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Director

The City of New York
Office of the Mayor
OFFICE OF EMERGENCY MANAGEMENT
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To: Glen Pymonto DCAS

From: John E. Hughes OEM Project Manager

Subject: 7 WTC Change Orders

Date: November 4, 1998

The following changes effect the construction of the 7 WTC Project. They include:

- **Eliminate** the request from October 27 re: Commissioner's Suite (23-13)- - a "call button" for the freight and passenger elevators and an intercom to the main entrance reception area and Mayor's conference room at the receptionist's desk.
- **Eliminate** the request from October 27 re: Main Reception and Elevator Lobby - - provide a phone and/or intercom system to the receptionist's desk from the hallway. Maintain a line of sight for the receptionist.

Bob Melaniff of DoITT advises that the phones include an internal intercom system. The plans also call for a phone to be installed in the elevator lobby, within the line of sight of the receptionist.

- The seventh floor generator room of the 7 WTC Project has a vacant area that OEM would like to utilize as a storage room. I visited the site Monday morning with OEM Director Jerome Hauer and Jack Klein of Ambassador. Mr. Hauer wants the area

converted into a storage room with an "encryption door and jamb assembly." (We could utilize the door and jamb that we eliminated from the rear of the cafeteria.)

I spoke to Juan Mejia Tuesday morning and he informed me the area is an air intake space for the generators. The area is adjacent to the water storage room and abuts the south wall of the building (Vesey Street side). Please consult and advise as soon as possible.

- The official OEM Logo must be manufactured into emblems to be placed on the podiums located in the EOC and Press Rooms. The main entrance doors and/or hallway should also have the emblem. (See enclosed hardcopy and zip disk.)
- Move the television in the cafeteria to the right of its previous installation point. (Place it above the eliminated doorway.)
- Clarifications:
 1. The original plans called for two main entrance lobby elevators to be tied into our emergency generators on the seventh floor. Has that been done?
 2. Are there HEPA filters installed in the HVAC system and backup HVAC system?
- Provide OEM with information re: DCAS's capacity as a moving agent for our files, office equipment and incidentals. We plan to pack up the week of December 21st and physically move on Monday, December 28, 1998. **This date is firm!**

