

MAR-10-1999 10:24

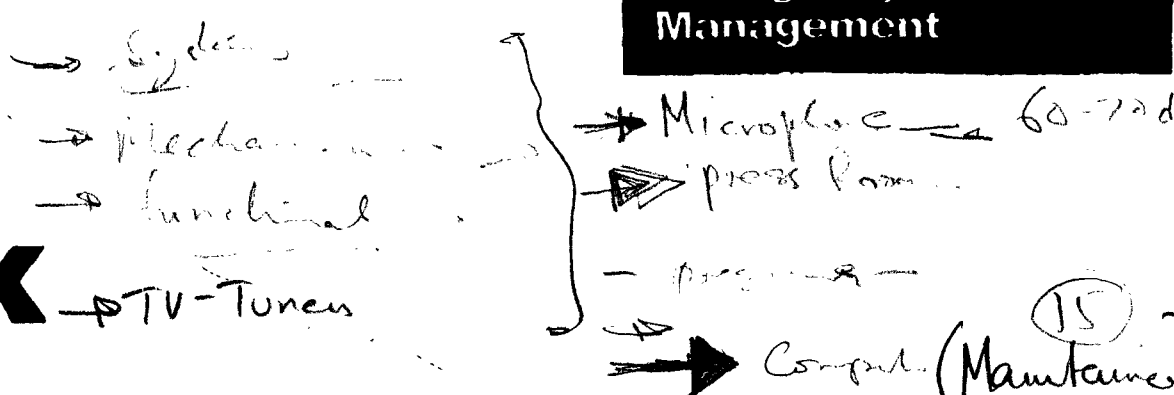
OFFICE OF EMERGENCY_MGMT

1 212 442 8885 P.02/06

7 WTC, 23rd floor
phone (212) 442-2044
fax (212) 442-8885

Mayor's Office of
Emergency
Management

Fax



To: First Deputy Commissioner,
DCAS
Iris Weinshall

From: OEM Deputy Director
John E. Hughes

11 input

3-P.D

Fax: (212) 669-3066

Pages: 2

Phone: (212) 669-7771

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 A/V equipment and screen in the PIU (Public Information Unit).
NOTE: This debacle has wandered aimlessly for eight weeks. A simple solution of A/V 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.
- Assure the procurement of two to three hand-held wireless microphones in the EOC.

MON 3/15
ER
3/15

3/21

Tues
3/16

MON 3/15

NIC

Handing out to dox/Comet

Mayor's Conf Room

TI-Sal

MAR-10-1999 10:24

OFFICE OF EMERGENCY MGMT

1 212 442 8885 P.03/06

March 9, 1999

Plumbing:

- 3/19 ✓
- ✓ 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. Kabau
 - ✓ 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 A/V 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:

- 3/18 ✓
- ✓ 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:
 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.

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

- ⇒ ~~Note 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

- 3/18 ⇒ ~~Gover 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.
 ⇒ 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

Kitchen

⇒ ~~Hallway door in front of kitchen - lock is sticking - bolt does not release.~~

LAN Room

3/21 ⇒ Gate around access node not installed.

Entrance to Executive Suite

⇒ Astragal for wood door at entrance to executive suite. EXTRA [cannot be done]

Small Conference Hallway (EOC Side)

3/21 ⇒ 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. EXTRA

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). EXTRA USE CLOSER
- ⇒ Pass through box needs to be fixed and painted.
- ⇒ Fire alarm box installed.
- ⇒ Door needs stop (planner side). EXTRA USE CLOSER

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. *NIC*

⇒ Steel gate in Quartermaster office. *NIC*

⇒ Hurricane dampers *EXTRA*

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". *BEING INVESTIGATED*

Cooling Towers

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

Security System

⇒ UPS system for security system. *EXTRA*

Keys

⇒ Copies of keys for hurricane access doors. *WILL BE GIVEN*