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NHB file

3 August 1988

MEMORANDUM FOR THE RECORD

SUBJECT: FMD Working Group Meeting, 27 July 1988

25X1

1. [redacted]

25X1

a. FOR THE RECORD: Any Corry Hiebert furniture being withdrawn from or turned into the S. Tower, 4th floor storage area must be coordinated with [redacted]

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b. OTS has 40"x60" Corry Hiebert partitions that need to be reconfigured. [redacted] will try to amend the KOFCO contract to include these type of requests until all Corry Hiebert is installed in the NHB.

c. The storage contract for Corry Hiebert furniture, located in Maryland, expires 30 September 1988. Indications are that this contract will need to be negotiated for an undetermined period during FY-89.

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d. [redacted] needs an accurate count on safes turned in by OTS. [redacted] also needs the status of conserv-a-files on hand and periodic updates.

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2. [redacted] - BSB Move Representative:

a. For the week of 1-5 August 1988: 1-2 August - OSWR executive furniture from lot storage will be installed. This consists of 38 desks and 170 bookcases. 135 conserv-a-files will be installed 29-30 July.

b. 1-2 August - Trash containers with liners, in/out trays and NHB booklets will be installed. Photographer will start Tuesday, 2 August, beginning with the fifth floor and have until Tuesday, 9 August to complete the documentation of each workstation.

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[redacted]

[redacted]

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25X1 3. [redacted] Chief, Building Services Branch:

25X1 The photographer will be Jim, P&PG, [redacted] or
25X1 [redacted] pickups from OTS may have to continue
into the week of 1 August.

25X1 4. [redacted] - Carpet Installation:

No carpet requirement at this present time.

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OL/FMD/BSB (3 August 1988)

Distribution:

Orig - Addressee (return to OL/FMD - Official)

1 - FMD Chrono

2 - FMD/BSB Chrono

1 - C/FMD

1 - DC/FMD

1 - D/Operations

1 - D/Services

1 - C/BSB

1 - DC/BSB

1 - C/Maintenance Branch/OPS

25X1

1 -

1 -

1 -

1 -

1 -

1 -

1 -

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