch
OEM Facility Manager

Cc: Jack Trabit