

MAR-10-1999 10:24

OFFICE OF EMERGENCY MGMT

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**Mayor's Office of
Emergency
Management**

Fax

To: First Deputy Commissioner,
DCAS
Iris Weinshall

From: OEM Deputy Director
John E. Hughes

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Pages: 2

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Date: 03/09/99

Re: 7 WTC Punch List

CC: OEM Director, Jerome Hauer

☒ **Urgent** ☒ **For Review** ☐ **Please Comment** ☐ **Please Reply**

Audio Visual:

- Complete installation of fiber optic press feed from the 23rd floor to the ground floor. Cover additional switch plate openings in the rear of the Press Room.
- Complete installation of two 37" TV Monitors*, ceiling mounted projection camera, controls for AV equipment and screen in the PIU (Public Information Unit). NOTE: This debacle has wandered aimlessly for eight weeks. A simple solution of AV racks on wheels would solve the problem overnight.
- Fine tune all control mechanisms in the EOC, Mayor's Conference Room and Director's Office.
- Connect and test the functionality of the audio/video teleconferencing equipment in the Mayor's Conference Room.
- Conduct training for OEM staff on 3/15/99. ~~MON~~ **MON**
- Assure the procurement of two to three hand-held wireless microphones in the EOC. ~~MON~~ **NIC**

MON 3/15
~~ER~~
~~3/12~~

Tues
3/16

→ Handle g entry door/corridor

Kitchen

⇒ ~~Halfway door in front of kitchen – lock is sticking – bolt does not release.~~

LAN Room

⇒ Gate around access node not installed.

Entrance to Executive Suite

⇒ Astragal for wood door at entrance to executive suite.

Small Conference Hallway (EOC Side)

⇒ Electric lock not working.

Freight Elevator Lobby (EOC Side)

- ⇒ ~~Door sticking and not catching.~~
- ⇒ Bottom pin not working in in-active door (hole not large enough)
- ⇒ ~~Ceiling tiles missing.~~

HVAC Room

- ✓ ⇒ ~~Doors not closing or locking.~~
- ⇒ Needs astragal. *Ex Fra*

Small Conference Hallway (Responders Side)

- ✓ ⇒ ~~Door needs door stop.~~

PIU Room

⇒ Hole in wall outside (on left side).

Lobby – Reception Area

- ⇒ Needs door stop (responder side).
- ⇒ Pass through box needs to be ~~fixed~~ and painted.
- ⇒ Fire alarm box installed.
- ⇒ Door needs stop (planner side).

Handle – fixed.

Ladies Bathroom

⇒ Door not closing.

Female Bunk Room

- ✓ ⇒ Ceiling tile missing

Male Bunk Room

- ✓ ⇒ ~~Construction debris on floor.~~
⇒ ~~Ceiling tile missing/broken.~~
⇒ ~~Bathroom needs cleaning.~~

Deputy Director's Office (McCarty)

- ⇒ ~~Ceiling tile missing.~~
⇒ ~~Needs paint touch-up.~~
⇒ Blinds are falling down.

Deputy Director's Office (Drayton)

- ⇒ Electrical plate under desk, loose.

Quartermaster (Talbert)

- ⇒ Dutch door.
⇒ Steel gate in Quartermaster office.

⇒ *Hurricane danger*
Fire Extinguishers

- ⇒ Glass in fire extinguisher cabinets

EOC

- ⇒ ~~Leak Detection System installed behind hurricane wall.~~
⇒ ~~2nd coat of waterproofing.~~
⇒ ~~2 hurricane dampers need to be re-installed.~~
⇒ ~~Marlite panels (13) missing.~~
⇒ ~~Ceiling tile missing.~~
⇒ Duct work needs caulking.
⇒ Shades should be "blackout" not "solar".

Cooling Towers

- 3/18 ⇒ Hook-up chemical systems to cooling towers -- both need to be done.

Security System

- ⇒ UPS system for security system.

Keys

- ⇒ Copies of keys for hurricane access doors