

DEM

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Nov 5 '99

7:07

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**MAYOR'S OFFICE OF EMERGENCY MANAGEMENT**7 World Trade Center, 23rd Floor New York, N.Y. 10048

To: Glenn Pymonto
Assistant Director of Space and Design, DCAS

From: Raymond M. Lynch
OEM Facilities Manager

Date: November 03, 1999

SUBJECT: Additional Work Request

1) Bunkrooms

Request for the doors in the bunkroom area get connected to the class E fire alarm system. Presently the doors are not connected. In order to get out of the bunkroom, you must press the red button to release the magnetic locks. This makes it extremely difficult to get out of this area in a fire situation with a smoke condition.

2) Wireless microphones

EOC Programming - Request that existing A/V system within the EOC get reprogrammed to have the capability of utilizing three (3) wireless microphones, in addition to existing microphone program.

Press Room Programming - Request that existing A/V system within the Press Room get reprogrammed to have the capability of utilizing one (1) wireless microphone, in addition to existing microphone program.

3) Podium Microphone

Request the purchase of a Goose Neck Microphone 18" high to be installed at the podium. (see attached price quote) I sent a request directly to Lloyd Kozel.

4) Electrical Work

Mayor's Conference Table - Installation of additional eight (8) quad outlets under the conference table in conduit to except 110v power supplies for the Motorola desk radios and for the laptop computers.

done ✓

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5) Electrical Work**1st Deputy Directors office -****Installation of an additional (2) quad outlets.****One quad to the left of the doorway to joint hallway (in J. Trabitx office),****Second, same wall to the left next to the window (in J. Trabitx office).****Change single outlet to a quad outlet, (in hallway between two offices).****Add additional circuit for new outlets.****6) Electrical Work****PIU RM. - Request that electrical work be installed that is necessary to operate the installed window shades. Shades should be controlled from the front of the room.****7) Electrical Work****Press Rm. - (see attached letter from Matt Furman)****8) Audiovisual****Library -****EOC -****Press Room -****(see attached letters to Peter Stern and Mario Porto)**