

Oct 28 '98 13:39 P.01/02

	MAYOR'S OFFICE OF EMERGENCY MANAGEMENT TELEFAX TRANSMISSION 100 Church Street New York, NY 10007 Voice: 212-374-5500 Fax: 212-442-8890
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To: Glen RymantoFrom: John E HughesDate: 10/28/98Subject: 7 WTC ISSUES

Comments: _____



Jerome M. Hauer
Director

The City of New York
Office of the Mayor
OFFICE OF EMERGENCY MANAGEMENT
100 Church Street - 20th Floor
New York, NY 10007

To: Glen Pymeto DCAS
From: John E. Hughes *JEH* OEM Project Manager
Subject: Security System Parameters
Date: October 28, 1998

The following security items were discussed at the October 27th meeting at 7 WTC. OEM's security personnel request the following be adhered to re: installation of key and locking devices:

- No locks to be keyed into Building Master Key System.
- Floor Master Key to be issued to OEM and distributed at a later date at OEM's discretion.
- All doors (requiring locks) to be secured with construction locks prior to OEM occupancy.
- Immediately prior to occupancy, all designated lock-sets are to be installed with OEM security personnel present.

cc: J. Trabitza
S. Lifrieri