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JESSICA S. WILLIAMS
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April 9, 2002

VIA FEDERAL EXPRESS

Records Access Officer
Department of Citywide Administrative Service - Division of Real Estate Service
Municipal Building, Room 20535
New York, New York 10007

Re: 7 World Trade Center, Manhattan
Freedom of Information Request

Dear Records Access Officer:

Please treat this letter as a formal request that the Department of Citywide Administrative Service - Division of Real Estate Service ("DRES") provide me with copies of any and all documents referenced below:

1. All correspondence to and/or from DRES, the New York City Fire Department, the Port Authority of New York and New Jersey (the "Port Authority"), and/or Silverstein Properties, Inc. ("Silverstein") concerning the 7 World Trade Center. This would include letters and/or memoranda to/by or from the Fire Department concerning hazards or conditions in raised fuel tanks.
2. All memoranda between DRES, the New York City Fire Department, the Port Authority, and/or Silverstein regarding compliance with codes.
3. All documents that reflect or describe the response to or any action taken because of the attached April 20, 1998 architectural and engineering comments from Executive Director of Space Design Richard J. Ramos (Attachment A), as well as to all earlier architectural and engineering comments from DRES regarding the Mayor's Office of Emergency Management.

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Records Access Officer
 April 9, 2002
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4. All earlier architectural and engineering comments from DRES regarding the Mayor's Office of Emergency Management.
5. The Final Plans submitted by Silverstein for the Mayor's Office of Emergency Management.
7. A copy of all Port Authority Construction Standards Quality Assurance audits of the Mayors Office of Emergency Management project TAA 987134.
8. A set of "as-built" drawings that reflect remodeling and tenant build outs done to the building since its completion.
9. Permits that may have been issued or obtained for the build outs or remodeling work, including every permit to occupy (or similar authorization), for each tenant space in 7 World Trade Center having access to a fuel storage tank for a generator.
10. Fuel storage permits that were issued for the building and/or any tenants, as well as any other permits for the storage of hazardous liquids in the building.
11. All documents and drawings containing information on the location of every electrical generator, day tank, fuel pump, fuel piping, fuel transfer points and fuel storage tank located in the 7 World Trade Center.
12. All memoranda, comments, and correspondence between the Port Authority, DRES and/or Silverstein and the architects, and/or engineers working on the Mayor's Office of Emergency Management referencing in anyway the installation of any electrical generator, day tank, fuel pump, fuel piping, fuel transfer points and/or fuel storage tank.
13. A set of "as-built" drawings of 7 World Trade Center's sprinkler system, and any modifications that may have been made to that system.
14. A copy of the lease, including any subsequent amendments or changes, between the Port Authority and Consolidated Edison relating to the substation in 7 World Trade Center, which was in effect on September 11, 2001.
15. All documents referencing the storage of any potentially dangerous materials in 7 World Trade Center, including without limitation any explosives, missiles or incendiary devices.

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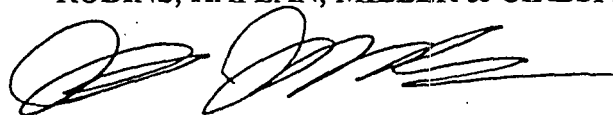
Records Access Officer
April 9, 2002
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I appreciate your attention to this request. I agree to pay all reasonable reproduction charges. If you have any questions or want to discuss this request, please do not hesitate to call me at 612-349-8469. Please also note that my facsimile number is 612-339-4181.

Thank you.

Sincerely,

ROBINS, KAPLAN, MILLER & CIRESI L.L.P.

A handwritten signature in black ink, appearing to read 'J. Williams', with a long horizontal flourish extending to the right.

Jessica S. Williams

JSW/sy
Enclosures

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C. Chu
W. Wescm



DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICE
DIVISION OF REAL ESTATE SERVICE

MUNICIPAL BUILDING Room 2053S
NEW YORK, N.Y. 10007
(212) 669-3445 Fax (212) 669-2666

WILLIAM J. DIAMOND
Commissioner

LOUI FIERSTEIN
Deputy Commissioner

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

April 20, 1998

Catherine T. Giliberti
Silverstein Properties, Inc.
120 Broadway, 36th floor
New York, New York 10271

Re: Mayor's Office of Emergency Management
7 World Trade Center
7th & 23rd floors
New York, New York
Project # 96-1346

Dear Ms. Giliberti:

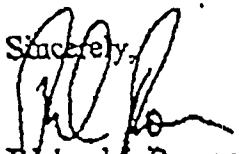
Our office has completed its review of the Final Plans submitted by your consultant Swanke Hayden Connell Architects, received by DRES on April 7, 1998.

