
INTEROFFICE MEMORANDUM

TO: JIM BARNARD
FROM: BOB GILBERT
SUBJECT: DELIVERABLE FOR THE PERIOD NOVEMBER 16 TO DECEMBER 15, 2002
DATE: 4/3/2002
CC:

The deliverable is a report of security activity for the period described. The following is a capitulation of activity for the period as it was reported. For continuity, this report includes some week-to-week duplication.

Week of 11/11/2002 to 11/17/ 2002

ITEM	COMMENTS
Access Control:	<ol style="list-style-type: none">1. Ninth Floor Computer room access door lock is in place. However, the electric strike has not been installed nor is the handicapped door opener installed. Elevator lobby door on dockside - the electric strike and door opener has not been installed. Elevator lobby door on the Accenture side, the lock is on the wrong side, access needs to be secure from the hallway side not the elevator side. GSA has been notified - Maria Pantin.2. The lobby desk has not been installed. Work was scheduled to begin October 29. The actual installation date is schedule for the week of November 19.3. Candy Kane requested security guards at garage not require employees to dismount their vehicle during the search process. A special order has been submitted to the guards stop unless necessary. Also, researching if this is a requirement under the current government alert status.
Occupant Emergency Plan & Fire Alarms:	<ol style="list-style-type: none">1. We are in contact with GSA to schedule a training session, currently waiting for a time and date.2. We have requested Phil Gentilcore (Department/QWG) to set up a meeting to discuss the various responsibilities of all parties involved in fire alarm process within UCP3. No meeting has been scheduled to date. We have Curtis Woodridge to assist with this request and to review and approve the SFA OEP.
Parking:	<ol style="list-style-type: none">1. SFA Administration is collecting checks for parking fees at UCP3. Parkers are currently using CNN permits. No information has been received regarding ED permits, information has been requested. Guards continue to receive updated lists as names are added.2. Guards received Kudo for service recently provided to employee who needed to obtain vehicle from garage during weekend hours.3. Centex and Jullian are waiting for engineering and parts for Parking access gates

Security Smart Cards	<ol style="list-style-type: none"> 1. ED HR has received the GSA ID and SFA phone listing to assist in the issuance of new Department of Education Identification Cards to replace the GSA issued Identification Cards; they are working to set up the schedule system. SFA will provide ED HR a copy of the SFA organization roster to assist in part-time and full-time employee identification. 2. GSA is recalling their cards at the end of November 2001. ED HR will collect them when the ED cards are issued. 3. Request had been made to issue ED cards at UCP3; ED HR could not accommodate request.
Incidents	<ol style="list-style-type: none"> 1. On Nov 16, Security Office was notified that an employee was in a freight elevator (time was 15 minutes) and could not get out. Employee needed to manually open doors since the elevator was locked for contractor use. Security had responded. SFA has requested and been denied elevator keys by the previous management team. 2. Stanley Wallace from configuration would not present identification to guard when requested. A confrontation resulted whereby subject was ejected from the building. Tina Hunter was notified who in-turn was to notify Rufus, the supervisor for the movers. Individual was to remain in the vehicle during the duration of the move, since he was the driver and not allowed reenter the UCP3.
Area Security	<ol style="list-style-type: none"> 1. No meeting other than the initial November 1, meeting has been scheduled with the UCPM and the representative of the new building owner, Cambridge Asset Advisors, and neighboring buildings to discuss preliminarily security coordination, strategy and communications. 2. GSA FPS issued the post orders and recalled them for editing. 3. On Friday, November 16, FPS did an unannounced inspection visit of UCP3 security. He was identified at the lobby and allowed to proceed. He was made aware GSA was still reviewing post orders. FPS police are not required to pass through screening process once they have identified themselves. 4. We are addressing a weakness in communication with the lobby desk and telephones. 5. A request was made for Julian to unlock the double doors to mail room and copy center during normal work hours. During all other times an access card will be required. 6. No keys have been received for locked rooms/offices from previous owners. A request has been made to the new owner for all the keys for all floors including the master keys. New owners have not received the keys from previous owners. . 7. Doors behind elevator lobby require installation of appropriate hardware by Centex. Gates were removed for ADA requirements and will require relocation of control and alarm wiring. Corrective work is in process.

11/18/2002 TO 11/24/2002

ITEM	COMMENTS
Access Control:	<ol style="list-style-type: none"> 1. Ninth Floor Computer room access door lock is in place. However, the electric strike has not been installed nor is the handicapped door opener installed. Elevator lobby door on dockside - the electric strike and door opener has not been installed. Elevator lobby door on the Accenture side, the lock is on the wrong side, access needs to be secure from the hallway side not the elevator side. GSA has been notified - Maria Pantin. 2. The lobby desk has not been installed. Work was scheduled to begin October 29. The actual installation date has been changed again and is schedule for the week of November 30.
Occupant Emergency Plan & Fire Alarms:	<ol style="list-style-type: none"> 1. We are in contact with GSA to schedule a training session, currently waiting for a time and date. 2. We have requested Phil Gentilcore (Department/QWG) to set up a meeting to discuss the various responsibilities of all parties involved in fire alarm process within UCP3. No meeting has been scheduled to date.
Parking:	<ol style="list-style-type: none"> 1. Because of the continuing threat situation, we anticipate vehicle searches will be a required continuing function. We are seeking cost, design and availability information for placing a guardhouse at the entry to the garage.
Security Smart Cards	<ol style="list-style-type: none"> 1. HR has received the GSA ID listing to issue new Department of Education Identification Cards to replace the GSA issued Identification Cards; they are working to set up the schedule system. GSA is recalling their cards at the end of November 2001.
Incidents	<ol style="list-style-type: none"> 1. No new incidents reported.
Area Security	<ol style="list-style-type: none"> 1. No meeting other than the initial November 1, meeting has been scheduled with the UCPM and the representative of the new building owner, Cambridge Asset Advisors, and neighboring buildings to discuss preliminarily security coordination, strategy and communications.

