

### ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Seventh Floor Ladies Restrooms



STAT  
STAT

FROM: <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span> Chief, Facilities Management Group 3E14 Hqs.	EXTENSION	NO. <i>Oh-10378-88</i> DATE 28 November 1988
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TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. DDA / EXA 7D24 Hqs.	<i>02 DEC 1988</i>	<i>12/2</i>	<i>L</i>	
2. ADDA	<i>01 DEC 1988</i>		<i>[Signature]</i>	
3. DDA	<i>01 DEC 1988</i>		<i>[Signature]</i>	
4. DDA REG.				
5.				
6.				
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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

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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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