Attached is (1) set of architectural and engineering comments. Please have your consultant revise the Final Plans to comply with our comments.

As per the Lease for the referenced site, the Final Plans must be revised and resubmitted within ten (10) business days (May 4, 1998).

Should you have any questions, please do not hesitate to call Josep Dominguez at 212-669-8087.

Sincerely,


Richard J. Ramos
Executive Director of Space Design/DRES

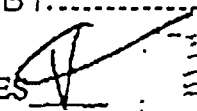
Attachment

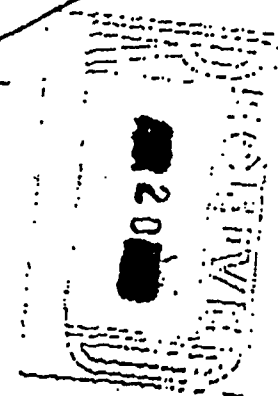
c: J. Kondrat, DRES
J. Dominguez, DRES 
J. Allotta, SHCA

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V. Castagnola, DRES
G. Pymonto, DRES
J. Haver, MOEM

RECEIVED
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BY: 



Attachment A

April 20, 1998

Mayor's Office of Emergency Management
 7 World Trade Center
 Manhattan
 Project # 96-1346

Review of Final Plans
Architectural Issues

DRAWING	COMMENT
A-EG-23	- Maximum travel distance 300 ft. Could 2 nd egress from PIU be through the elevator lobby? It would require change in doors.
A-1-1	- How the F.O. tank can be rigged into place? - There is no room around tank for piping connection, inspections, etc. - How can light fixtures be reached for maintenance?
A-7-1	- Is it permitted to open the double doors into the exit corridor? - Detail of door and curb at mechanical rooms. - Correspondence between door # and door type. (general). - Are we having any heating or A/C at these rooms? - If type 2 partition is for mechanical rooms (2 hr.), why do we have type 3 here?
A-23-1	- Mechanical rooms should have type 2 partitions (see dwg. D-O). Why do we have 4 hr. rated ones? - Why do we have a base under file cabinets? (Detail 15/D-9). - Why do we have so many partitions type 2 in other than mechanical rooms? This is a fully sprinklered floor. - Why not every wall at room 23-10 is sound and EMI resistant? Type 12. - Why not every wall at Mayor's Conference room is bullet resistant? - Lounge and repro rooms should have type 1A partition. - It was requested some kind of wall treatment for the long corridor at North side. - Is the pre-action equipment in an enclosed room?

- 2 -

A-23-2	- Soffit details need dimensions. - Ceiling tiles at bunk bathrooms should be water resistant. - Room 23-15 should have a combination of 2' x 4' fixtures and down light.
A-23-5	- Why do we have broadloom carpet at offices if it is the same carpet than tiles? - Maybe we should have another type of carpet for rooms 23-04; 23-07; 23-10; and 23-15. - Shouldn't the Mayor's elevator lobby have a better rubber floor? Maybe a pattern?
A-48-1	- Detail 9. No dimension for concrete base. - Room dimensions? - No steps at the door? Curb is 1' - 3" min. plus flushing. - Antenna dishes should be located.
BFI	- To show stations at the podium. - All furniture shall be identified, regardless of the vendor (i.e. chairs, desks, beds, couches, etc.). - Mayor's office should have the best furniture in this project, not this standard station. This was requested at Design Development.
D-O	- Doors for mechanical rooms and radio room?
E1-01	- Oil tank room. It says: See part plan below, where is it? - Suction pumps to be installed above the flooding water table. Do you have this information?
S-1	- Fuel Oil tank is located between column line 70 & 73, not between 64 & 67 as shown on this drawing. - Platforms are going to be required for water pump and F.O. pumps.
S-3	- Movable partition. Beam is W8 x 31; but detail 1 says W18 x 31.

- 3 -

S-5	- F.O. tank. There is no room to walk around the tank, craddles obstruct the passage. - Detail for antenna dishes support?	
AV	- Do we have all the equipment clearly identified, and who shall supply if more than one vendor?	
Furniture Manifest List	- It shall be provided for all vendors, and with the City prices, not list prices.	
TC-103-B	- Drawing shows dog houses in raised flooring. Outlets shall be flush mounted (port door). - Which is the purpose of the (20) telephone jacks and (12) quad dog houses at the center of the EOC room? Dog houses could be a hazard. - Why H-M stations have (5) duplexes at open office 23-41? - Where power entries come from for the above? - What the thick black line means?	

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Dep't Citywide Administrative Services General Design Review Comments

To: Glenn Pymonto
Contract Number:

Sheet 1 of 3
Consultant: Consentini Ass.

