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Date: Jan 7, 1999

From: Peter J Stern

Pages: 3 (including this page)

Re: Mayor's Office of Emergency Management

SMW Job Number 5149

In conversations with both Ace AV and yourself, I understand that the lighting in the Mayor's Conference Room is changing configuration because of time restrictions. This room is the prime room for video teleconference origination.

On January 13th of last year (1998), we provided an Architect's Summary, outlining base building requirements for the various spaces. In this document, we outlined the lighting requirements for rooms being used for video teleconferencing. It is imperative that these lighting requirements be met for the Mayor's Conference Room. If the requirements are not, the result will not be satisfactory. I have attached the relevant pages from the Architect's Summary for your convenience.

Thank you for your help. If you have any other questions or issues that require discussion, please call me.

Peter J Stern

cc: Michael Shafer; Shen Milson & Wilke
Lloyd Kozel; Ace Audiovisual