



The Under-Secretary-General for General Assembly and Conference Management

4 January 2010

To: All DGACM Staff working at Albano Building

From: Shaaban M. Shaaban

A handwritten signature in cursive script, appearing to read "Shaaban".

Re: **Heating at Albano Building**

I am keenly aware of the ongoing working conditions at the Albano Building and have personally discussed the issues with the Under-Secretary-General for Management, Ms. Angela Kane. My most recent memorandum to Ms. Kane sought her assistance in addressing the heating as a matter of priority.

I was informed that a review by colleagues from Facilities Management and Capital Master Plan offices has indicated that some staff have taken several actions that take the heating system out of balance. I am told that until we have balance, we will continue to have hot spots and cold spots in the building. A number of notifications were sent to and through the focal points on the steps that staff can take in order to address this problem.

For ease of reference, below is a summary of the steps staff should follow as provided by Mr. Adlerstein. I expect the staff members at Albano to refrain from doing things that lead to fluctuations in temperature. In case those things continue, I will not be in a position to re-intervene with the Department of Management as I have done before the holidays.

Windows

On several floors, some staff have modified the windows, including removing caulking and window stops, so that the windows can open all the way. During the renovation, every third window was set to open 3 inches and the rest were sealed. Staff should not modify the windows as they are the Landlord's responsibility and they meet the New York City code. But more importantly, they throw the heating and air conditioning system out of balance. From a safety point of view, objects and people can fall out of wide open windows, which are not legal.

Freight lobby

The freight lobby fire stairs open to the outdoors and are popular for smokers. Some staff are blocking the freight lobby doors to keep them open. These doors should be only for fire exit purposes. Leaving these fire doors open creates a chimney effect causing a significant loss of