

Moorhead Memo

March 2003



Homeland Security Advisory System From the Department of Homeland Security Website

Submitted by: Dan Campeau
Law Enforcement Security Officer
Federal Protective Service

The Current Threat Level: **Yellow**,
or *Elevated Condition*

Why The Threat Level Is At Level **Yellow**

Elevated Condition (Yellow). An Elevated Condition is declared when there is a significant risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, Federal departments and agencies should consider the following general measures in addition to the Protective Measures that they will develop and implement:

- Increasing surveillance of critical locations;
- Coordinating emergency plans as appropriate with nearby jurisdictions;
- Assessing whether the precise characteristics of the threat require the further refinement of preplanned Protective Measures; and
- Implementing, as appropriate, contingency and emergency response plans.
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What happens if we go to condition **Red**?

Severe Condition (Red). A Severe Condition reflects a severe risk of terrorist attacks. Under most circumstances, the Protective Measures for a Severe Condition are not intended to be sustained for substantial periods. In addition to the Protective Measures in the previous Threat Conditions, Federal departments and agencies also should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:

- Increasing or redirecting personnel to address critical emergency needs;
- Assigning emergency response personnel and pre-positioning and mobilizing specially trained teams or resources;

- Monitoring, redirecting, or constraining transportation systems; and
- Closing government facilities to the public
- Restricting deliveries to federal facilities.

For building security issues call: (412) 395-5908

For Emergency at any time, call the FPS mega-center 1-800-525-5726



BUILDING SAFETY IS EVERYONE'S JOB

By Steve Miller

Realty Services Manager

Your safety and the safety of all people entering the Moorhead Federal Building are a paramount concern of the General Services Administration and your agency. We are constantly upgrading and changing our security program to provide you with the safest possible work place environment. In an effort to keep you informed of security requirements/procedures, here are some recent changes:

Due to the higher level of alert that we are currently under, the magnetometers at the building security checkpoint have been adjusted to increase detection of metal objects. We will also conduct random searches of personal belongings upon entering the building.

Liberty Avenue Doors: Building security officers monitored these doors twenty-four hours a day seven days a week. This is the primary employee and visitor entrance and exit. Everyone entering the building is required to show photo identification. The doors are locked at 6PM daily and anyone entering the building must sign in after hours. Visitors are not permitted in the building after hours unless government employee escorts them, or unless prior arrangements with building security have been made.

Grant St: These doors are to be used for exiting the building only. They are permanently locked from the outside and the access card reader has been removed from the entrance.

Deliveries: All deliveries must pass through x-ray inspection or physical inspection at the loading dock. Agencies are notified to pick up deliveries at the loading dock if they do not fit through x-ray machine.

Garage: The garage doors are for vehicle entrance and exiting only; the doors will not operate unless a vehicle is present at the card reader station. We recently erected a guard shack by entrance to garage; this area is monitored 24 hours a day seven days a week. Any vehicle entering the garage is subject to random inspection and all drivers required to show photo identification before entering the garage.



THE VIEW FROM MY WINDOW

By Rick Murphy

Property Manager

HOW ABOUT THOSE ELEVATORS!!

The modernization of the Moorhead Building's sixteen passenger elevators was substantially completed on February 20, 2003. There will be further work requiring that cars are out of service over the next two months, but the results of our collective patience can be experienced riding any of those renovated elevators. Later in this edition of the Memo, Gina Waring will give you the details of the renovation project. I want to focus on the comments of the elevator consultants and their observations about how we use our elevators.

The elevator consulting firm principal, Quentin Bates, made these observations at the last project progress meeting that may be of interest. Mr. Bates first noted that the low and high-rise elevator groups were designed to handle primary elevator traffic for our building, and that the inter-office elevator group was included for supplemental service as a convenience for building occupants remotely housed from the primary elevator groups, or traveling to the lowest levels of the building. Yet, the inter-office elevators carry a larger load of the building's elevator traffic.

He noted the obvious, that the building's primary elevators are arranged in two groups of six cars, serving low and high rise floor zones while the inter-office group numbers only four elevators serving all building floors. That is a comparison of four cars vs. twelve cars serving building traffic. When we use the main passenger elevators for vertical movement, an elevator will normally respond to our call in less than twenty seconds during heaviest traffic periods. Using the inter-office elevators, building occupants find the wait may be several minutes during periods of heavy traffic, normally early morning, lunch and the building's closing hours. Mr. Bates observed that great service is available on the main elevators. Longer waiting time will be normal on the inter-office group.

That's just the way the building elevator system was designed!



RIGHT ON SCHEDULE ***By Rick Murphy*** ***Property Manager***

The major renovation project scheduled for the Moorhead Federal Building is moving along as expected.

- In November the 70% review of the drawing and specification for the major building renovation occurred.
- A value engineering review was conducted January 15th – 17th, 2003, with many good ideas designed to improve the project coming from those meetings.
- The Source Selection Committee met in early February and has short-listed the construction firms showing an interest in performing the work under this contract. Sorry, procurement regulations do not allow me to divulge the names of the remaining contractors.
- We are fine tuning the schedule and reviewing tenant requests for design changes and will continue to make needed revision right on through construction.

Before you know it we will be seeing and hearing the actual construction.



Squatters beware
By Rick Murphy
Property Manager

This is my second warning advising those people in the building who occupy those "unauthorized" spaces throughout the building. In a few months those areas will likely to be in the process of demolition and construction. Agencies affected by the upcoming project should begin to excess their extra "stuff" and getting their "stuff" out of those unoccupied rooms that will soon be no more.

MOVIN ON
By Rick Murphy
Property Manager



I am sure most everyone has heard that the Moorhead Building will be losing a major tenant in the near future.