Description: Mayor's Office Of Emergency Management 100 % Submittal

Reviewer: JOSEPH MENASCE, PE Title Mechanical Engineer. Date: 4/17/98

A: Incorporated
B: Not Incorporated (see explanation)
C: Clarification Required

Comment No.	DWG. No./SPEC. PG.	COMMENTS
		HVAC
1	A-1-1	Please verify that the 6000 gal tank can be brought inside the building, rigged in place, that there is enough room for the welder to work, that it is in compliance with NYC code section 27-829 which requires a 15" clearance all around tank and that it is in compliance with NYS code, Subchapter B, part 1002.
2	A-1-1	Note #1: Water line is shown on the plumbing drawing.
3	M1.01	1. What protection is provided against fill pump cavitation in the illustrated fuel oil diagram? 2. Specify the size of the day tank on the drawings or in section 15190. Specify the make and model of the circulating pump for the generators. 3. Shouldn't the vent line for the new emergency fuel tank be higher than the tank? 4. Shouldn't the fuel oil return from the day tank be drained to the new storage tank?
4	M1.07	Verify with the Generator manufacturer the required opening to air cool the units?
5	M-1.23	1. Are the Air Handlers in the building serving the 23rd floor on emergency generators as well? 2. Specify the make, model and size of the cooling towers. 3. Clarify in the schematic diagram the location of the backflow preventers to supply make up water to the cooling towers. 4. Verify the need to have exhaust fans for the other conference rooms, like the one facing Versey Street. 5. Clarify the need to provide fresh air intake to AC-4 & 5. Describe how to achieve free cooling.

HPR-24-1998 10:22

Emergency Management Final Submittal

6	M-4.01	- Please correct the cooling loads' typographical error for AC-1 thru 3. - Complete ventilation index. - Will the motor for the exhaust fan EF-5 need to be explosion proof?
7	Section 15110	Paragraph 1.4: Identify shut off valves V1 thru 4 on the drawings. Where the butterfly and check valves are being used?
8	Section 15120	Paragraph 1.4: The abbreviation of fusible link dampers (FLD) do not correlate with drawings (ALD).
9	Section 15150	- Verify paragraph 1.1 item F. - Edit paragraph 1.2 item A.
		Fire protection
1	FP1.01	Please verify the need to provide fire protection for the 6000 Gal Fuel Oil Tank in accordance with NYS code, Subchapter B, Part 1002.7.
2	FP2.07	Verify the need to provide thermal detectors in the emergency diesel generators room to close off the Fresh Air Intake and exhaust in case of fire.
3	FP3.23	- Is there a need for a preaction sprinkler system for the A/V room? - Verify the need to provide sprinklers head in the electrical closet adjacent to elevator shaft PE-18 and stairway. This room contains a 112.5KVA transformer. - Verify the distances between sprinklers in the Mechanical Room and the watch command areas. - Verify the need of the inspector's test connection at the end of the sprinkler system. - Show the drain lines for the preaction systems.
4		What measure of fire protection is provided for the radio room on the roof?
		PLUMBING
1	P2.07 & P3.23	What provision is made to minimize disruption to tenants when the cold water riser will be installed or when the drain lines will be run below their suspended ceilings.
2	P3.23	Indicate the location of the backflow preventer for the two cooling towers.
3	Section 15445	Where do you use a submersible pump? If that is the sump pump for the tank room what size reservoir is required.
		Electrical
1	General	- Indicate the motor horsepower for each motor symbol. - Are meters required? - Complete the riser diagram: indicate the loads being served from each panel and the size of the breakers. - Indicate the transformers' type of connection and voltages as well as their primary switches and fuses. - Can the oil fill pump, the water tank fill pump and the exhaust fan EF-5 on the 1st floor, be activated from the dual electric power supply. - Show the automatic power transfer distribution to the existing pneumatics controls and to the Air Handling unit serving the 23rd floor. - Show circuit breakers panel schedule.

PER-24-1990 10.23

Emergency Management Final Submittal

		Structural	
1	S-1	Correct the location of the oil storage tank and the slab opening: it should be between columns 70, 71, 73 & 74.	
2	S-2	Correct Cad drafting error: Some elements are on a different levels and got turned off prior to printing. The supports for the 11,000 gal tank does not correlate to the section view on the plumbing drawing. I feel that additional steel might be required to support the tank.	
3	S-3	Drawing depict water storage between columns 33, 35 & 44 & 43. Coordinate with other discipline if that is needed (i.e. a floor drain to be added, the door is to be relocated...) Section I, between columns 59, 60, 63 & 54, is not cross referenced properly to drawing S-5. Verify the size of beam.	