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LOGISTICS SERVICES DIVISION  
WEEKLY REPORT  
PERIOD ENDING 9 NOVEMBER 1983

I. Progress Report on Tasks Assigned by the DCI/DDCI:

No items this reporting period.


II. Items/Events of Major Interest:

a. DCI Suite Redecoration: New draperies were installed in the DCI office and secretarial area on 3 November 1983. This completes all redecoration proposals for this suite.

b. Transportation: Special transportation was provided for three days for the Latin America Division and for two days for the Office of Training and Education ending on Sunday, 6 November 1983.

On 2 November 1983, 90 requests for transportation were received. This was the largest number of requests for transportation in a single day that anyone in the Motor Pool Branch could remember.

c. Drawings: The design proposal was approved for the relocation of the Administrative Office, DCI, to Room 7D19 Headquarters Building. Working drawings are 85 percent complete.

Construction drawings for the move of the New Building Planning Office to Rooms 3E36/3E40, Headquarters Building, were completed and issued to the Space Maintenance and Facilities Branch, Logistics Services Division, OL on 7 November 1983. This is part of the  backfill.

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d. Conversion of Area to VTR: A representative of the Architectural Design Staff, Logistics Services Branch, OL, met with a representative of the East Asia Division, DDO, to discuss their requirements for conversion of Room 5C19, Headquarters Building, to a VTR and the installation of Wang terminals.

e. Blower for the Hammermill: The Headquarters Engineering Branch, Real Estate and Construction Division, OL, has advised the Building Services Branch, that a blower for the Hammermill was shipped during the week of 7 November and is due to arrive at Headquarters Building by 15 November.

f. Furniture Deliveries: Last week 119 pieces of furniture were delivered to Tysons Corner and 47 pieces of metal furniture were picked up from Roosevelt Building and were placed in Lot Storage.

g. Relocation of Workstations: During the past week, 12 workstations were relocated for the East Asia Division, 18 for the Office of Global Issues, and 53 for the Office of Development and Engineering.

h. Executive Dining Room Survey: On 8 November 1983, an Executive Dining Room Survey for fiscal Year 1983 was mailed to members. The survey will assist the EDR staff in upgrading the facilities, operations, and guest services. The completed forms should be returned by 1 December 1983, and they will be reviewed at that time.

i. Renovations at Headquarters Building: On 7 November 1983 the Carpenter Shop started the relocation and extension of the mail sorting counter in Room 6B4403 for the Central Cover Staff, DDO. To minimize disruption to the office, this will be the only work done until the last week of November because the two new telephone consoles will not be ready for installation until early December.

Painting in Room 5D55 for the Office of Data Processing, DDA, was completed on Tuesday, 8 November. Electrical work in this area is to be scheduled.

The installation of new double duplex outlets and modification of existing outlets in Room GA20 was completed on an overtime basis on 5 and 6 November by the Electric Shop. The purpose of this work was to allow for installation of word processing equipment for the Information Management Staff, DDO.

The replacement of sprinkler heads and connecting of the fire alarm in Rooms GJ56 and GH4008 has been completed.

### III. Significant Events Anticipated During the Coming Week:

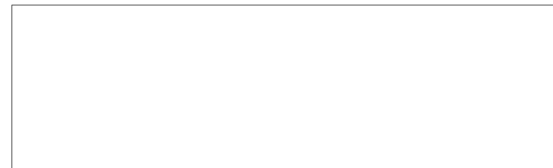
a. Renovations to Foreign Visitors Lounge: The Carpenter Shop is scheduled to start work during the week of

14 November 1983 in Room 6D57, the Foreign Visitors Lounge, with the removal of four feet of masonry wall for a door and the installation of a new wall. Work in this area will be disrupted for some time due to the extensive plumbing and electrical work.

b. Painting of the North Parking Lot: Weather permitting, the GSA painting contractor will be working on Friday, Saturday, and Sunday, 11, 12 and 13 November, restriping the parking areas of the North Parking Lot.

c. Painting of First Floor Corridors - Headquarters Building: A GSA painting contractor will start painting in the 1A corridor on Monday, 14 November.

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Chief  
Logistics Services Division