The Immigration & Naturalization Service (INS) will be moving to a new location on the Southside of Pittsburgh by the end of 2003. This is necessary so that the major renovation project of the Moorhead can move forward. The INS currently is located where the Army Corp of Engineers will be housed.

We are in the construction stage of the building and the new facility will meet the entire federal law enforcement design guide. Moreover, what a building it will be, not only have the architects developed a building which will enable the INS to function efficiently it will also be beautiful addition to the Southside of Pittsburgh. I am predicting a design award in our future.

Do not forget I am always seeking your input on how to make the Moorhead Building a better place to work. If you have an idea or concern just call me at (412) 395-4823.



Elevator Modernization Nears Completion

by **Gina Waring**

In 2001, we surveyed tenants of the Moorhead Building regarding their satisfaction with the facility and office environment. The survey revealed:

56% satisfaction with building elevator cleanliness
46% satisfaction with elevator ride quality
30% satisfaction with elevator dependability
and only 28% satisfaction with elevator wait time.

In order to improve elevator service for our building tenants and visitors, the General Services Administration has since embarked on a project, valued at approximately \$4.5 million, to completely modernize Moorhead Building elevators. We're excited to report that the elevator modernization project is nearing completion. On February 19, low rise cars 1, 2, and 3, the final cars to receive modernization, were completed and returned to service.

Now that the major modernization of passenger cars is substantially complete, we've shifted efforts to re-roping of the cables for all passenger elevators. Cars 4 through 16 will be undergoing re-cabling work now through the end of March 2003. During the re-cabling, you may experience intermittent elevator outages. We apologize for the inconvenience in advance. These final efforts will complete the overall modernization work.

The project has resulted in many improvements for building tenants and visitors, including:

- a drastic reduction in elevator wait time
- improved ride quality, virtually eliminating stop & start jerk motion
- improved reliability
- a voice floor announcing system
- new visual displays in the main lobby indicating elevator status
- aesthetically pleasing elevator cabs and lighting
- new ADA-compliant car operating stations
- new elevator telephones and intercom system
- upgraded fire safety components

We want to thank you for the patience and cooperation you've shown throughout the entire elevator modernization project. If you have any questions or concerns regarding the elevator modernization, please do not hesitate to contact GSA Project Manager Keith Sim at 215-446-4702.



WHAT DO YOU HAVE TO LOSE

By **Gary Kocsis, Chairman**

The Greater Pittsburgh Federal Safety and Health Council will be holding a Health Fair on June 3rd. The health fair will be from 10:00 am until 2:00 pm in the conference rooms on the 22nd floor. Please try to find some time to stop by and get a quick check up. You may find out that you are in better shape than you thought.

To kick off the health fair, and to keep everyone focused on a healthy lifestyle, we included a weight loss challenge. To date, 110 federal employees have signed up to take the challenge. It is never too late to sign on to a healthier lifestyle. See Becky at the Health Unit for details.

On March 26th the Greater Pittsburgh Federal Safety and Health Council will hold it's quarterly presentation. It will be at 12:30 pm in the conference rooms on the 22nd floor. Our guest speaker will be Dr Chad Baginski giving a presentation on Nutrition. Also we will be awarding prizes to the winners of the weight loss challenge.



Lost and Found

About two months ago a remote control unit was found in the conference room on the 22nd floor. It is a PROXIMA model cxgl that can be used for computer and video presentations. It also has a laser pointer built in. If someone is missing their remote they can pick it up in Room 1301.

By **Doug Baker, GSA**

Free Space Available!

Are you a representative of a Federal agency in Pittsburgh?
Do you have an event or program that you would like to bring to the attention of the Federal community?
Perhaps GSA can help by publishing your item in the Moorhead Memo! Please contact Larry Ridgway with GSA at (412) 395-4300 for further information.

SERVICE CALLS ? ? ?

Call GSA @ (412) 395-4300



Support our Troops Campaign was a great success. In the two (2) hours of collection our **Federal Employees** donated \$572.00 and 16 boxes full of comfort items.

Thanks so much !!!

West View VFW Post# 2754 and Ed Praskovich



Building Hours	Monday – Friday 6AM – 6PM
Available Entrances/Exits	<p>Liberty Street Main Doors: Doors are locked at 6PM and monitored by guard service 24hours. This is an employee and visitor entrance and exit. Everyone required to show identification. Government employees required to show Government I.D. to security guards for access after hours. Visitors are not allowed in after hours unless escorted by government employee, or unless prior arrangements with guards have been made. Everyone must sign in after hours.</p> <p>Grant St. – Exit Only. Permanently locked from the outside. Access card reader has been disabled.</p> <p>Garage – Vehicle Entrance/Exit Only – All vehicles subject to random inspection. Monitored 24 hours; all drivers required to show identification.</p> <p>Penn Way – Emergency exit only. Access card reader has been disabled</p>
Screening Requirements	<p>Employees and Visitors – Must show identification and pass through security screening procedures (x-ray and Magnetometer)</p> <p>Visitors – Must pass through security screening procedures (x-ray and Magnetometer) Picture ID will be requested</p> <p>Deliveries – ALL deliveries will be required to pass through x-ray inspection or physical inspection at the loading dock. Agencies are notified to pick up deliveries at the loading dock if they won't fit through x-ray machine.</p>
Security Guards	Guards are on duty 24 hours
Building Security Modifications.	<p>Air Intake areas around plaza area have been sealed and covered. Exterior door handles have been removed on doors no longer being used as entrances. Also, additional cameras have been installed around exterior of the building. All access card readers, except for the garage, have been disabled.</p>
Disabled Employee Information	Handicapped entrance/exit to the building is located off Liberty St.

Become aware of the Moorhead Building security requirements