11/25/2002 TO 12/03/2002

/ITEM	COMMENTS
Access Control:	<ol style="list-style-type: none"> 1. Ninth Floor Computer room access door lock is in place. However, the electric strike has not been installed nor is the handicapped door opener installed. Elevator lobby door on dockside - the electric strike and door opener has not been installed. Elevator lobby door on the Accenture side, the lock is on the wrong side, access needs to be secure from the hallway side not the elevator side. GSA has been notified - Maria Pantin.

	<ol style="list-style-type: none"> 1. The lobby desk was partially installed on Dec 3. A computer will be installed for guards to receive messages for visitor access and a request has been made for phone instrument installation.
Occupant Emergency Plan & Fire Alarms:	<ol style="list-style-type: none"> 1. Training session by GSA for floor captains and alternates scheduled for December 11. 2. Meeting has been scheduled for Wednesday, Dec 5, with Building engineers and facility management to discuss fire alarm system.
Parking:	<ol style="list-style-type: none"> 1. Because of the continuing threat situation, we anticipate vehicle searches will be a required continuing function. We are seeking cost, design and availability information for placing a guardhouse at the entry to the garage. 2. Parking monies are being collected at SFA Admin and forwarded to ED. 3. Permits were received from ED, a message was sent to employees requesting they pickup the permits. Permits were printed incorrectly; new Permits will be reprinted and distributed to those in SFA and Accenture who are authorized to park in the garage.
Security Smart Cards	<ol style="list-style-type: none"> 1. The ED ID issue process began Nov 29, working alphabetically. Now in the C's, doing 50 at a time. Plan to do a spot check, possibly January of all employee's ID. The Department has been tasked to collect GSA ID Cards. 2. The security card system recently experienced a software malfunction; because of this, we have had to request and are receiving factory support. While the system is currently functioning normally we may be subject to occasional unannounced periods of downtime. We anticipate the problem to be resolved shortly.
Incidents	<ol style="list-style-type: none"> 1. Fire alarm activated 12/3. Contractors from Superior Grouting caused this morning's alarm activation. They were grinding materials in P2 of the garage. The Smoke detector in the area was not covered. Audible alarms sounded in the stairwells and lower levels. Some occupants from SFA and Accenture initiated evacuation. The occupants who evacuated were informed that evacuation was not necessary and that they could return to their offices.
Area Security	<ol style="list-style-type: none"> 1. No follow up meetings have been scheduled by the UCPM and the representative of the new building owner, Cambridge Asset Advisors, and neighboring buildings to discuss preliminarily area security coordination, strategy and communications. 2. The double doors to the security, mailroom, and copy center are unlocked during normal working hours.

ITEM	COMMENTS
Access Control:	<ol style="list-style-type: none"> 1. Ninth Floor Computer room access door lock is in place. However, the electric strike has not been installed nor is the handicapped door opener installed. Elevator lobby door on dockside - the electric strike and door opener has not been installed. Elevator lobby door on the Accenture side, the lock is on the wrong side, access needs to be secure from the hallway side not the elevator side. GSA has been notified - Maria Pantin. 2. The lobby desk was partially installed on Dec 3. A computer will be installed for guards to receive messages for visitor access and a request has been made for phone instrument installation.
Occupant Emergency Plan & Fire Alarms:	<ol style="list-style-type: none"> 1. Training session by GSA for floor captains and alternates scheduled for December 11. 2. Meeting has been scheduled for Wednesday, Dec 5, with Building engineers and facility management to discuss fire alarm system.
Parking:	<ol style="list-style-type: none"> 1. Because of the continuing threat situation, we anticipate vehicle searches will be a required continuing function. We are seeking cost, design and availability information for placing a guardhouse at the entry to the garage. 2. Parking monies are being collected at SFA Admin and forwarded to ED. Permits were received from ED, a message sent to employees requesting they pickup the permits. Permits were printed incorrectly; new Permits will be reprinted and distributed to those in SFA and Accenture who are authorized to park in the garage.
Security Smart Cards	<ol style="list-style-type: none"> 1. The ED ID issue process began Nov 29, working alphabetically. Now in the C's, doing 50 at a time. Plan to do a spot check, possibly January of all employee's ID. The Department is tasked to collect GSA ID Cards. 2. The security card system recently experienced a software malfunction; because of this, we have had to request and are receiving factory support. While the system is currently functioning normally, we may be subject to occasional unannounced periods of downtime. We anticipate the problem to be resolved shortly.
Incidents	<ol style="list-style-type: none"> 1. Fire alarm activated 12/3. Contractors from Superior Grouting caused this morning's alarm activation. They were grinding materials in P2 of the garage. The Smoke detector in the area was not covered. Audible alarms sounded in the stairwells and lower levels. Some occupants from SFA and Accenture initiated evacuation. The occupants who evacuated were informed that evacuation was not necessary and that they could return to their offices.
Area Security	<ol style="list-style-type: none"> 1. No follow up meetings have been scheduled by the UCPM and the representative of the new building owner, Cambridge Asset Advisors, and neighboring buildings to discuss preliminarily area security coordination, strategy and communications. 2. The double doors to the security, mailroom, and copy center are unlocked during normal working hours.