

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Seventh Floor Ladies Restrooms

FROM:

Chief, Facilities Management Group
3E14 Hqs.

EXTENSION

NO.

06-10378-88

DATE

28 November 1988

DDA/REG
LOGGED

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDA / EXA
7D24 Hqs.

02 DEC 1988

12/2

L

2. ADDA

01 DEC 1988

X

3. DDA

01 DEC 1988

Mum

4. DDA REG.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.


15.

DDA REGISTRY
FILE: Log-12

28 November 1988

MEMORANDUM FOR: Secretary to the Executive Director

STAT FROM:


Chief, Facilities Management Group, OL

SUBJECT: Seventh Floor Ladies Restrooms

1. I certainly share your concern regarding the inconsiderate behavior of a segment of our employee population. The Facilities Management Group is taking two actions regarding your complaint. First, we have initiated a project to increase the ventilation in the seventh floor restrooms. Second, we have forwarded a copy of your complaint to the Chairman of the Agency Occupational Safety and Health Committee, OMS with a request to see if at least one of the restrooms can be designated a non-smoking area.

2. We have looked at a number of different electronic air filters all of which unfortunately recirculate the same air back into the room in question. The approach cited in paragraph 1 will remove larger volumes of air (and hence, smoke) more frequently from the area and introduce clean, fresh air. I will advise you of the Chairman's decision regarding your request to have one of the restrooms designated a non-smoking area.

STAT

cc: DDA
D/L

for 

OL 10378-88

ADMINISTRATIVE - INTERNAL USE ONLY

SUBJECT: Seventh Floor Ladies Restrooms

STAT OL/FMG (28 Nov 88)

Distribution:

- Original - Addressee
- 1 - FMG Official
- 1 - FMG Chrono
- 1 - HD Chrono
- 1 - OL Reader

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