

MAR 18 '99 11:39 FR AMBASSADOR CONSTR. C0212 949 9762 TO 6693640
 10-24 OFFICE OF EMERGENCY MGMT

P.02/06

1 212 442 8885 P.02/06

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

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 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. 3-4 Days into next week.
- Connect and test the functionality of the audio/video teleconferencing equipment in the Mayor's Conference Room. Complete
- Conduct training for OEM staff on 3/15/99. -ACE- 10:00 to 1:00 p.m.
- Assure the procurement of two to three hand-held wireless microphones in the EOC. NOT AMBASSADOR

BRUNNEN

*SWANKE
 to RESUME*

*ORDERED 2
 STANDS -
 waiting for
 DATE*

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MAR-10-1999 10:24

OFFICE OF EMERGENCY MGMT

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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. **Complete**

3-16-99

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. **Complete**

Fixed

- Correct erratic climate control throughout the 23rd floor. **Complete**

Electrical:

- 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). **WIRING ISSUE- BEING RESOLVED -**
- Complete conduit work for completion of AV press feed on first floor.
- Inspect and correct numerous light outages and defective ballast in the hallways and Mayor's Conference room. **Complete**

Carpentry:

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

↓
**NOT COMPLETE-
WORKING ON IT**

2-11-99

- Complete thirteen "Marlite panels" in the EOC. — **DONE**
- Complete installation of three additional data faceplates in the Mayor's Conference table. Items were ordered (anticipated two to four week delivery.) **O.K.**

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

Pricing

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Scif Room

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

} DONE

Entrance to Executive Suite

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

Chief of Staff Office

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

Directors Office

- ⇒ Door stop for closet door. - MONDAY 3/22/99
- ⇒ Ceiling tile replaced in closet. DONE
- ⇒ Sprinkler head cover needed in closet. DONE
- ⇒ Electrical box cover on north wall. DONE
- ⇒ Pin in door closer to prevent bathroom door from opening to far into sink. MONDAY-
- ⇒ Covers for sprinkler heads in bathroom and bathroom closet. DONE
- ⇒ Sprinkler cover in coffee pantry. DONE
- ⇒ Bathroom door (inside) needs molding or caulking around frame. DONE

First Deputy Director's Office

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

Mayor's Office Suite

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

Entrance Door to Mayoral Suite

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

Mayor's Conference Room

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

Audiovisual control
 panel does not
 work

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Kitchen

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

LAN Room

⇒ Gate around access node not installed. - **NOT Done**

Entrance to Executive Suite

⇒ Astragal for wood door at entrance to executive suite. **EXTRA**

Small Conference Hallway (EOC Side)

⇒ Electric lock not working. **SAMUELS - Done**

Freight Elevator Lobby (EOC Side)

⇒ Door sticking and not catching. **Done**

⇒ Bottom pin not working in in-active door (hole not large enough). **Done**

⇒ Ceiling tiles missing. **Done**

HVAC Room

⇒ Doors not closing or locking. **Done**

⇒ Needs astragal. - **EXTRA - NEED PRICE**

Small Conference Hallway (Responders Side)

⇒ Door needs door stop. **Done**

PIU Room

⇒ Hole in wall outside (on left side). **Monday 3/22/99**

Lobby - Reception Area

⇒ Needs door stop (responder side). **Monday**

⇒ Pass through box needs to be fixed and painted. - **Painting today - all else done**

⇒ Fire alarm box installed. **MON OR TUES.**

⇒ Door needs stop (planner side). **Monday**

Ladies Bathroom

⇒ Door not closing. - **More Toilet - Jack will look at & see if he can fix. IF NOT Building must do.**

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MR-10-1999 10:25

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Female Bunk Room

⇒ Ceiling tile missing. **Done**

Male Bunk Room

⇒ Construction debris on floor. } **Done**
 ⇒ Ceiling tile missing/broken. }
 ⇒ Bathroom needs cleaning. }

Deputy Director's Office (McCarty)

⇒ Ceiling tile missing/ **Done**
 ⇒ Needs paint touch-up. **Done**
 ⇒ Blinds are falling down. **Done**

Deputy Director's Office (Drayton)

⇒ Electrical plate under desk, loose. **Done**

Quartermaster (Talbert)

⇒ Dutch door. **EXTRA**
 ⇒ Steel gate in Quartermaster office. - NOT DOING - LEAVE ALONE AS PERGLEN

Fire Extinguishers

⇒ Glass in fire extinguisher cabinets. **Complete**

EOC

⇒ Leak Detection System installed behind hurricane wall. - **WATERPROOFING MONDAY**
 ⇒ 2nd coat of waterproofing. **Monday - TO BE DONE**
 ⇒ 2 hurricane dampers need to be re-installed. **Done**
 ⇒ Marlite panels (13) missing. **Done**
 ⇒ Ceiling tile missing. **Done**
 ⇒ Duct work needs caulking. **Done**
 ⇒ Shades should be "blackout" not "solar". - **EXTRA**

Cooling Towers

⇒ Hook-up chemical systems to cooling towers - both need to be done. - **WIRING ISSUES**

Security System

⇒ UPS system for security system. - **PRICED by SAMUELS - to be submitted**

Keys

⇒ Copies of keys for hurricane access doors. **Done**