



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 blue ink that reads "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

heated air. In turn, the loss of heat from the open windows and doors overloads the boilers and results in hot and cold areas.

The freight lobby doors should be kept closed. Staff should use only the western stair tower on the passenger elevator side of the building for inter-floor travel. These do not open to the outdoors and therefore will not alter the heat balance. In addition staff should be aware of how to use the intercom system on each floor in case they forget their pass, so all stairs doors can be kept closed.

**Fin tube radiators**

The users are changing the settings of the valves at the base of the radiators. Typically in the morning, the building superintendent checks floors to see if the valves are open. On several floors the users are closing the valves in the afternoon when their portion of the floor gets hot (because some doors or windows are open). These valves are not constructed to be opened and closed every day and they will fail. When they are closed, and the staff goes home, the floor will be cold in the morning because the morning heat did not circulate. Some staff are also storing materials on top of the fin tube system, not allowing for proper convection. Stored material should be removed from the top and in front of the radiators.