

Scif Room

- 3/15 ⇒ Needs molding around door.
 ⇒ Door needs closer.
 ⇒ Switch face plate does not cover hole in wall.

Entrance to Executive Suite

- ⇒ ~~Plastic bags over exit signals need to be removed.~~
 ⇒ ~~Air conditioner in executive suite needs to be balanced.~~

Chief of Staff Office

- ⇒ ~~Hole in wall (right hand side of entrance).~~

Directors Office

- 3/15 ⇒ Door stop for closet door.
 ⇒ ~~Ceiling tile replaced in closet.~~
 ⇒ ~~Sprinkler head cover needed in closet.~~
 ⇒ ~~Electrical box cover on north wall.~~
 3/15 ⇒ Pin in door closer to prevent bathroom door from opening to far into sink.
 ⇒ ~~Covers for sprinkler heads in bathroom and bathroom closet.~~
 ⇒ ~~Sprinkler cover in coffee pantry.~~
 ⇒ ~~Bathroom door (inside) needs molding or caulking around frame.~~

First Deputy Director's Office

- ⇒ Sprinkler head does not line up with hole in ceiling Also missing cover.

Mayor's Office Suite

- ⇒ ~~Cover for sprinkler system over secretary desk~~
 ⇒ ~~Air system needs to be balanced.~~
 ⇒ Wall switch near AV room does not cover hole in wall.
 ⇒ ~~Tape over door handles and paint removed from handle.~~
 ⇒ Locks missing from secretary desk (never installed). — Furniture issue.
 3/18 ⇒ Door closer for door to Mayor's Office.
 ⇒ ~~Stop also needs to be in place.~~
 ⇒ ~~Sprinkler head not lined up with hole in ceiling in closet in Mayor's bathroom.~~
 ⇒ ~~Light fixture (right side) missing over sink in bathroom.~~

Entrance Door to Mayoral Suite

- ⇒ Needs hole in floor for pin lock with sleeve (non-active door).

Mayor's Conference Room

- ⇒ Ceiling light is blinking.
 ⇒ Shades should be "blackout" not "solar".

Audiovisual control
 panel does not
 work

MAR-10-1999 10:24

OFFICE OF EMERGENCY MGMT

March 9, 1999

Plumbing:

- ✓ • Fix the automatic hot water dispenser (from leaking upon usage) in the cafeteria. Check to assure the unit is working properly in the Mayor's pantry. ✓

- 3/19 • ~~Complete installation of all fixtures in the ADA bathroom (adjacent to the press room) and assure the functionality of the facility.~~ Test and assure the operation of the circulator pump from the twenty-third floor to the seventh floor 11,000 gallon water storage tank. } 16th Kaback

- ✓ • Correct erratic climate control throughout the 23rd floor. ✓

Electrical:

- 3/26 • Complete the seventh floor switch gear, generator installation and operability of the emergency backup system. Test run the generators under load and test ATS (automatic transfer switches). >

- ✓ • Complete conduit work for completion of AV press feed on first floor. ← ✓

- 3/15 • Inspect and correct numerous light outages and defective ballast in the hallways and Mayor's Conference room. ?

Carpentry:

- ✓ • Install door-stops to limit the opening of doors and reduce the number of door handles penetrating the sheetrock walls.

- Install door opening and closing devices to limit the "whipping" action of doors located in the following areas:

- 3/18
1. Mayor's Suite entrance
 2. Director's Conference Room
 3. Watch Command entrance from the EOC.
 4. Room 23-17

- ✓ • Complete thirteen "Marlite panels" in the EOC. - 3/11/

- ? • Complete installation of ~~three additional~~ data faceplates in the Mayor's Conference table. Items were ordered (anticipated two to four week delivery.) -

- ✓ **Construction:** Complete the installation of the fuel line from 1st floor to 7th floor.